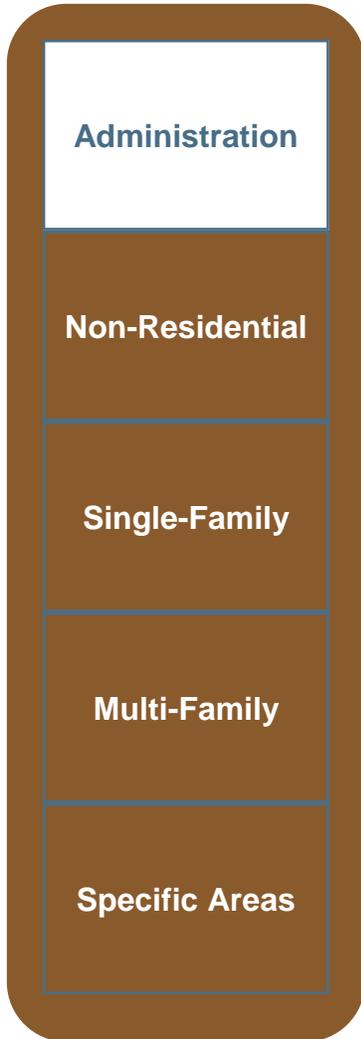


Chapter 1: Administration



I. Introduction (20-78-1.I)

A. Intent and Use of the Design Manual (20-78-1.I.A)

The goal of this document is to provide clear and instructive principles and guidelines for the design and review of commercial, industrial, and residential development in Peoria. The principles and guidelines are intended as a baseline for the minimum qualitative design expectations in Peoria. In addition to forging a distinct community identity, the Peoria Design Review process is intended to promote:

- Diversity in development;
- Distinctive and safe development templates;
- Increased pedestrian and multi-modal connectivity;
- Preservation and retention of environmentally sensitive areas;
- Sustainable natural and built environments;
- Enhancement of the value of property; and
- Protection of the overall health, safety, and welfare of the community.

The development community is urged to consult and apply these principles and guidelines at the onset of the process to assure that the review and permitting processes are as efficient as possible. It should also be noted that these guidelines are a minimum starting point for approaching design consensus. Furthermore, it should be recognized that these principles and guidelines do not encompass every possible technique for achieving a high level of design quality. The development team is

encouraged to use its own creativity and experience to improve upon the means for realizing the design goals and expectations.

The Design Principles and Guidelines may be interpreted with some flexibility in the application to specific projects as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important, guideline. The overall objective is to ensure that the intent and spirit of the Design Principles and Guidelines are followed and to attain the best possible design within reason.

B. Interpretation (20-78-1.I.B)

Guidelines which employ the word 'should' are intended to be applied as stated. However, an alternative measure may be considered if it meets or exceeds the intent of the guideline.

Guidelines using the words 'shall' or 'must' are mandatory and must be included in the project's design.

Guidelines using the words 'encouraged' or 'discouraged' or 'promote' are desirable but not mandatory.

C. Use of Illustrations and Photos (20-78-1.I.C)

The images used to illustrate the compliance (or non-compliance) with the standards should be reviewed in context to the specific guideline with which the image is associated and not necessarily with all of the principles within the document. For example, an image used to highlight an encouraged form of building articulation may also contain a site condition that is not encouraged. The intent is for the reader to focus on the operable portions of the photo highlighted with the caption or reference in the guideline. In addition, although an image may illustrate a portion of the guideline with which it is associated, the intent of the entire guideline should be met. The illustrations and photos depict examples of implementation options. In any event, please consult the context and description supplied with each image.

D. Organization and Content (20-78-1.I.D)

The Peoria Design Principles and Guidelines identify critical components of a comprehensive and integrative design policy which provide a framework within which each development project must operate. The Design Guidelines are organized into five chapters. The following is a brief synopsis of each chapter.

1. Chapter 1: Introduction

This Chapter explains the overarching goals of the Design Principles and Guidelines. Additionally, this chapter outlines the process and administration of the guidelines and follows with a Glossary of operable terminology used frequently throughout the document.

