WESTMINSTER FORWARD
one community. one vision. one future.

Municipal Code/Design Standards and Guidelines Update: Task Force Meeting 5

May 20, 2019

Agenda

1.	Welcome + Introductions	3:00 PM
2.	Project Recap	3:10 PM
3.	Design Standards Approach + Outline	3:15 PM
4.	Processes Approach + Outline	4:15 PM
5.	Questions & Discussion	4:40 PM
6.	Next Steps	4:50 PM

Project Status

Municipal Code/Design Standards and Guidelines Update

What is this project?

1. Update the design and development regulations
2. Reorganize Municipal Code land development sections
3. Consolidate the Design Standards and Guidelines

WESTMINSTER*FORWARD*

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Westminster Forward is a coordination of long-term plans/projects to create the framework for the future of Westminster. This initiative includes the following:

- Comprehensive Plan (land use and planning)
- Parks, Recreation and Libraries Plan
- Transportation and Mobility Plan
- Sustainability Plan
- Water Supply Plan

These efforts will take place along with specific projects to update the city's Development Code, Design Standards and Sign Code.

Due to the interrelatedness of these efforts, and to ensure opportunities for resident and stakeholder involvement, the city will strive to coordinate public engagement to ensure continuity of vision and direction throughout the process.

COMPREHENSIVE PLAN FOR LAND USE & DEVELOPMENT

PARKS, RECREATION & LIBRARIES PLAN

TRANSPORTATION & MOBILITY PLAN

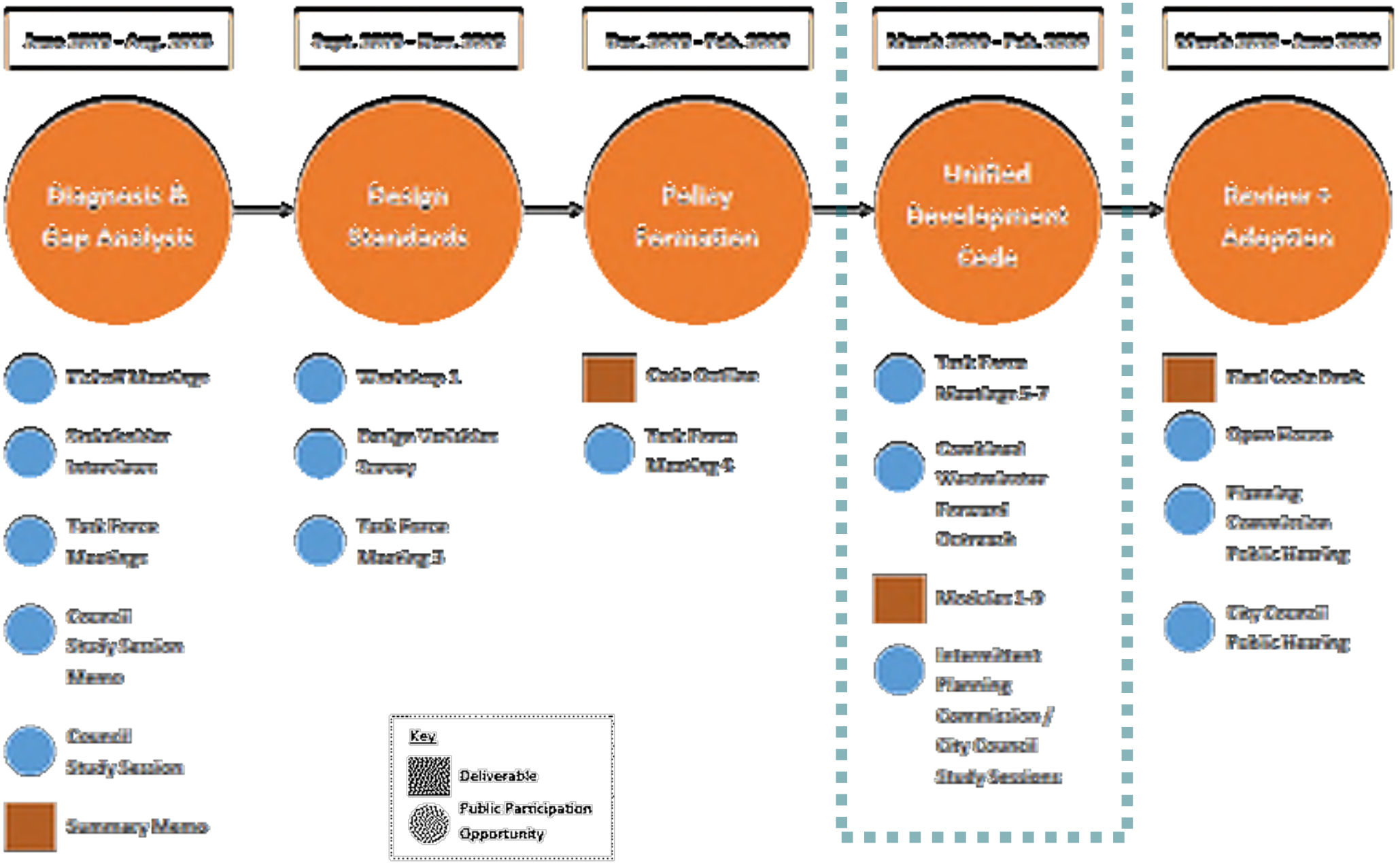
SUSTAINABILITY PLAN

WATER SUPPLY PLAN

SIGN CODE UPDATE

UNIFIED DEVELOPMENT CODE

7,000+ page views


Diagnosis & Gap Analysis
Design Standards
Policy Formation
Unified Development Code
Review + Adoption
Key
Deliverable
Public Participation Opportunity

Modules

1 Procedures (Chapter 5)

2 Landscaping Regulations (Chapter 4, part)

3 Use Patterns (Chapter 2)

4 Zoning Districts (Chapter 3)

5 Use Regulations (Chapter 6)

6 Preliminary Design Standards

7 Development Standards (Chapter 4)

8 Miscellaneous Chapters (Chapters 1, 7-12)

9 Clean-up / combined chapters

Progress on Municipal Code-Design Guidelines

Kickoff meetings

Stakeholder interviews

Task Force meetings (5)

Design Workshop

In-house Coordination

Document Review (171+)

Visual Preference Survey (VPS)

Summary Memorandum

Harris Park commenced

Process chapter internal draft

Design outline + approach

Outline

1. Introduction
2. Use Patterns *
3. Zoning Districts
4. Development Standards **
5. Procedures *
6. Use Regulations
7. Nonconformities
8. Enforcement
9. Agencies
10. Definitions
11. Legal Provisions
12. Submittal Requirements

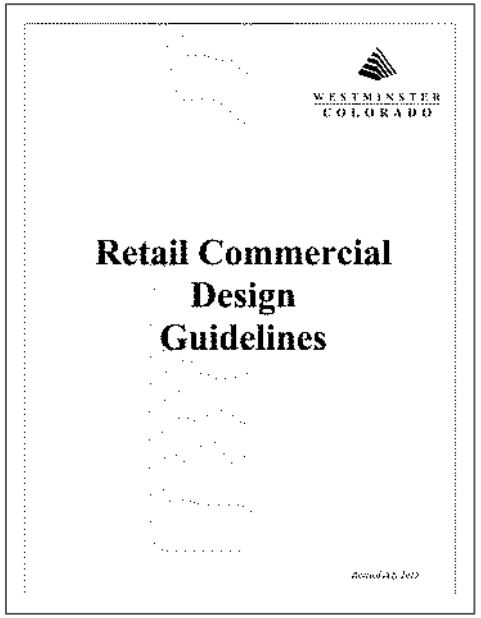
* Discussing today ** Design Regulations

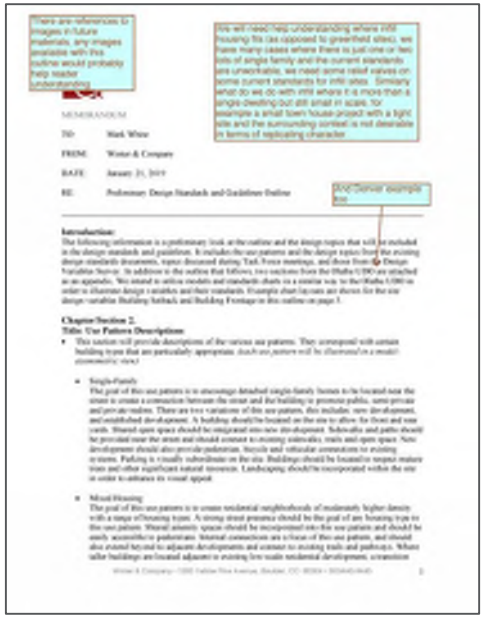
Design Standards and Guidelines Approach

