# DESIGN GUIDE

*2.13.2024*

**Introduction**

The design standards that follow address topics discussed during conversations with City staff, elected and appointed officials and community stakeholders, as well as recommendations for best practices. This document includes a mix of design standards, which are required and are part of *Appendix A Planning and Zoning Code* of the Hedwig Village Code of Ordinances, and design guidelines, which are recommended, but not required. Some topics include both standards and guidelines. In that case, each individual sentence includes a note to clarify whether it is required or recommended. Topics that include only standards or only guidelines are noted as well. Graphics are also included for some design standards and some design guidelines.

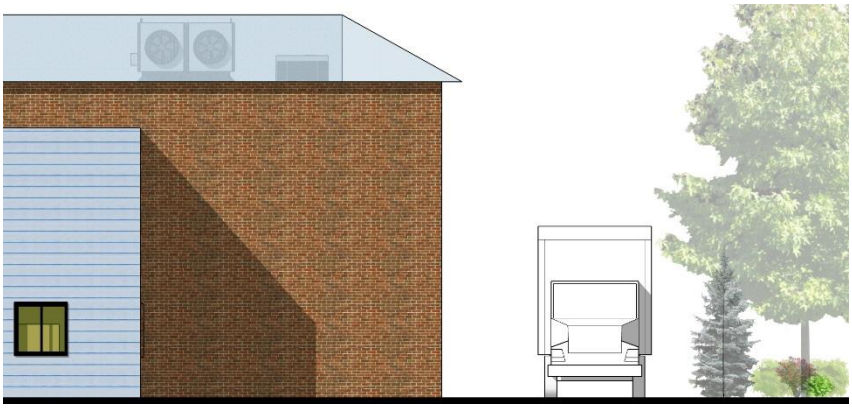
## SECTION: Site Design

### Topic: Site Planning and Building Orientation

*Intent: To promote active and attractive streetfronts free of large unbroken parking lots and visible service areas.*

*Standards and Guidelines:*

- Buildings should be placed and arranged on a site to provide physical definition to streets, pedestrian pathways and any interior courtyards. (Guideline)
- Buildings should have no more than two rows of street-fronting parking within the setback area. (Guideline)
- No more than 50% of a site's gross square footage should be used for surface parking. Exception: this standard does not apply when satisfying minimum parking standards. (Guideline)
- Loading and service areas shall be grouped and placed internal to the site, where possible, organized along shared service alleys or roadways, and screened from public view from a street utilizing landscaping and/or building material. (Standard)
- External mechanical systems shall be incorporated into the building architecture and/or screened from public view from a street. (Standard)



*External rooftop mechanical systems may be screened using a parapet or louvers, among other options. Source: KKC*

**Topic: Building Orientation**

*Intent: To promote active, street-facing buildings and concealed loading and service areas.*

*Standards and Guidelines:*

- On sites of at least one acre in size, the main building entrance shall be on the building elevation with the longest primary street-facing frontage. Exceptions may be made for multi-building developments that are grouped around an interior courtyard or shared parking facility provided that there are clearly marked pedestrian openings visible and accessible from the nearest street. (Standard)
- The main building entrance of a corner building shall be located either on the longest building elevation or directly on the street-facing corners set at a 45-degree angle to both streets. Main building entrances may not front onto interior drive aisles except in the case of the standard above. (Standard)
- A secondary drive aisle and/or rear parking entrances are permitted if the drive aisle and/or rear parking entrance shares a common interior lobby with a street-facing main building entrance. (Guideline)
- A façade treatment of corner buildings shall completely wrap the building on both street-facing sides. (Standard)

**Topic: Cross-Access Easements**

*Intent: To reduce traffic-loading onto main roadway network, ease pedestrian movement and to encourage shared parking by requiring through-block access on large lots.*

*Guidelines*:

- All parcels in all commercial districts with greater than 600 feet of lot depth should provide a continuous, minimum 25 foot wide east-west through-block access easement for pedestrians and vehicles.
- This cross-access easement should align, to the maximum extent possible, with access easements on adjoining parcels and may not be closed-off with fences, walls, or gates.