2. Chapter 2: Non-Residential

This Chapter addresses elements of site and architectural design in relation to commercial, industrial, and other non-residential types of development. This chapter includes specific provisions for large scale retail, drive-through establishments and other use types.

3. Chapter 3: Single-Family Residential

This Chapter addresses elements of lot layout, subdivision design, and architectural character in relation to detached and attached Single-Family Residential development.

4. Chapter 4: Multi-Family Residential

This Chapter addresses elements of site design and architectural character in relation to all types of multi-family residential development, regardless of lease or ownership structure.

5. Chapter 5: Special Standards

This Chapter addresses overlay standards for specific study areas such as Old Town and the Lake Pleasant Parkway Corridor. It is intended that this section work in conjunction with the specific type of development that is being proposed in the study area. For example, a commercial development along Lake Pleasant Parkway would consult this section for specific guidance and Chapter 2 pertaining to Non-Residential Development. In the event of a conflict between Chapter 5 and any other section, Chapter 5 would prevail.

E. Administration of Design Manual (20-78-1.I.E)

1. Establishing the Design Standards Advisory Board

Board Structure and Purview

- a. The Design Standards Advisory Board is established pursuant to City Code, Chapter 14, Section 20-76 and further referenced in Section 14-37-6 of the Peoria Zoning Ordinance.
- b. The Board shall consist of a total of five (5) members appointed by the Mayor with the approval by the City Council.

- c. All meetings shall be noticed as required and set forth in the City of Peoria City Code.
- d. The Board functions as an advisory body concerning updates and amendments to the Peoria Design Principles and Guidelines and other duties as described therein (Section 20-77 of the City Code). All amendments to the Design Review Principles and Guidelines will be drafted by staff and presented to the Design Standards Advisory Board. The Board will then recommend to the City Council approval, approval with changes or denial of the proposed amendment.

2. Establishing the Design Review Appeals Board

Board Structure and Purview

- a. The Design Review Appeals Board is established pursuant to City Code, Chapter 14, Section 20-75 and further referenced in Section 14-37-7 of the Peoria Zoning Ordinance.
- b. The Board shall consist of a total of five (5) members plus one (1) alternate appointed by the Mayor with the approval by the City Council. The Design Review Appeals Board shall serve as the primacy body on design review matters and appeals and shall include the following composition:
 - 1. One (1) member shall be a registered Architect;
 - 2. One (1) member shall be a registered Landscape Architect;
 - 3. One (1) member shall be a registered Professional Engineer;
 - 4. One (1) member shall have a background or experience in planning or urban design;
 - 5. One (1) private citizen who is a resident of the City; and
 - 6. One alternate member meeting any of the qualifications contained above.
- c. All Design Review Appeals Board members shall reside or maintain an office in the City of Peoria.
- d. All meetings shall be noticed as required and set forth in the City of Peoria City Code.

- e. The Design Review Appeals Board is authorized to hear and render final decisions on any appeals to a final staff decision on a design review submittal or cases experiencing limited progression and/or a design impasse.

3. Development Review Process

Each Chapter in the Peoria Design Principles and Guidelines will open with a section on the thresholds and applicability. The design principles are in turn administered through staff review of various case types including Preliminary Plats, Site Plan Review, Conditional Use Permits, Design Review, and others.

a. Non-Residential

1. Refer to Chapter 2 and 5 applicability.
2. Chapter 2 site design and architectural design principles administered through review of Site Plan (Administrative).
3. In those cases where the 3rd submittal of the Site Plan has been provided and substantial progression has not been demonstrated or a design impasse has been reached as determined by the Planning Manager, such cases shall be forwarded to the Peoria Design Review Appeals Board for final action. The scope of the Design Review Appeals Board will be limited to final action on the site and architectural design components of the case as affected by the Peoria Design Principles and Guidelines. Such actions consist of recommendations (requiring a follow up meeting), conditions of acceptance, or continuance for further information. The Community Development Department shall provide notice at least fifteen (15) days prior to the Design Review Appeals Board hearing by publishing in a newspaper of general circulation within the City.
4. Continued compliance with approved Site Plan and Design Review verified through review of construction documents (Administrative).

b. Single-Family Residential

1. Refer to Chapter 3 and 5 applicability.
2. Chapter 3 subdivision design principles are administered through review of Preliminary Plat (Administrative).