PART 1: OVERVIEW

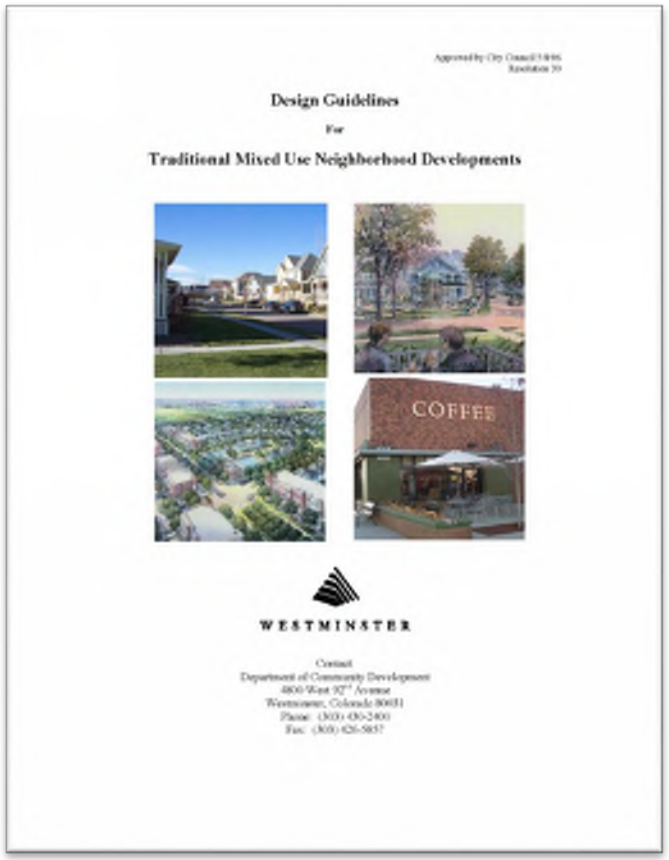
Progress Report

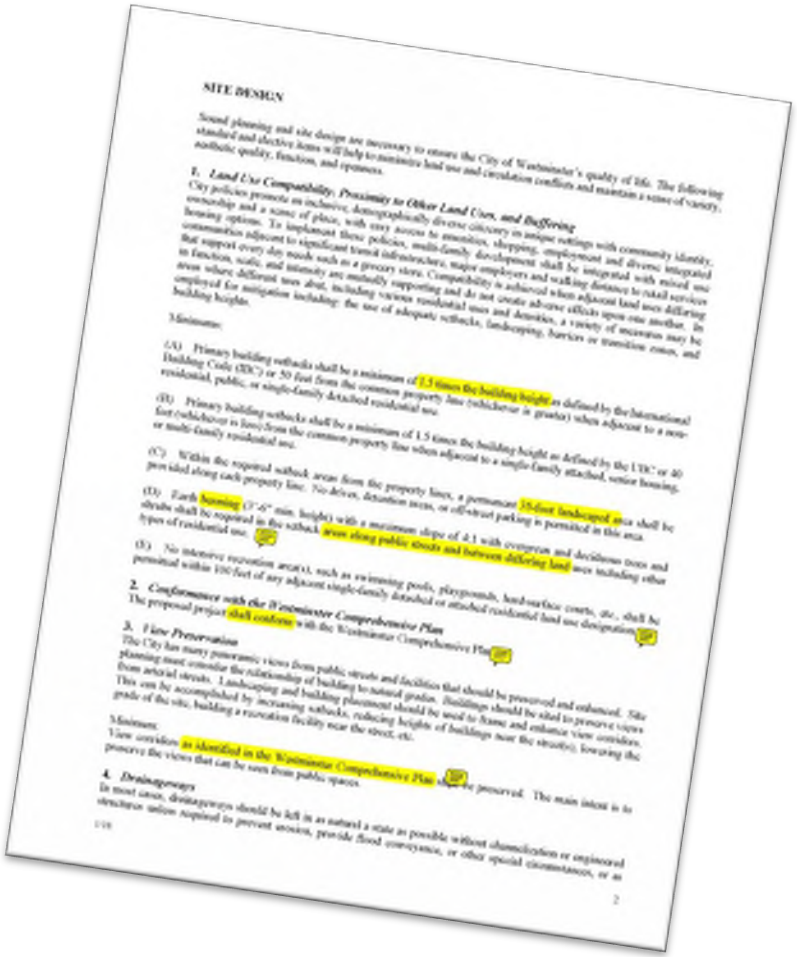
- Reviewed comments from previous meeting
- Analyzed existing design guidelines
- Developed sample pieces of design components





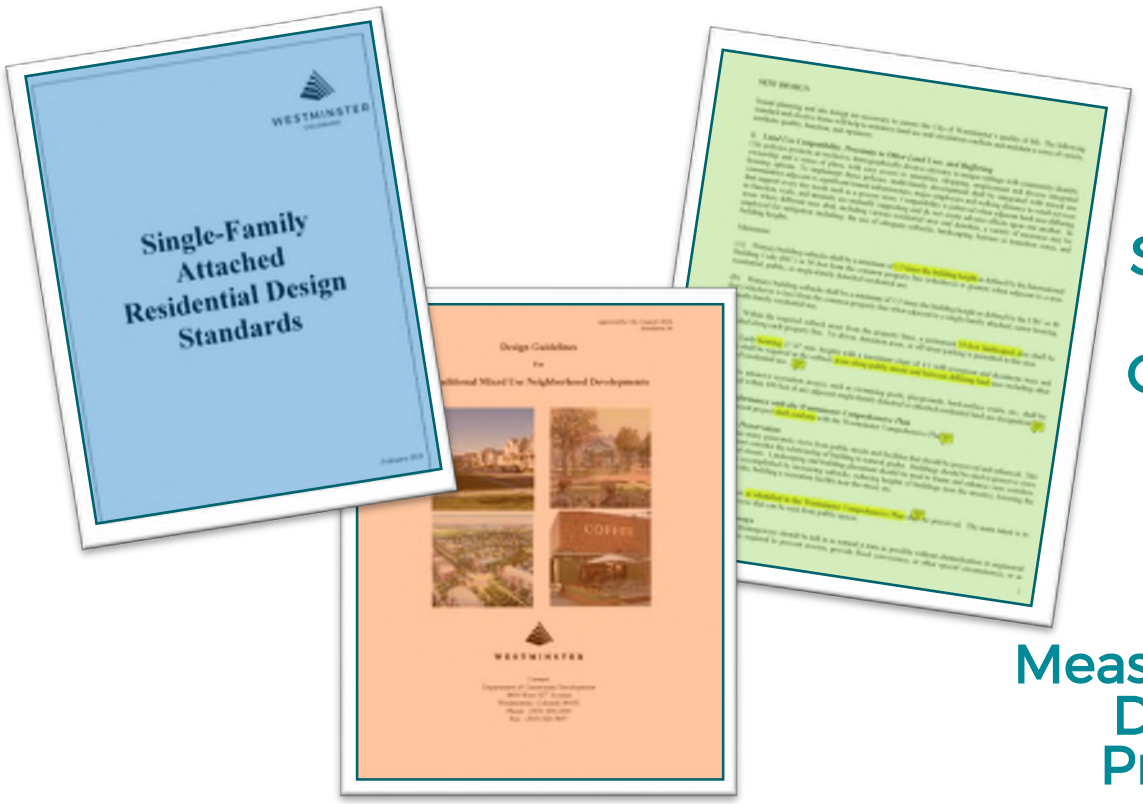
Analysis of Existing Design Standards





Step 1: MARK-UP

Analysis of Existing Design Standards



Design Standards

Design Guidelines

Intent

Rules of Measurement/ Definitions

Prescriptive Design Standards

- Residences shall be setback a minimum of 50' from the common property line when adjacent to a non-residential use, and 30' from the common property line when adjacent to a residential use. Mixed uses within the same Planned Unit Development will be reviewed on an individual basis.
- Provide 0-10 foot landscaped setbacks from the right of way edge for privacy and enhancement of individual entries

Design Standards

- Where development directly abuts a pedestrian connection, plaza, or park, provide a transition zone with seating areas, landscaping and or artwork to create a physical and visual separation between the public and private realm.

Design Guidelines

- ELECTIVE: Additional arterial or collector street right-of-way (beyond amt. req.) will be provided for berming and additional landscape area: 100 points per additional three feet added to right-of-way section along the entire street frontage (500 max. points.)

Connectivity (and Access?) Need to split into Bike/Ped/Vehicular

Intent

- All routes from the homes and common buildings to and along the network of streets and drives shall provide safe, convenient access for bicycles and pedestrians.
- The internal vehicular and pedestrian circulation within a development involving multiple buildings or lots must interconnect in an obvious and consistent manner.
- There must be a clear and carefully planned hierarchy in the vehicular circulation design.
- Sidewalk areas in front of buildings shall be designated to accommodate pedestrian activity.

ROW/D

- Cross access and parking easements must be noted on the ODP and final plat when applicable.

Prescriptive Design Standards

- TMUND Commercial - A pedestrian walk must be provided for pedestrian access of 15–25 feet depending on the volume of foot traffic. Where street trees or eating areas occur, the minimum pedestrian walk area should have an unobstructed width of 8-10 feet.
- Provide concrete bicycle and pedestrian connections between neighborhoods and subdivisions.
  - Path(s) must meet minimum sidewalk widths per City Standards and Specifications for Public Improvements at the time of ODP approval.
- All internal site sidewalks shall be a minimum width of 5 feet; and when adjacent to parking spaces, they shall be a minimum width of 7 feet.
- Multi-Use paths and connections to trails will be a minimum of 10 feet.
- Site planning must provide for the Fire Department/Emergency access. Access roads and drives must be a minimum of 20-feet in width and comply with current Fire Code standards. When parking control is necessary along required access, such access shall

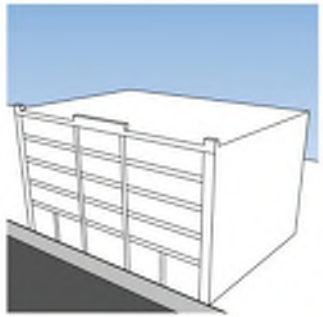
11

Step 2: Color Coded & Merged by Topic

A.4a Accent Lines

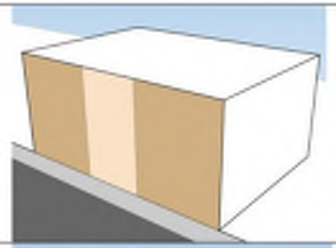
Accent lines include vertical and horizontal expression lines on a building wall. An accent line often projects slightly from the face of a wall. Examples include:

- Moldings
- Sills
- Cornices
- Canopies
- Spandrels



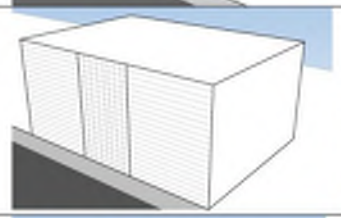
A.4b Color Changes

Color changes include significant vertical or horizontal changes (15'-30' min.) in color on a building wall.