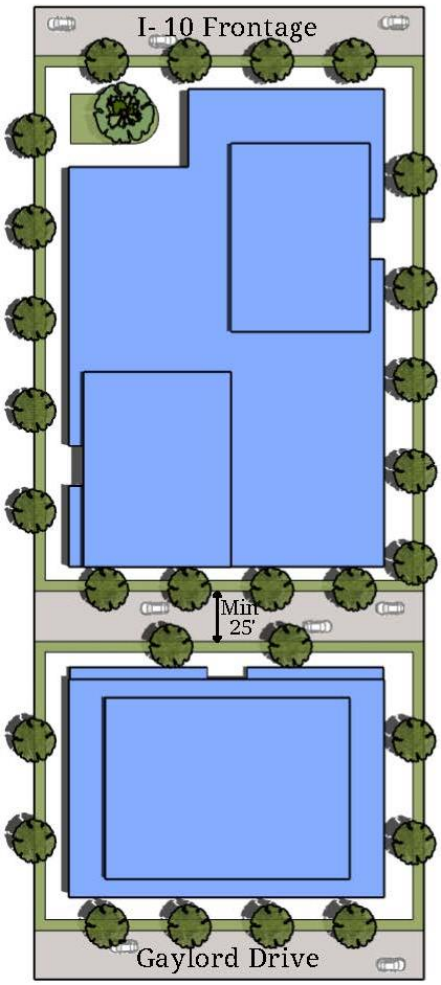



*Illustration showing through-block access on a large commercial lot.*

**Topic: Landscaping**

*Intent:* To create a unified tree canopy and "green screen" along Gaylord Drive and institute stronger interior-site landscaping throughout the commercial districts.

***A. Gaylord Corridor landscaping***

*Guidelines:*

- All parcels with more than 10 feet of setback area along Gaylord should maintain a minimum of a two-tiered, in-line patterned landscaping design consisting of:
    1. A native tree canopy, with each tree spaced no less than **25 feet** apart; and
    2. A continuous understory hedgerow of at least **2.5 feet** in height at the time of planting within the setback area (and within the Promenade easement area where applicable.)

- New plantings should be setback at least 10 feet from any public right-of-way.
- Trees should be placed at least five feet way from any driveway opening.
- New street trees should be native-variety shade trees with single-stemmed trunks, branched no lower than six feet above the ground, except that ornamental, understory trees may be used if large trees would conflict with existing overhead power lines.
- Existing mature trees should be preserved wherever possible and will count toward the landscape requirement.
- The removal of any mature trees should require replacement elsewhere on-site as per existing City ordinance.
- New trees should be planted at a minimum size of 24" box to ensure survivability and shade at time of installation.