3. A Single-Family Design Review application must be approved prior to the issuance of any one building permit within a subdivision. The review shifts to the architectural composition of the subdivision standard plans and options (Administrative).

c. Multi-Family Residential

1. Refer to Chapter 4 and 5 applicability.
2. Chapter 4 site design and architectural design principles are administered through review of Site Plan (Administrative).
3. In those cases where the 3rd submittal of the Site Plan has been provided and substantial progression has not been demonstrated or a design impasse has been reached as determined by the Planning Manager, such cases shall be forwarded to the Peoria Design Review Appeals Board for final action. The scope of the Design Review Board will be limited to final action on the site and architectural design components of the case as affected by the Peoria Design Principles and Guidelines. Such actions consist of recommendations (requiring a follow up meeting), conditions of acceptance, or continuance for further information. The Community Development Department shall provide notice at least fifteen (15) days prior to the Design Review Appeals Board hearing by publishing in a newspaper of general circulation within the City.
4. Continued compliance with approved Site Plan and Design Review verified through review of construction documents (Administrative).

d. Changes to existing structures

1. For non-residential or multi-family, if the addition or modification requires an amendment to the approved Site Plan, the site and architectural design standards will be administered through the review of the Amended Site Plan (Administrative). If no Site Plan exists, an amendment will trigger a Site Plan application and hence Design Review compliance.
2. Changes to non-residential or multi-family residential facades will be reviewed through a Design Review application (Administrative).
3. Qualifying additions or structures in existing Single-Family Residential subdivisions will be reviewed in conjunction with the applicable permit.

4. Duration of Approval

All Design Review approvals shall be congruent with the timeframes specified for Site Plan Review (18 months), Preliminary Plat (1 year) or the applicable permit (single-family residential addition/structure). For façade renovations to an existing structure a permit must be obtained within 18 months of the Design Review approval.

5. Appeal Process

a. Design Review Waivers (Planning Manager)

Any requests for a waiver from an applicable provision shall be submitted in writing to the Planning Manager along with all necessary exhibits and fees. The Planning Manager may deny, approve, modify, or approve with conditions any waiver request.

b. Appeal from an Administrative Decision (Design Review Appeals Board)

Any recommendation made by staff on any design review item or any action on a design review waiver may be appealed to the Design Review Appeals Board. The appeal shall be filed in writing with the City within ten (10) calendar days of the final determination. The Community Development Department shall provide notice at least fifteen (15) days prior to the Design Review Appeals Board hearing by publishing in a newspaper of general circulation within the City.

F. Glossary (20-78-1.I.F)

1. Arcade: A series of arches supported on piers or columns or an arched or covered passageway, usually with shops on each side.
2. Arch: A curved structure supporting its weight over an open space such as a door or window.
3. Articulation: Describes the degree or manner in which a building wall or roofline is made up of distinct parts or elements. A highly articulated wall will appear to be composed of a number of different planes, usually made distinct by their change in direction (projections and recesses) and/or changes in materials, colors or textures.
4. Building Mass: The height, width, and depth of a structure.
5. Cantilever: A projecting beam or other structure supported only at one end.
6. Chicane: Planoconvex, off-set curb extensions at an intersection or mid-block for the purpose of narrowing a street.
7. Choker: Planoconvex, matching curb extensions at an intersection or mid-block for the purpose of narrowing a street.
8. Colonnade: A row of evenly spaced columns usually supporting the base of a roof structure.
9. Corbeling: A projection from the face of a wall used to support a cornice or an arch.
10. Cornice: The horizontal projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.
11. Cupola: A small, usually domed, structure surmounting a roof.
12. Dentils: A series of small rectangular blocks projecting from a molding or beneath a cornice.
13. Dormer: A projection from a sloping roof that contains a window.