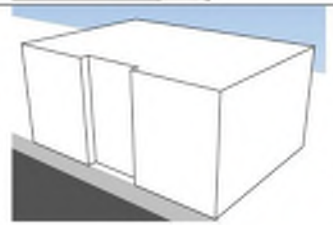
A.4c Material Changes

Material changes include significant vertical or horizontal changes (15'-30') in material on a building wall.



A.4d Minor Wall Offsets

A minor wall offset is a vertical expression line created by notching a building wall for its full height. Minor wall offsets are typically a minimum of 2-4'.



1.2 Vary the mass of a building to express a human scale, reduce the bulkiness of a building and increase solar access at the street. Options include:

- Height variation
- Increased setbacks
- Upper floor stepback

1.3 Maintain a consistent "street wall", allowing for variations in articulation and changes in plane, while maintaining general alignment and repetition of key architectural features and patterns such as:

- *Ground floor height,*
- *Storefront details, such as the base, windows, transoms (the window above a door or large window) and entries,*
- *Parapet and cornice lines, and*
- *Roof lines and proportions*

1.4 Ensure that building design is not plain and massive. Provide vertical and horizontal articulation in building mass with:

- *Step-backs at upper levels,*
- *Ground floor arcades and second-floor galleries or balconies,*
- *Pronounced recesses and projections. For example, recesses can include entries and plazas at strategic locations.*
- *Changes in materials, color and transparency,*
- *Building modules defined by color, height and massing, and*
- *Variations in roof form and height.*

1.5 Differentiate base walls from the wall materials above by:

- *Offset plane, such as a thicker wall or material,*
- *Change in texture, pattern, material or color, and/or*
- *Significant visual reveal, ledge or sill*

1.6 Accentuate building corners to highlight gateways, key intersections, plazas and parks through changes in massing, façade orientation and location of primary building entries.

1.7 Ensure that large developments that extend over a block appear to be multiple buildings to provide visual interest.

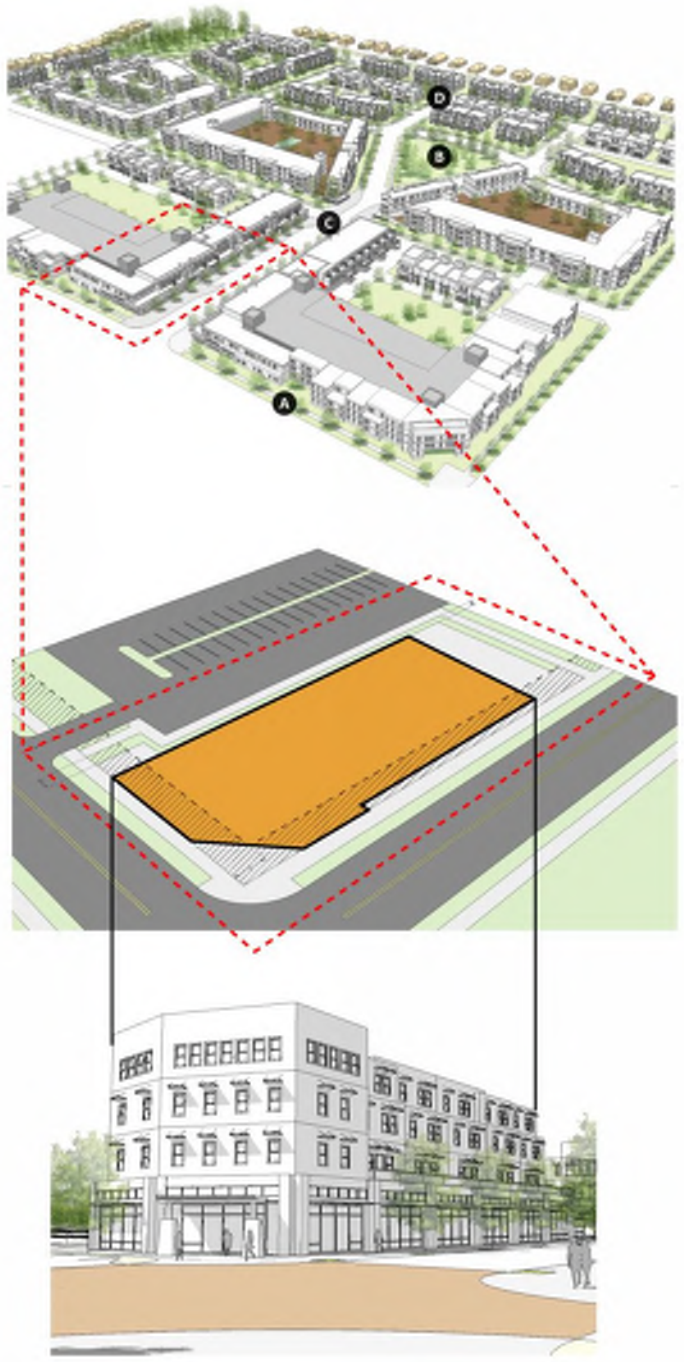
Ensure that building design is not plain and massive. Provide vertical and horizontal articulation in building mass with step-backs at upper levels and changes in materials, color and transparency, as shown above.

Accentuate building corners to highlight gateways, key intersections, plazas and parks through changes in massing, façade orientation and location of primary building entries.

Step 3: New Design Standards & Design Guidelines Format

Organizational Structure

- The standards are organized into 3 sections



Land Use Pattern

Site

Building

Typical Outline for Each Section

- Illustration of intent or definitions
- Standards
- Guidelines
- Menus and charts for applicability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Westminster Design Standard Example

7. Mixed-Use

This is a descriptive paragraph to explain what this mixed-use section has within it. For instance, "This section provides design standards for appropriate development of mixed-use buildings. A measurable illustration of a mixed-use building is show on page xx with labels indicating how standards are measured. The chart below the measurable illustration provides the design standard and which table or menu of design options the viewer needs to follow in order to accurately meet the standard....

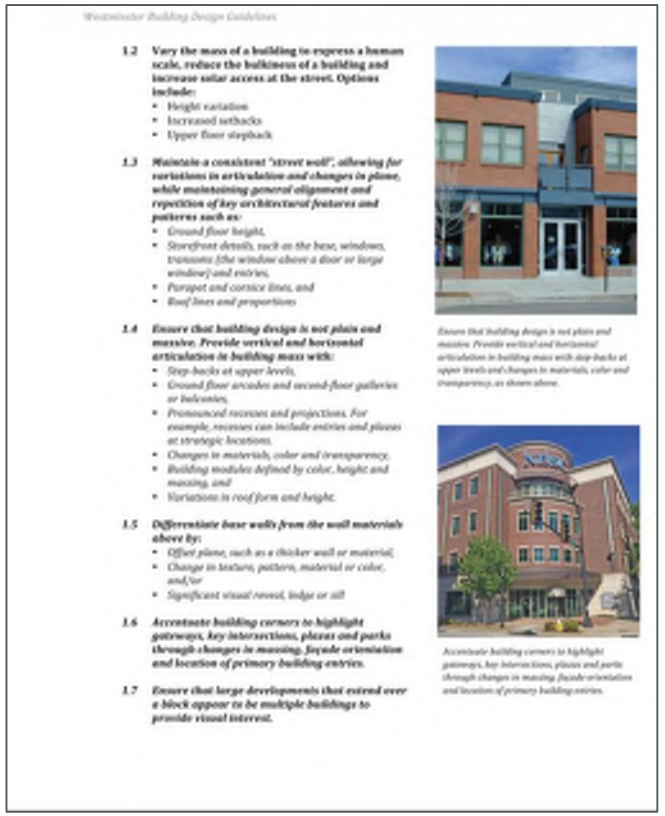
Placeholder text for an introduction descriptive paragraph that points to the overall design standards and guidelines that a mixed-use building should incorporate. For example, a mixed-use building shall have an easily identifiable entrance that connects the street with the building ex1....

A An easily identifiable entrance to the building.

B Step back the upper floors of the building to reduce perceived mass at the pedestrian level.

C Provide transparency at the ground level of the building to engage the pedestrian into in-door activity.