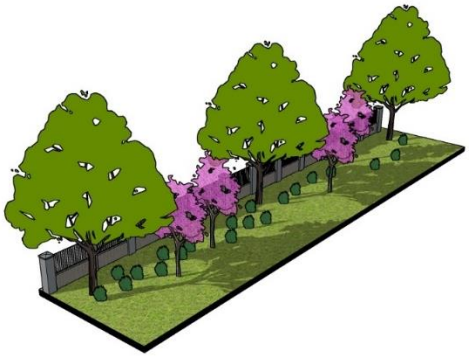


*Illustration showing tiered landscaping along a property line. Source: KKC*

***B. Other Site Landscaping***

*Guidelines:*

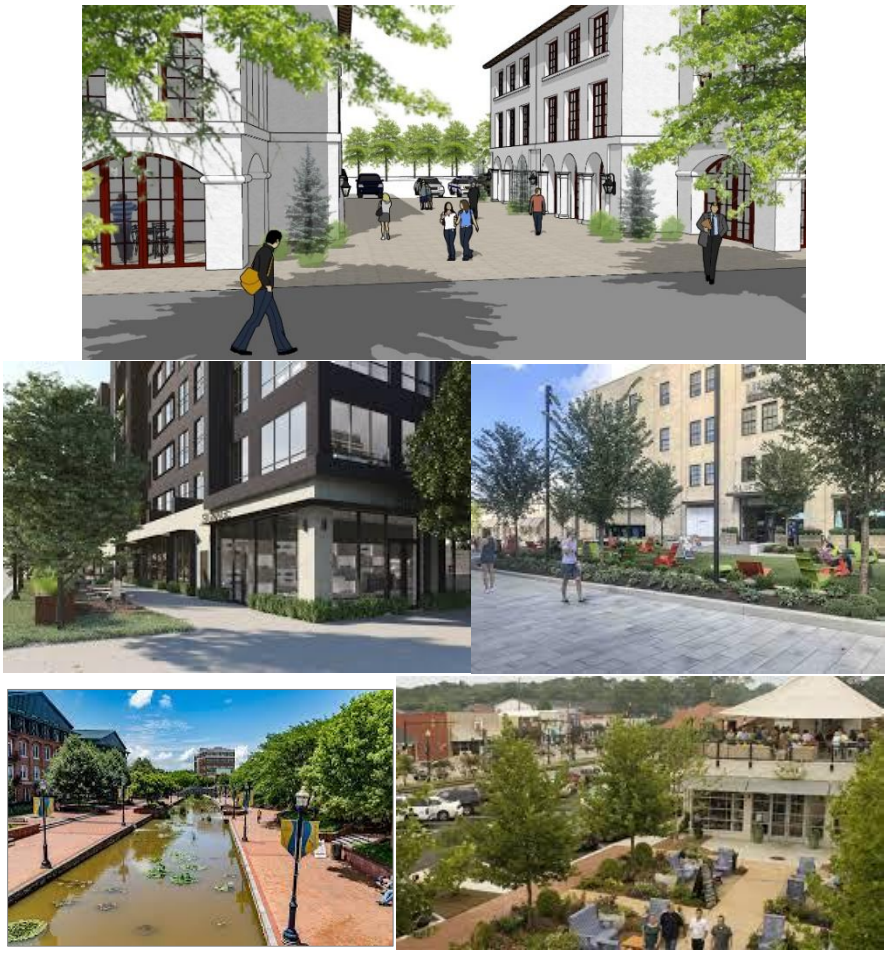
- *Planting Location*. All areas not designated as Gaylord corridor landscaping, parking lot landscaping, or utilized for pedestrian and vehicular access to the building (i.e. sidewalks, parking spaces, loading spaces, etc.) should be landscaped with groundcover or consisting of xeriscape groundcover or native plants, and designated as site landscaping area.
    - *Trees*. One canopy tree or two ornamental trees should be planted per 1,000 square feet of the site landscaping area.
    - *Shrubs*. Six shrubs should be planted per 1,000 square feet of the site landscape area.
    - *Groundcover*. All remaining ground surface not covered in b. and c., above, should be groundcover.

**Topic: Pedestrian Accommodations**

*Intent: To improve pedestrian accessibility and the pedestrian experience on commercial sites and at the interface of commercial and residential zones.*

*Guidelines:*

- A pedestrian priority area should be incorporated for each new building and should:
    a. Measure at least 12’ in depth from the building wall and run the at least the width of that building wall;
    b. Be located adjacent to the main building entrance, and may also be utilized between adjacent buildings or along other street-facing setback areas, as desired;
    c. Be raised above the street level, equal to the curb height, and should not require steps into the main building entrance;
    d. Only be broken by drive aisles or cross-access easements that incorporate a raised section to maintain the level height of the pedestrian priority area;
    e. Utilize a distinct paving material to distinguish from nearby sidewalks and street pavement, a minimum of 50% of which shall be pervious and ADA compliant;
    f. Incorporate a minimum of four amenities (such as benches, landscape pots or planters, public art, information kiosks, etc.) per every 400 feet and may be clustered within the public amenity area; and
    g. Be counted towards the overall lot coverage calculation, where hardscape material is utilized.
- Where feasible, restaurants and other such outdoor uses should orient towards and utilize the space provided by the pedestrian priority area.
- At intersections along Gaylord Drive, the pedestrian priority area may intersect with the Promenade. Together, these areas shall be designed as a central feature of the site and as a place of gathering.
- All amenities within the pedestrian priority area should be provided by the property-owner and/or developer.
- Where a pedestrian priority area abuts a blank building wall, it should be located at least six feet from the wall to provide ample space to incorporate planting beds or planters for landscaping. Where used, plant beds must be designed and constructed to prevent drainage onto any sidewalk or pedestrian priority area.
- Where landscaping is incorporated as a feature in the pedestrian priority area, design features should be incorporated to protect them from being trampled. These may include tree grates, seat walls, raised planter boxes, planter pots, etc.
- Buildings should be arranged and oriented on a site to provide access, activity, and visual definition (i.e. framing and enclosure) to proposed pedestrian priority area including the Promenade and Hunters Branch, where applicable.
- Buildings in the commercial districts should provide pedestrian walkways consisting of either elevated sidewalks or pavement treatments (striped, contrasting, or textured) at least four feet in width at all building entries with pervious pavers. These accommodations should extend along the entire frontage of a building and/or parking lot and connect through the setback area to nearest public sidewalk where applicable.
- The pedestrian priority area may include potted plants, shade structures, bicycle racks, directional signs, public information kiosks, benches or other street furniture, pedestrian-scale lighting, public art, and other amenities.