14. Facade Articulation: Stepping back or moving forward a portion of a building's facade for the purpose of breaking up the building's mass.
15. Facade Articulation Exhibit: An exhibit provided with Single Family design review applications that demonstrates sufficient facade articulation (per Chapter 3) of all standard plans in a Plat.
16. Flag Lot: A lot type by which access is provided via a narrow private access way.
17. Fenestration: The arrangement, proportioning and design of buildings, windows, and other exterior openings.
18. Hardscape: The use of hardened surfacing materials such as colored concrete, stamped concrete, pavers, Streetprint pavement texturing, and the like to create unique patterns of color, design, and texture in order to create visual interest. Exposed aggregate is not considered an acceptable hardscape option.
19. Human Scale: A term used to refer to the use of human proportioned architectural features and site design elements clearly oriented to human activity.
20. Keystone: The central wedge-shaped stone of an arch that locks its parts together.
21. Marquee: Any hood, canopy, awning, or permanent construction that projects from a wall of a building, usually above an entrance.
22. Monolithic: A single large flat surface (façade) without relief; a massive unyielding structure.
23. Mullions: The divisional pieces in a multi-paned window.
24. Ornamentation: Details added to a structure solely for decorative reasons (i.e. to add shape, texture, or color to an architectural composition).
25. Parapet: A low wall generally running around the perimeter of a flat roof.
26. Pedestrian Refuge Area: An area of retreat primarily for pedestrian usage.

27. Pedestrian Walkway/Path: An improved circulation path of varying materials for primarily pedestrian usage that is separate and distinct from traffic circulation. Such connections provide linkages between open spaces and/or outlying uses and are distinct from sidewalks as required by the City Engineer.
28. Perimeter Wall: A subdivision wall adjacent to a collector or higher street classification, retention area, open space area, multi-use trail area, and/or a wall on the perimeter boundary of the subject development.
29. Pilaster: A column attached to a wall or pier.
30. Pitch: The slope of a roof expressed in terms of ratio of height to span.
31. Pop-out: Variation in the plane of an exterior wall. Pop-outs create shadow and depth on the wall surfaces. (See *façade articulation*)
32. Portico: A porch or vestibule (lobby or passage between entrance and lobby) roofed and partly opened on at least one side.
33. Precast: Concrete that is cast in the form of a structural element before being placed in final position.
34. Primary Themed Entry: The principal or highest hierarchical access into a subdivision.
35. Projection: Any component, member, or part that juts or is set forward from the general wall surface.
36. Recess: Any surface set inward from the general wall.
37. Return: A surface turned back from a principal surface, such as the side of a pilaster or the jamb of a window or door opening.
38. Rhythm of façade elements: The pattern of fenestration, projections, recesses, and color and material changes on the face of an elevation.
39. Roof, Gable: A ridged roof forming a gable at both ends of the building.

40. Roof, Gambrel: A gabled roof with two slopes on each side, the lower steeper than the upper.
41. Roof, Hip: A roof with four uniformly pitched sides.
42. Roof, Mansard: A roof with two slopes on each of four sides, the lower steeper than the upper.
43. Ridge: The highest line of a roof where sloping planes intersect.
44. Rustication: A method of forming stonework with recessed joints and smooth or roughly textured block faces.
45. Sash: The framework into which window panes are set.
46. Soffit: The underside of a structure, such as the underside of a staircase and archway, or colonnade.
47. Symmetry: In architecture and landscape architecture, the balance of part by part which may be precise repetition, or repetition in counterpart of one element of a building or landscape in relation to another.
48. Texture: Texture refers to variations in the exterior facade and may be described in terms of roughness of the surface material, the patterns inherent in the material, or the patterns in which the material is placed.
49. Through Lots (a.k.a. Double Frontage): A lot which fronts upon two parallel streets, or which fronts upon two streets which do not intersect at the boundaries of the lot.
50. Traffic Calming: Mitigative traffic measures for the purpose of reducing the speed of traffic, reducing neighborhood cut-through traffic, and increasing traffic and pedestrian safety.
51. Useable Open Space: Areas containing active or passive amenities for the purposes of providing area to recreate or congregate.
52. Utility Cabinets: Any utility box, transformer, switching cabinet, capacitor bank, pedestal, or other accessories, which are owned or operated by a utility company, cable television company, or telecommunications provider. Traffic signals and utility cabinets associated with the functionality of the signal may be exempt from certain placement and screening standards.