D xxx


Westminster Building Design Guidelines

1.2 Vary the mass of a building to express a human scale, reduce the bulkiness of a building and increase solar access at the street. Options include:
- Height variation
- Increased setbacks
- Upper floor stepback

1.3 Maintain a consistent "street wall", allowing for variations in articulation and changes in plane, while maintaining general alignment and repetition of key architectural features and patterns such as:
- *Ground floor height,*
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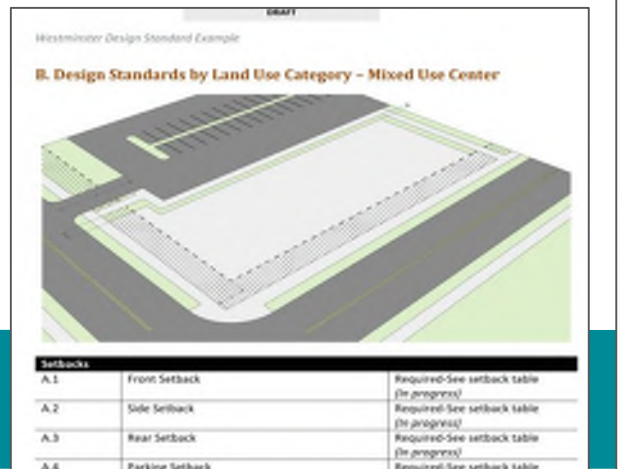
1.7 Ensure that large developments that extend over a block appear to be multiple buildings to provide visual interest.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Westminster Design Standard Example

B. Design Standards by Land Use Category – Mixed Use Center

Setbacks		
A.1	Front Setback	Required-See setback table *(in progress)*
A.2	Side Setback	Required-See setback table *(in progress)*
A.3	Rear Setback	Required-See setback table *(in progress)*
A.4	Parking Setback	Required-See setback table


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Westminster Design Standard Example

C. Tables of Permitted Building Types by Land Use Patterns

Appropriate Building Types in the Residential Use Pattern Areas

The following building prototypes are permitted in the Single Family, Mixed Housing, and Neighborhood

Permitted Building Prototypes	SF	MH	NC	MUN	RCC	CR	OEC	IFU	CIU
Single Family Residence	✓	✓	✓	✓					
Secondary Structures & Accessory Dwelling Units	✓	✓	✓	✓					
Bungalow Court		✓	✓						
Rowhouses		✓	✓	✓					
Townhomes		✓	✓	✓					
Apartment			✓	✓					
Live-Work				✓					
Commercial				✓					

Center Use Pattern Areas.

Design Standards and Guidelines Approach

PART 2: DRAFT MATERIALS

Use Patterns

- Single Family 1 (SF)
- Single Family 2 – *in progress*
- Mixed Housing (MH)
- Neighborhood Centers (NC)
- Mixed Use Neighborhoods (MUN)
- Retail Corridors and Centers (RCC)
- Commercial Retrofit (CR)
- Office and Employment Campus (OEC)
- Industrial/Flex Use (IF)
- Conventional Industrial Use (CI) – *in progress*

Use Pattern: Single Family

B. Description of Individual Use Patterns

This section provides descriptions of the various use patterns. They correspond with certain building types that are particularly appropriate to the use pattern.

1. Single-Family

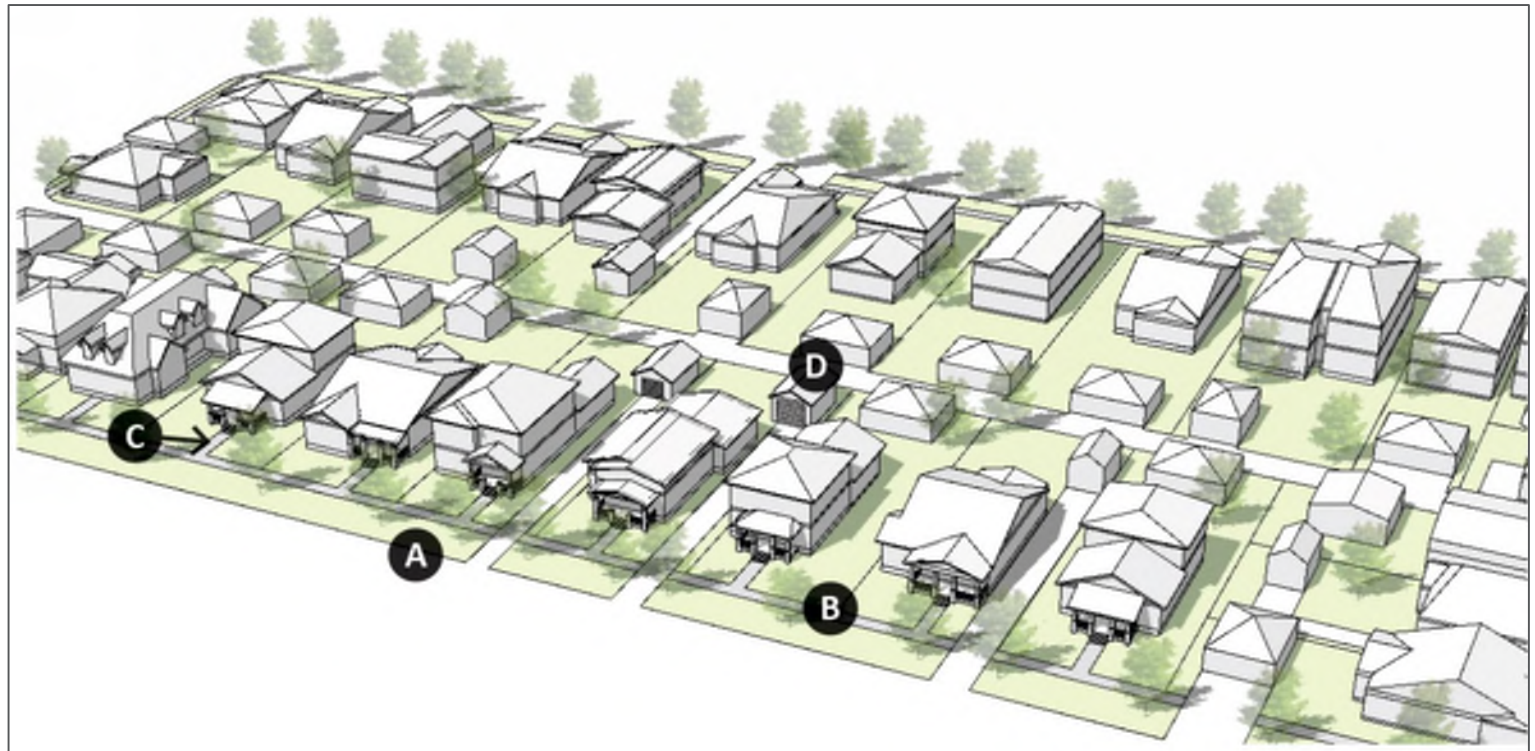
This use pattern is composed of detached single-family homes located near the street. The building placement creates a connection between the street and the building, which promotes public, semi-private and private realms. There are two variations of this use pattern, this includes: new development, and established development. Buildings are located on the site to allow for front and rear yards. Shared open space is integrated into new development. Sidewalks and paths are provided near the street and connect to existing sidewalks, trails and open space. New development also provides pedestrian, bicycle and vehicular connections to existing systems. Parking is visually subordinate on the site. Buildings are located to respect mature trees and other significant natural resources. Landscaping is incorporated within the site to enhance visual appeal.

A Single-family homes are located near the street.

B Shared open space is integrated into new development.

C Sidewalks and paths that connect to existing systems are provided.

D Parking is visually subordinate.



A Single-family homes are located near the street.

B Shared open space is integrated into new development.

C Sidewalks and paths that connect to existing systems are provided.

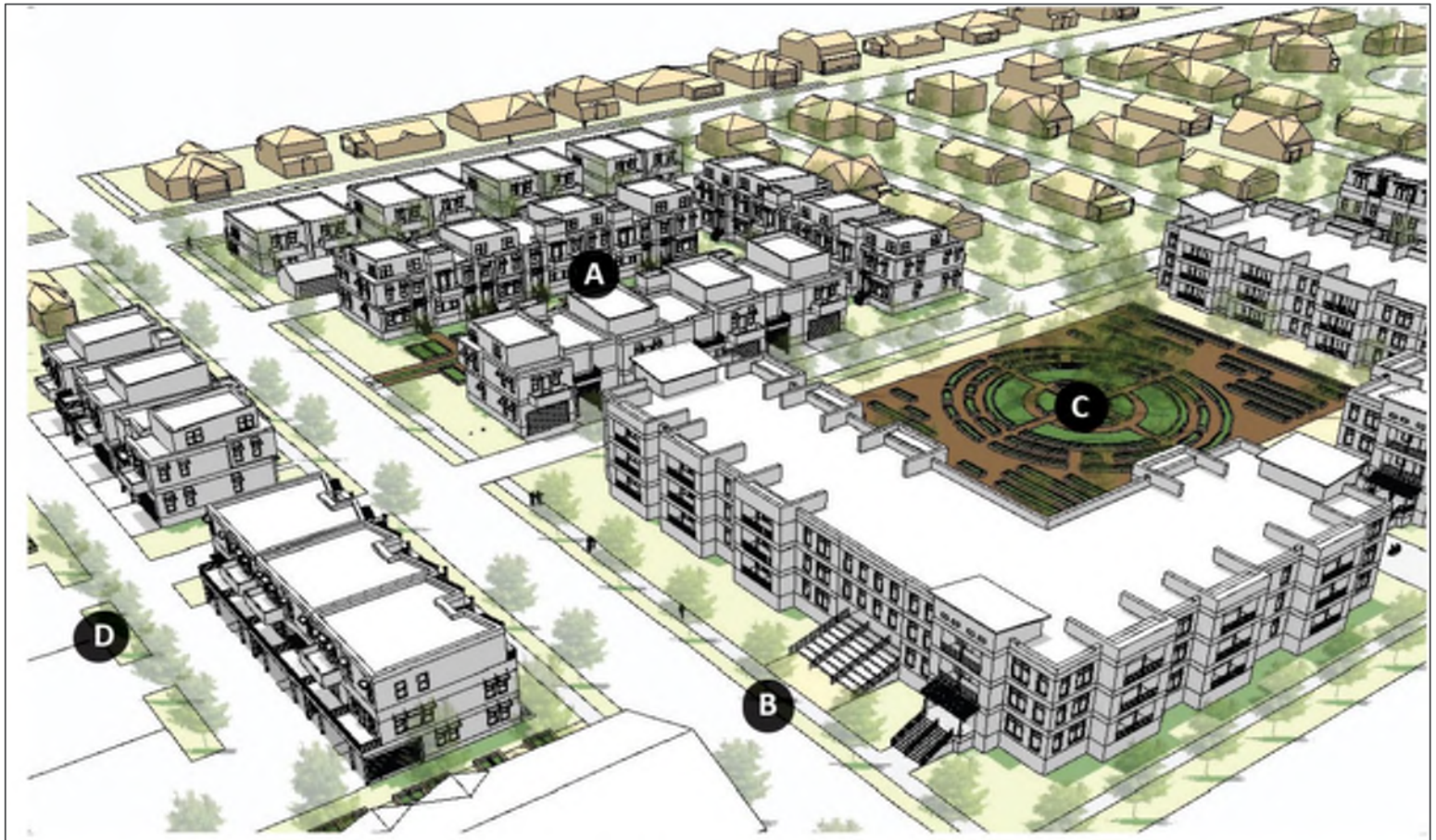
D Parking is visually subordinate.