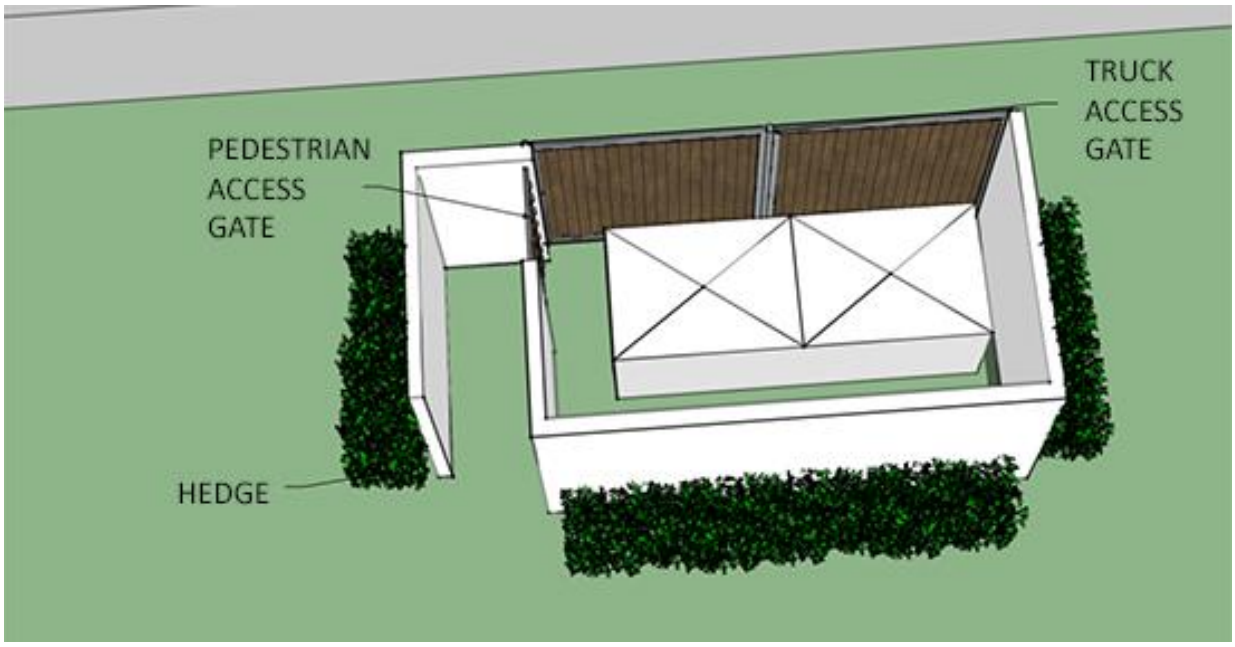
*Examples of pedestrian spaces framed and enlivened by adjacent buildings.*

***Topic: Refuse Containers***

*Intent: To provide adequate refuse services on a site, while reducing their visibility.*

*Standards:*

- A refuse storage container, such as a dumpster or garbage bin, provided for nonresidential uses shall be located near the rear or side of the building.
- A refuse container shall be placed on a paved surface of either concrete or asphalt.
- The screening around the refuse container shall:
    - Be fully enclosed by an opaque, all-weather wall that is taller than the refuse container by at least one foot;
    - Incorporate continuous landscaping around the enclosure on all sides that do not abut a building or other structure except for the gate side that is no less than one foot in height and must have truck access;
    - Be oriented so landscaping faces adjoining properties or streets; and
    - Not encroach upon any sidewalk or roadway.