Use Pattern: Mixed Housing

2. Mixed Housing

This use pattern is a residential neighborhood of moderately higher density with a range of housing types. A strong street presence is a key component of all housing types in this use pattern. Shared amenity spaces are incorporated in development, and are easily accessible to pedestrians. Internal connections are a focus of this use pattern, and connections extend beyond to adjacent developments and existing trails and pathways. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking within buildings and surface parking lots is attractive and visually subordinate to the street and the site. Buildings are located to respect mature trees and other significant natural resources. Landscaping is incorporated into surface parking lots, along the street and within a site, which enhances visual appeal.

- **A** Single-family homes are located near the street.
- **B** Shared open space is integrated into new development.
- **C** Sidewalks and paths provide internal connections and also connect to existing external systems.
- **D** Parking is visually subordinate.

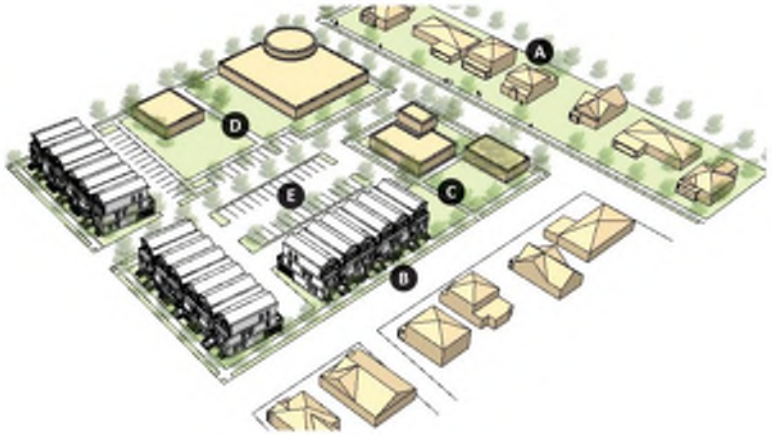


- **A** Single-family homes are located near the street.
- **B** Shared open space is integrated into new development.
- **C** Sidewalks and paths provide internal connections and also connect to existing external systems.
- **D** Parking is visually subordinate.

Use Pattern: Neighborhood Centers

3. Neighborhood Centers

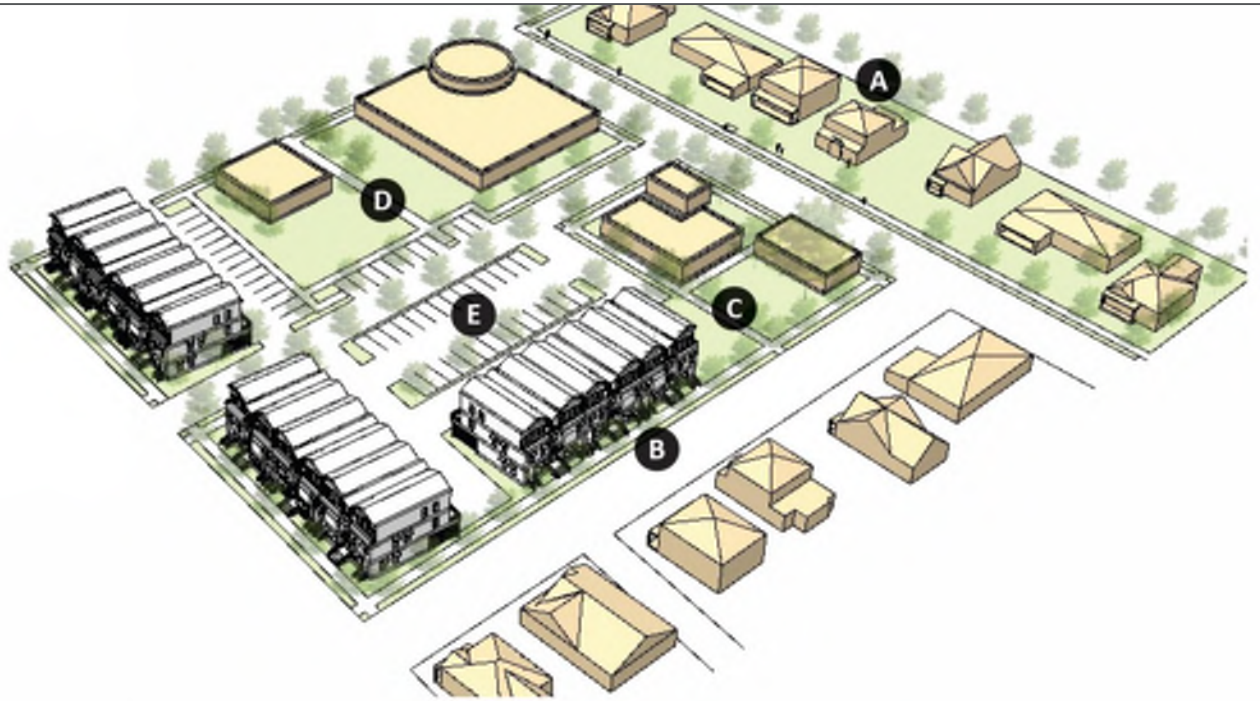
This use pattern is a commercial node for adjacent residential neighborhoods. It includes a variety of uses that provide goods and services to neighborhood, and it fosters an active pedestrian-oriented environment with a distinct identity. Buildings in this use pattern are placed at, or near the sidewalk or street edge to create a strong relationship between the public and private realms. This use pattern is often located on a corner site. Small setbacks are appropriate in some cases to accommodate outdoor public spaces. Shared amenity spaces are incorporated and are easily accessible to pedestrians. Pedestrian and bicycle connections link the surrounding residential neighborhoods to the neighborhood center. While vehicular connections are necessary, the neighborhood center is designed to favor the pedestrian and to make the automobile subordinate. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking within buildings and surface parking lots is attractive and visually subordinate to the street and the site. Buildings are located to respect mature trees and other significant natural resources. Landscaping is incorporated into surface parking lots, along the street, and within the site, to enhance visual appeal.



A Commercial uses serve adjacent residential neighborhoods.

B Buildings are placed at or near the sidewalk or street edge.

C Shared amenity spaces are incorporated in development.



A Commercial uses serve adjacent residential neighborhoods.

B Buildings are placed at or near the sidewalk or street edge.

C Shared amenity spaces are incorporated in development.

D Connections link residential areas to commercial areas.

E Parking is visually subordinate.

Use Pattern: Mixed Use Neighborhoods

4. Mixed Use Neighborhoods

This use pattern includes a range of uses at a higher density that are generally more compact and create a sense of place. Uses are often vertically mixed, but may also be horizontally mixed. While some variation in building placement relative to the street edge occurs, buildings are located close to the sidewalk and street edge to create a strong street wall. Amenity spaces such as outdoor dining areas, pocket parks, dog parks or larger civic spaces are also incorporated. While vehicular connections are necessary, the Mixed Use Neighborhood is designed to favor the pedestrian and to make the automobile subordinate. This use pattern also connects to adjacent or nearby development with pedestrian, bicycle and vehicular connections, when feasible. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking within buildings and surface lots is attractive and visually subordinate to the street and the site. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.

A Commercial uses are mixed with residential uses.

B Buildings in this use pattern are placed at or near the sidewalk or street edge.

C Shared amenity spaces are incorporated.

D Connections link residential areas to commercial areas.

E Parking is visually subordinate.

A Commercial uses are mixed with residential uses.

B Buildings in this use pattern are placed at or near the sidewalk or street edge.

C Shared amenity spaces are incorporated.