*Example of a refuse storage container that is screened by an opaque wall and incorporates landscaping on sides that face adjacent properties.*

## SECTION: Building Design

### Topic: Building Entry Orientation and Design

*Intent: To clearly establish a main building entry, and offer a secondary entry point to connect pedestrians to the Promenade.*

*Guidelines:*

- A secondary building entry along a secondary façade may be utilized, especially when providing a connection for pedestrians utilizing the Promenade.
- Main building entrances should be clearly visible from the street and accentuated from the overall building façade by utilizing a minimum of three of the following:
    - Differentiated roof, awning, or portico;
    - Trim details to accentuate the opening;
    - Projecting or recessed entries from the surrounding building façade;
    - Detailed doors and doorways with transoms, sidelights, trim details, and/or framing;
    - Windows within doorways equivalent in size to 50 percent of door surface area; or
    - Decorative non-glare, nighttime lighting.
- Secondary entrances should have minor architectural detailing that adds visual interest to that portion of the façade.
- Doors at storefronts with windows should match the materials and design of the display window framing. Doors may be flanked by columns, distinctive lighting fixtures, or other details. Storefront, transom, display windows, and doors should comprise equal to or greater than 30% percent of the front of a building wall area.
- All windows should be detailed with architectural elements such as projecting sills, pop-outs, lintels, and other similar elements. Large glazed areas should be divided into smaller parts by using mullions to express individual windows or groupings of windows. False fronts or false windows in areas facing the public realm are prohibited.
- Arcades may be used to enhance building façades and provide additional building space over the sidewalk. Arcades should have a minimum depth of eight feet.

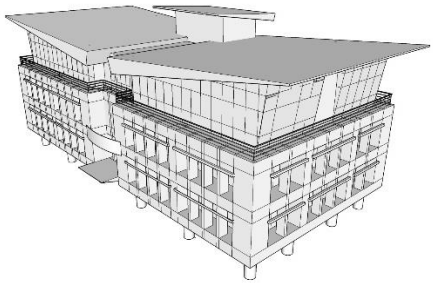
*An arcade creates visual interest along the ground floor and highlights the building's main entrance. Source: KKC*

**Topic: Building Modulation and Design**

*Intent: To help reduce the apparent size and bulk of large buildings so that they do not overwhelm the Village's predominant residential scale.*

*Guidelines:*

- Commercial buildings should be designed in a multi-geometric, multi-surfaced way to break up a large form and add visual interest that is pedestrian in scale.
- A building façade of more than 50 linear feet of building wall along one street should incorporate wall offsets. Each offset should occur at a minimum of every 50 feet and should be set back or projecting from adjacent walls by a minimum of five feet.
- Architectural elements should be incorporated into the design of a new building. A minimum of three of the following should be incorporated in a building less than 25,000 square feet, and a minimum of five should be incorporated in buildings of more than 25,000 square feet:
    - Varied roof heights
    - Recessed windows and/or entrances
    - Canopies
    - Awnings
    - Arcade at the ground level
    - Porticos
    - Outdoor patios, especially that face the Promenade or Hunters Branch
    - Display windows
    - Variation in building materials
    - Integrated planter boxes or wing walls that incorporate landscaping and seating areas
    - Breaks in the façade surface through the use of extruded piers/pilasters, faceting, protrusions and recessions (of a minimum 1' depth for a minimum of 2' along the façade)
- Street-level building facades should incorporate standard floor-to-ceiling height windows and general access entrances.
- A building with three stories or more should be designed to include a visually distinct base, middle, and cap to avoid simple plinth or "slab" style.
- Building walls should incorporate "four-sided" design techniques, furnishing them with the same materials and design treatments to create visual interest at the pedestrian level on all sides.
- Utilize the architectural elements listed above to create more visual interest on a primary building facade to differentiate it from secondary building façade.
- Street-facing building facades should be horizontally divided using architectural features such as string courses, recesses, cornice lines, reveals or a similar means.



*Example of articulated, subdivided building.*

**Topic: Parking Structure Design**

*Intent: To reduce the visual obtrusiveness and deadening effect of large parking structures*

*Standards:*

- All parking garages shall be located at the interior of the site and concealed by a building, or:
- A street-facing parking structure shall:
    - Be architecturally integrated with the building(s) through the use of similar materials and design treatments;
    - Conceal a parking structure by wrapping the street-facing ground floor space with sales tax generating uses;
    - Utilize planted, “green” walls on unwrapped components of a parking deck that faces Gaylord Drive; and
    - Utilize planted, “green” walls, architectural screening, or other decorative façade treatments on the wall(s) of a parking deck visible from the I-10 Frontage Road.