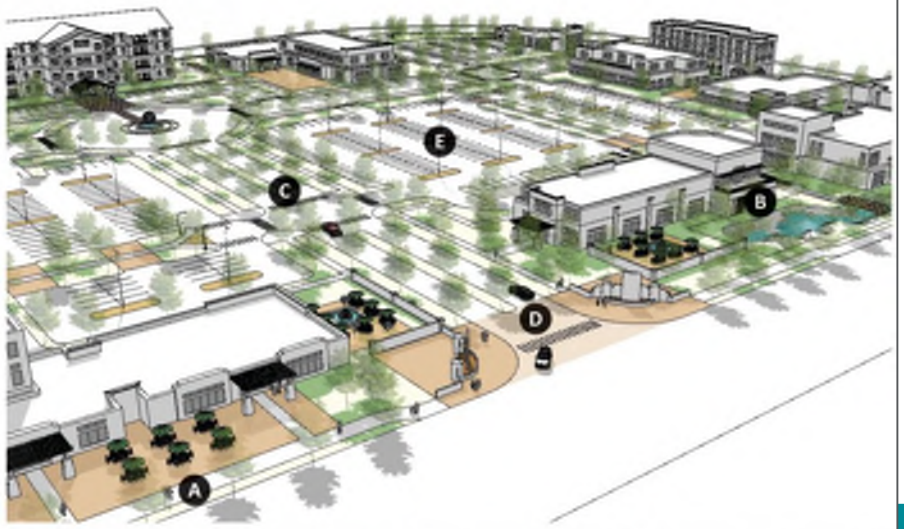
D Connections link residential areas to commercial areas.

E Parking is visually subordinate.

Use Pattern: Retail Corridors and Centers

5. Retail Corridors and Centers

This use pattern creates retail areas consisting primarily of commercial, retail, office, and drive-through buildings that are visually appealing, despite the focus on access via car. While some variation in building placement relative to the street edge occurs, buildings are located close to the sidewalk and street to define this edge. This use pattern incorporates public plazas and outdoor use areas, which are often located to connect with pedestrian pathways and buildings. Internal vehicular connectivity is provided in order to minimize the need to drive back onto the street to access another area. Pedestrian connections are provided around and across the development in order to increase pedestrian safety and enhance walkability. This use pattern creates connections to adjacent or nearby development with pedestrian, bicycle and vehicular connections, when feasible. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking is concentrated and located internally to the development, with buildings located along the streets. Where buildings are set back from the street, parking is minimized to one bay along the street edge. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.

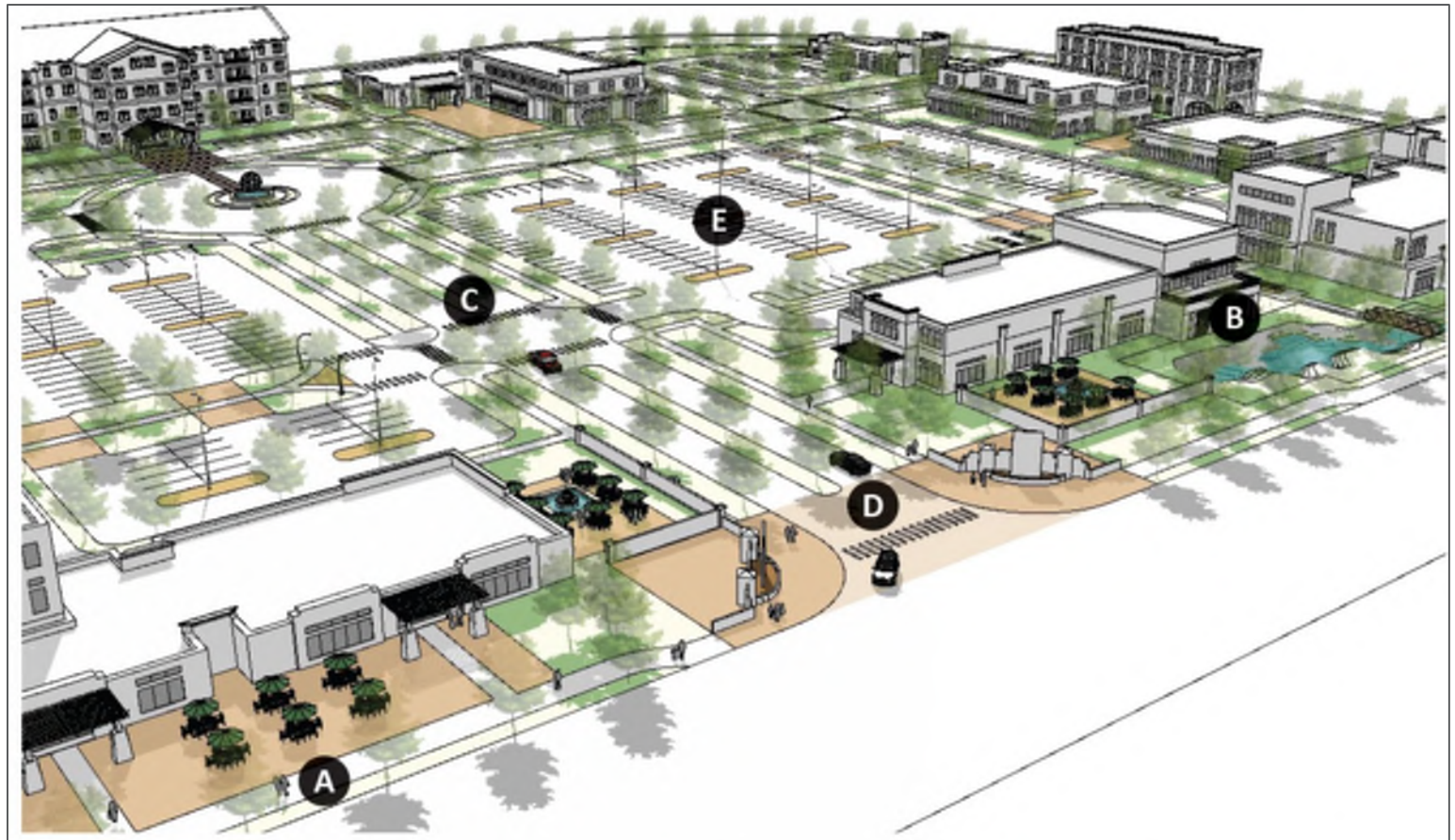


A Buildings are placed at or near the sidewalk or street edge.

B Shared amenity spaces are incorporated.

C Internal vehicular connectivity is provided.

D Parking is visually subordi-



A Buildings are placed at or near the sidewalk or street edge.

B Shared amenity spaces are incorporated.

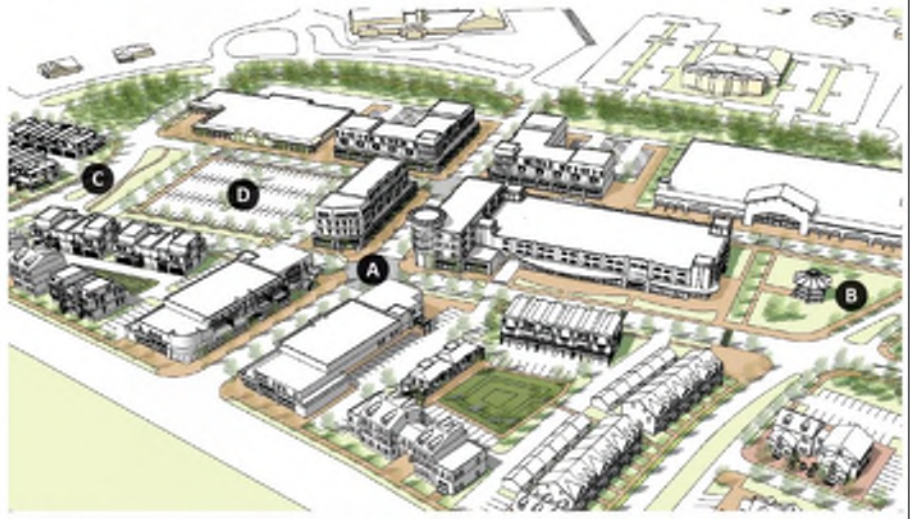
C Internal vehicular connectivity is provided.

D Parking is visually subordinate.

Use Pattern: Commercial Retrofit

6. Commercial Retrofit

This use pattern focuses on the redevelopment of existing shopping centers, big-box retail sites and other sites that are characterized by large expanses of surface parking. The resulting pattern is a more dense, visually attractive, urban development that incorporates a variety of uses, including housing. Redevelopment also reduces the predominance of automobiles. Although many people may still access these areas by car, this use pattern is designed to be pedestrian-friendly by locating buildings close to the sidewalk and street to define this edge. Amenity spaces such as pocket parks and other outdoor site amenities are incorporated in this use pattern. Pedestrian connections are provided throughout the development in order to increase pedestrian safety and enhance walkability. This use pattern also connects to adjacent or nearby development with pedestrian, bicycle and vehicular connections, when feasible. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking is located internally within blocks, with the exception of on-street parking where new block configurations allow for it. Parking within buildings and surface lots is attractive and visually subordinate to the street and the site. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.