*Examples of architecturally-stylized parking structures.*



*Example of parking structure wrapped with ground floor retail use and office uses.*

## SECTION: Lighting Standards

**Topic: Lighting**

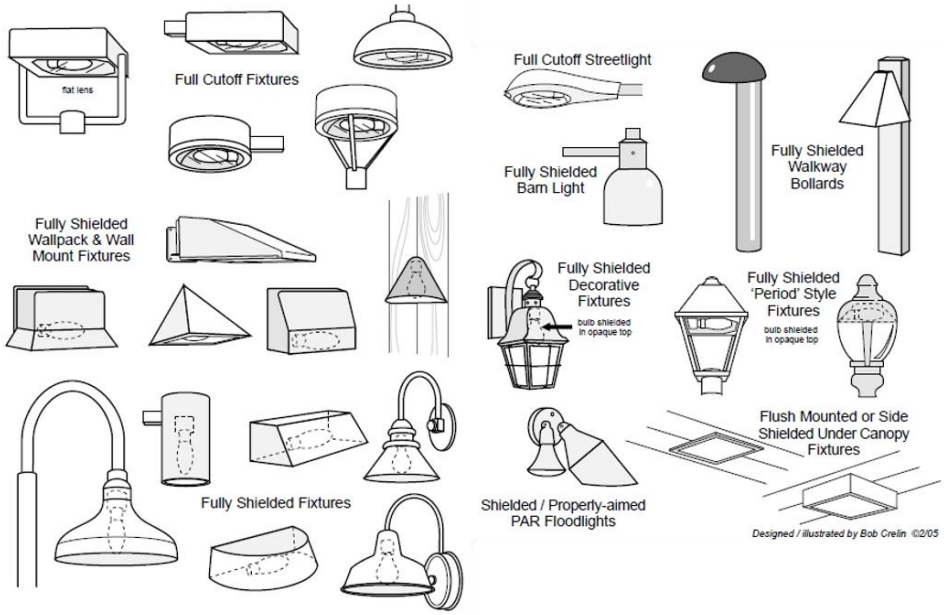
*Intent: To create a cohesive lighting plan across the commercial districts that contributes to safe and aesthetically pleasing lighting and prevents light spill onto adjacent properties.*

*Standards:*

- Location of Light Poles.
  - All light poles shall be located outside of the street right-of-way or adjacent utility easements, except by franchised utility companies or by the City of Hedwig Village as part of a street lighting project.
  - Where a property owner wishes to locate a light pole within a utility easement, the Building Official approval is required. If this occurs, a note shall be included on the site plan stating that the "property owner assumes all liability and replacement responsibilities for any damage to light poles placed in utility easements."
- Height.
  - Wall-mounted lighting fixtures shall be no higher than 20 feet.
  - Freestanding fixtures shall be fully shielded and shall not exceed the height of the building.
- Shielding.

- Light sources shall be concealed or shielded with luminaries with cut-offs with an angle of 90-degrees or less (i.e. perpendicular to the light pole, as seen in the second image below) to minimize for potential glare and unnecessary diffusion on adjacent property.


*Examples of lighting fixtures without cut-offs or shields, and those designed with a cut-off to present light spill onto adjacent property.*



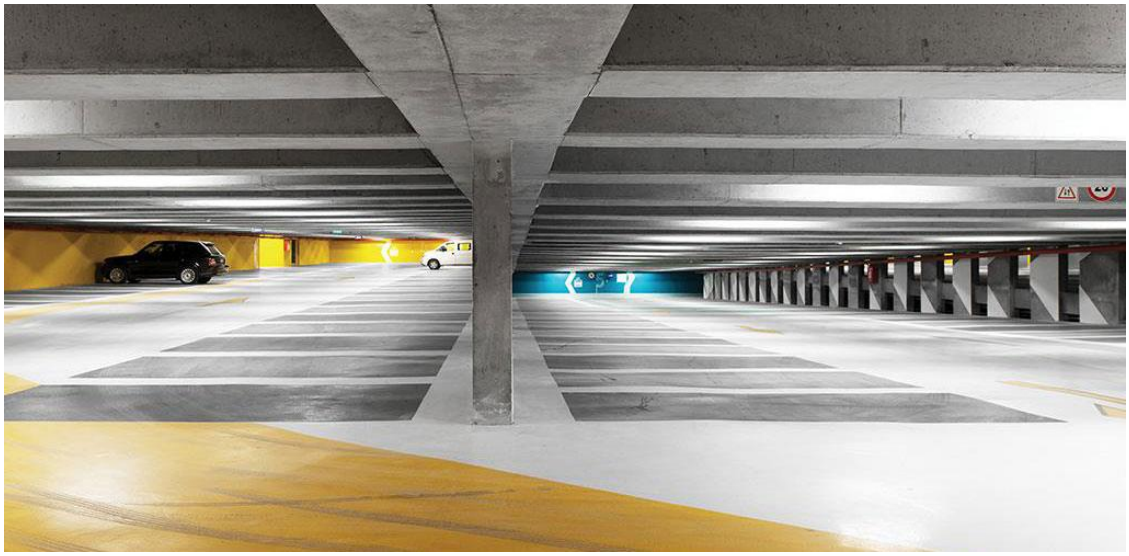

*Examples of a range of cutoff shield styles.*

- Lighting of a Parking Structure.
  - In order to reduce light glare from interior lights utilized in a partially-open level of a parking structure, the following strategies shall be utilized:
    - If flush-mounted or pendant lighting fixtures are utilized, which extend the light lens down from the ceiling, the lowest portion of the lens shall not be mounted lower than adjacent structural beams of the parking garage ceiling.
    - If pendant fixtures are utilized, which extend the light lens down from the ceiling, and the lowest portion of the lens is mounted lower than adjacent structural

beams of the parking garage ceiling, shielding shall be required to ensure light is directed downward and not outward.

- If wall-mounted lighting within the interior of a parking garage structure is utilized, the light shall include a full cut-off fixture in which the light lens does not project lower than the shielding, to reduce glare.

- Light fixtures on open areas of the parking structure shall utilize cut-off fixtures and shall be no more than 20 feet in height.



*Example of lighting in a parking structure that does not extend below the structural beams. (Source: Aspect LED)*

## SECTION: Parking Lot Design

### Topic: Surface Parking Location/Placement

*Intent*: *To break-up and conceal parking areas and to push buildings toward the street or edges of the site to give stronger definition to surrounding streets.*

*Guidelines:*

- In all commercial districts, the majority of surface parking should be located at the interior of the site and behind buildings facing I-10 and/or Gaylord Street. No more than two rows of surface parking (one drive aisle plus one row of parking on either side of the aisle) should be located along the primary entrance.
- No more than 50% of a site's gross square footage should be used for surface parking. An exception is made when satisfying minimum parking standards.

### Topic: Parking Ratios

*Standards*:

Edit parking requirements in table:

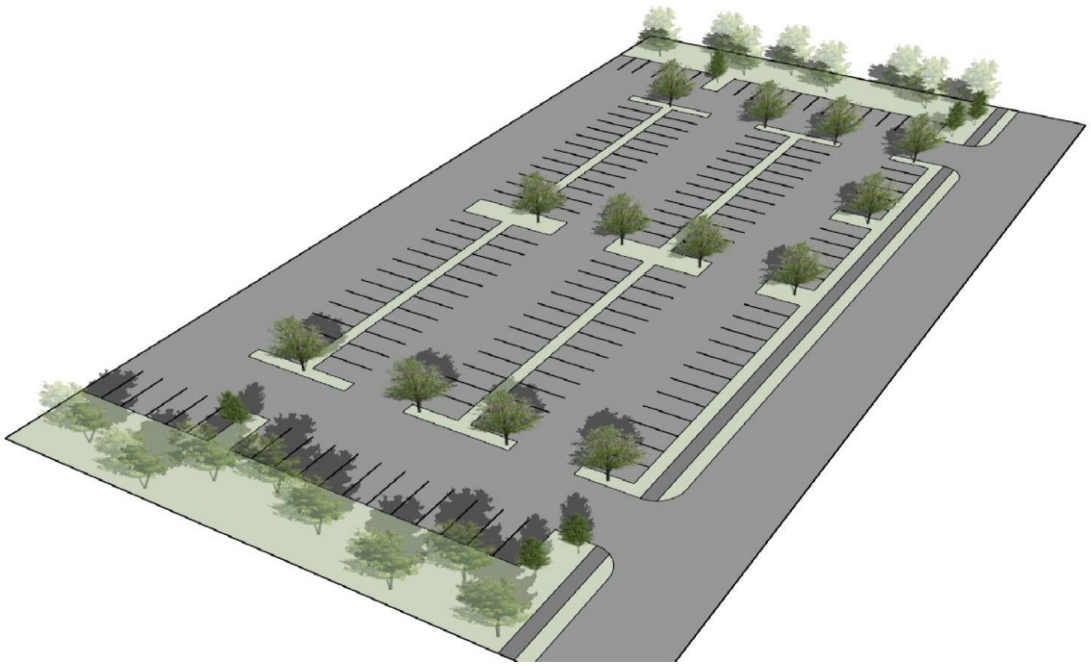
- Reduce parking requirements for all office uses (from 3.5:1000) to 2.5:1000 spaces per 1000 gross square feet.
- Reduce parking requirements for all restaurant uses ("Restaurants and other dining establishments" – from up to 7:1000 to 15:1000) to 10 spaces per 1000 feet of dining area. Takeout restaurant: 5:1000
- Reduce "All Retail Services" parking requirements (from 5:1000) to 4 spaces per 1000 feet.