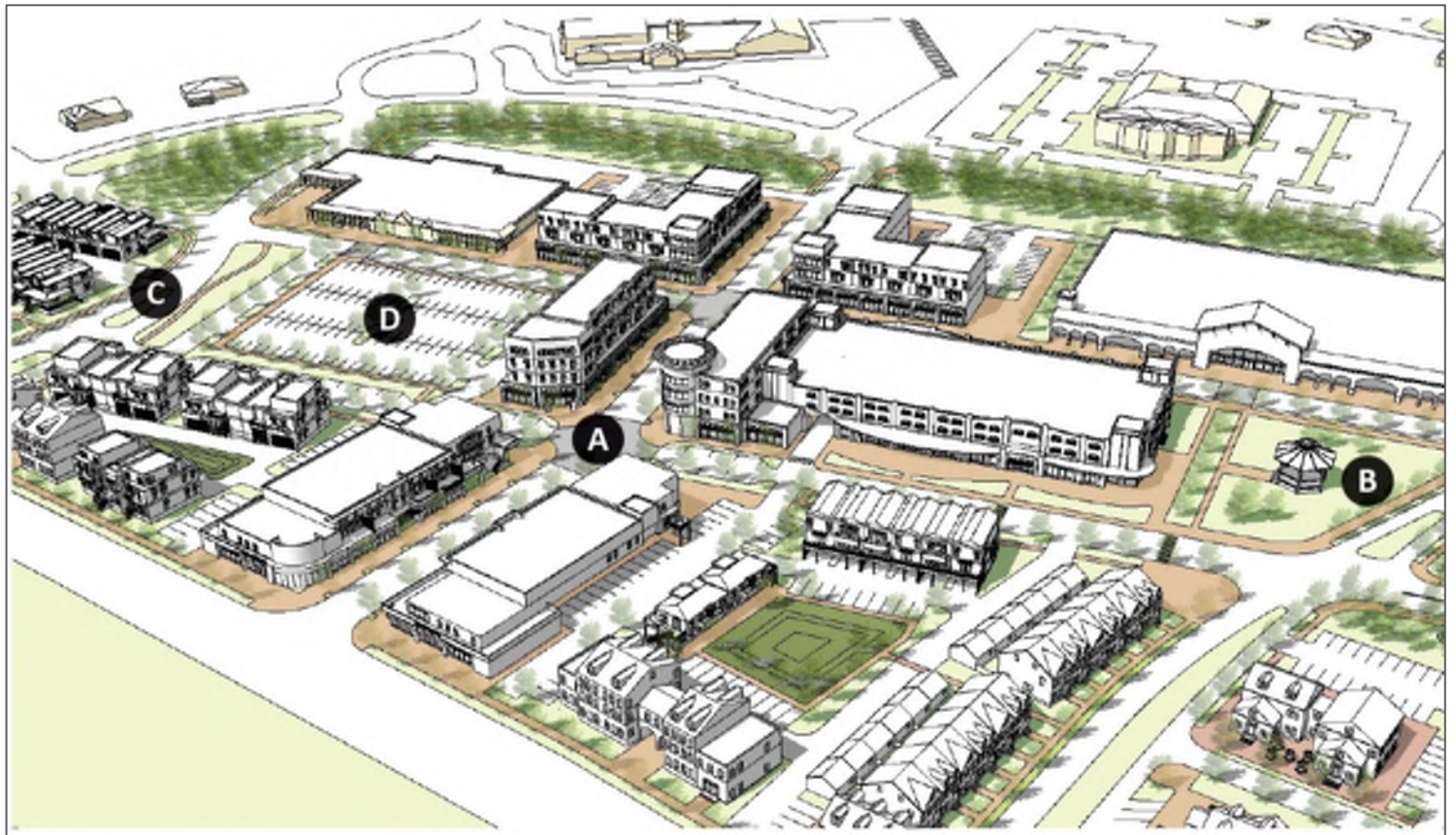


A The Commercial Retrofit use pattern is designed to be pedestrian friendly.

B Shared amenity spaces are incorporated.

C Transition in building scale is provided.

D Parking is visually subordinate.



A The Commercial Retrofit use pattern is designed to be pedestrian friendly.

B Shared amenity spaces are incorporated.

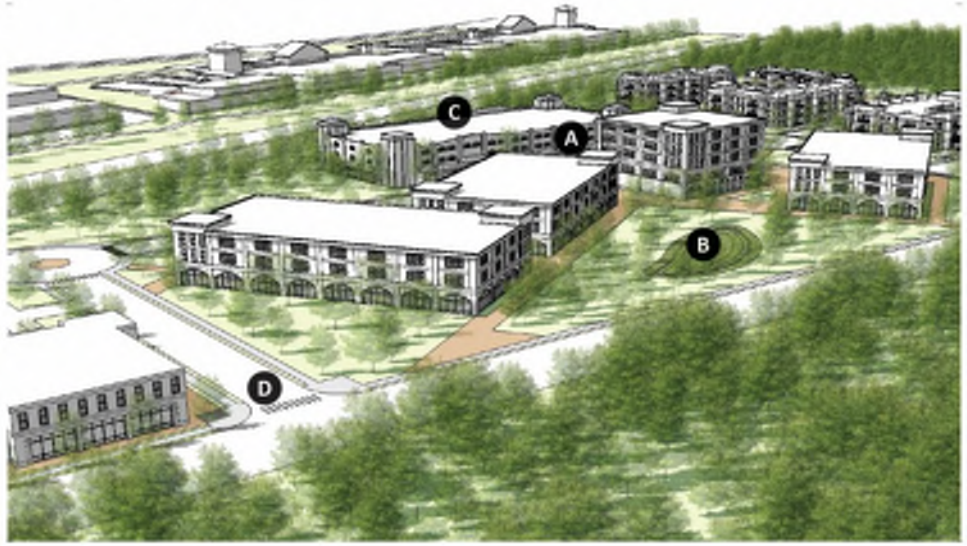
C Transition in building scale is provided.

D Parking is visually subordinate.

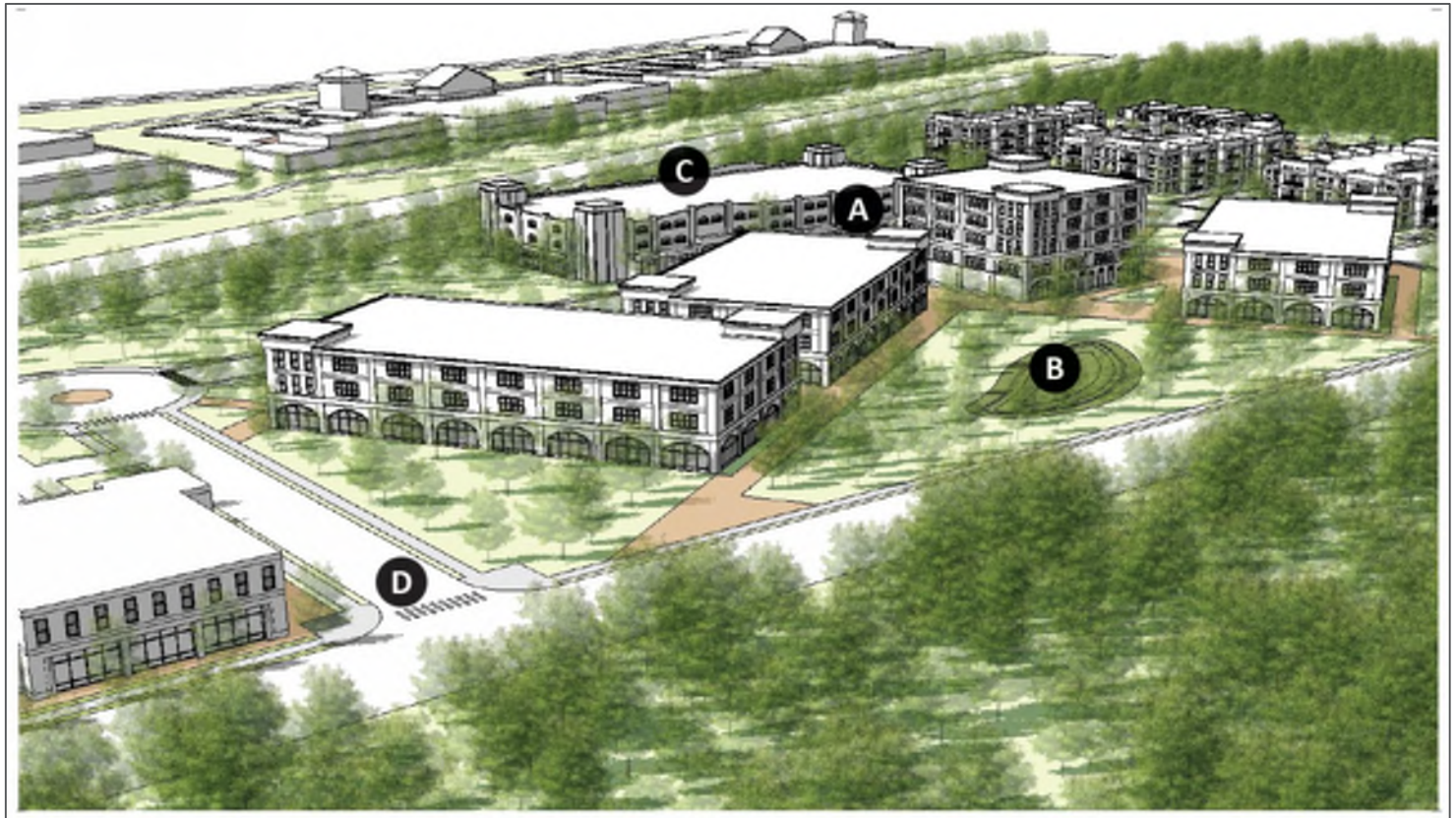
Use Pattern: Office and Employment Campus

7. Office and Employment Campus

This use pattern creates an office and employment campus with a sense of place. Generally, development reflects a campus-like setting; however, buildings are also located along the street and sidewalk edge, creating a more urban edge. Amenity spaces such as larger expanses of open space, pocket parks, and/or other outdoor site amenities are incorporated. Parking within buildings and surface lots is attractive and visually subordinate to the street and the site. This use pattern also connects to adjacent or nearby development with pedestrian, bicycle and vehicular connections, when feasible. Taller buildings are located away from existing residential development. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.