### Topic: Parking Lot Landscaping

*Standards*:

- For any new contiguous parking lot with over 40 parking stalls, the following landscaping standards shall apply:
  - All rows of parking shall be terminated with a curbed landscaped island that is a minimum of nine feet wide and no less than 19 feet in length (32 feet in length for head-to-head parking stalls).
  - No off-street parking space shall be more than 75 feet from a canopy tree located within a landscaped area.
  - All parking lot islands shall be landscaped with a combination of turf grass, ornamental grass plantings, plant beds, shrubs, and trees. Rock, chip brick, pavers, pavement, and similar hard surfacing shall not be permitted within a parking lot island. Impervious cover is not considered landscape.
  - Sidewalks shall be constructed within a parking lot island as necessary to accommodate pedestrian circulation. No less than one canopy tree shall be planted within each required landscaped island. See Figure 506.E *Parking Lot Landscaping Example*.

**Figure 506.E**
**Parking Lot Landscaping Example**



## SECTION: Applicability

**Topic**: Applicability

*Intent: To clarify when the design standards are required.*

- Update Section 810.F.2, Loss to Casualty. If the Building Official determines that the cost to restore, repair, or renovate a nonconforming structure or a structure housing a nonconforming use that is damaged or destroyed due to casualty or other similar cause is more than 50 percent of the fair market value of the structure, then the structure may not be restored, repaired, or renovated. No permit other than a building permit shall be required for the restoration, repair, or renovation of a nonconforming structure which has been damaged by less than 50 percent of the fair market value of such structure. For properties developed as a multi-building development on a single property, the fair market value of all the structures on the property may be used if one of the primary buildings is the structure that was damaged or destroyed. However, no building permit shall be automatically issued for the restoration, repair, or renovation after the expiration of six months from the date of the damage. Beyond the six month timeframe, the build must be to new standards or good cause for the delay must be shown. For purposes of this subsection, the amount of damaged or destroyed is determined by a good faith estimate of the cost to restore, repair, or renovate the structure, and the "fair market value" of the structure by the greater of the assessed value of the structure according to the most recent tax records prior to the casualty or a good faith appraisal of the value of the structure prior to the casualty using the most recent cost levels published by the ICC Building Valuation Data, or a similar agency's valuation data, with factors to modify the value for the Houston area.

Add new table to address applicability:

| Development Standards Applicability* | | | |
|---|---|---|---|
| **Types of Proposed Development** | **Site Design Standards** | **Building Design Standards** | **Parking Lot Standards** |
| Renovation of interior of existing building | | | |
| Change in use requiring additional parking, loading, or stacking spaces | | | ✔ |
| Interior and exterior renovations of the building costing more than 75% of assessed value of improvements and that does not expand the square footage more than 40% | | ✔ | ✔ |
| Increase in gross square footage of structure by more than 40 percent | ✔ | ✔ | ✔ |
| New construction | ✔ | ✔ | ✔ |

*Changes must not increase non-conformity. Refer to the City ordinance, Article VIII, Division 11.810, Nonconforming Uses and Structures for more information.