- **A** Development reflects a campus-like setting.
- **B** Shared amenity spaces are incorporated.
- **C** Parking is visually subordinate and attractive.
- **D** This use pattern provides connections to adjacent developments.

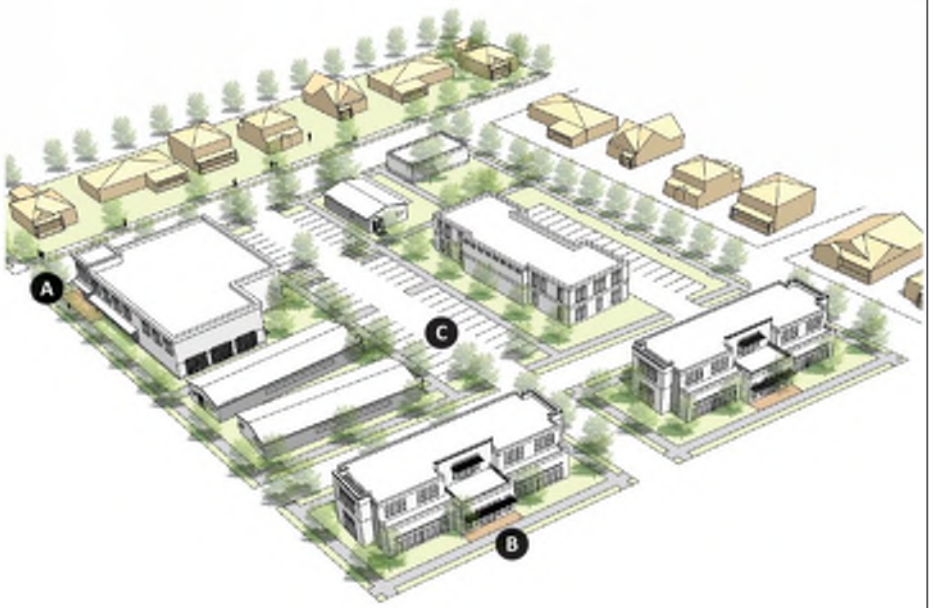


- **A** Development reflects a campus-like setting.
- **B** Shared amenity spaces are incorporated.
- **C** Parking is visually subordinate and attractive.
- **D** This use pattern provides connections to adjacent developments.

Use Pattern: Industrial/Flex Use

8. Industrial/Flex Use

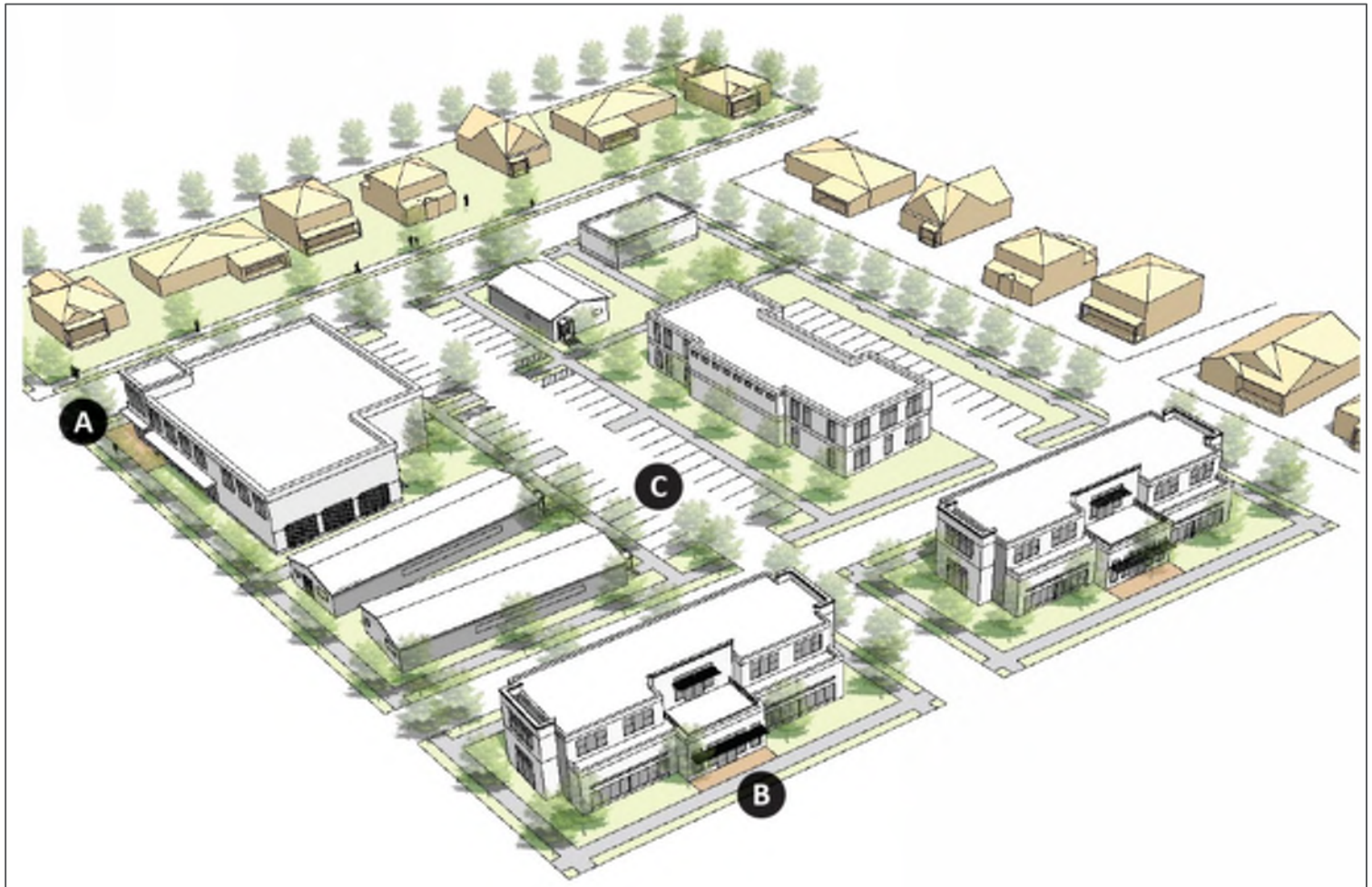
This use pattern provides a visually appealing outward aesthetic, despite the internal orientation that is often a key component of industrial, warehouse and flex centers. A portion of each building provides an active front-of-house use and face to the street, which creates a pedestrian-friendly environment. Where possible, buildings are placed to minimize the amount of parking along the street edge. More industrial related buildings are located away from existing residential development and are buffered. Parking within buildings and surface lots is attractive and visually subordinate to the street and the site. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.



A A portion of each building provides an active front-of-house use.

B Buildings are placed to minimize the amount of parking along the street edge.

C Parking is visually subordinate and attractive.



A A portion of each building provides an active front-of-house use.

B Buildings are placed to minimize the amount of parking along the street edge.

C Parking is visually subordinate and attractive.

Intro to Mixed Use Neighborhood

4. Mixed Use Neighborhoods

This use pattern includes a range of uses at a higher density that are generally more compact and create a sense of place. Uses are often vertically mixed, but may also be horizontally mixed. While some variation in building placement relative to the street edge occurs, buildings are located close to the sidewalk and street edge to create a strong street wall. Amenity spaces such as outdoor dining areas, pocket parks, dog parks or larger civic spaces are also incorporated. While vehicular connections are necessary, the Mixed Use Neighborhood is designed to favor the pedestrian and to make the automobile subordinate. This use pattern also connects to adjacent or nearby development with pedestrian, bicycle and vehicular connections, when feasible. Where taller buildings are located adjacent to existing low-scale residential development, a transition is provided (i.e., landscape buffer, building step down, etc). Parking within buildings and surface lots is attractive and visually subordinate to the street and the site. Landscaping is incorporated into surface parking lots, along the street, and within the site to enhance visual appeal.

A Commercial uses are mixed with residential uses.

B Buildings in this use pattern are placed at or near the sidewalk or street edge.

C Shared amenity spaces are incorporated.

D Connections link residential areas to commercial areas.

E Parking is visually subordinate.

Permitted Building Types

Appropriate Building Types in the Commercial Use Pattern Areas

Permitted Building Prototypes	SF	MH	NC	MUN	RCC	CR	OEC	IFU	CIU
Rowhouses		✓	✓	✓	✓	✓			
Townhomes		✓	✓	✓	✓	✓			
Apartment			✓	✓	✓	✓		✓	
Mixed-Use				✓	✓	✓	✓	✓	
Commercial				✓	✓	✓	✓	✓	✓
Live-Work			✓	✓	✓	✓		✓	
Drive Thru					✓	✓		✓	✓
Office				✓	✓	✓	✓		
Hospitality					✓	✓	✓	✓	✓
Industrial								✓	✓

Permitted Building Types

C. Tables of Permitted Building Types by Land Use Patterns

Appropriate Building Types in the Residential Use Pattern Areas

The following building prototypes are permitted in the Single Family, Mixed Housing, and Neighborhood

Permitted Building Prototypes									
	SF	MH	NC	MUN	RCC	CR	OEC	IFU	CIU
Single Family Residence	✓	✓	✓	✓					
Secondary Structures & Accessory Dwelling Units	✓	✓	✓	✓					
Bungalow Court		✓	✓						
Rowhouses		✓	✓	✓					
Townhomes		✓	✓	✓					
Apartment			✓	✓					
Live-Work				✓					
Commercial				✓					

Center Use Pattern Areas.

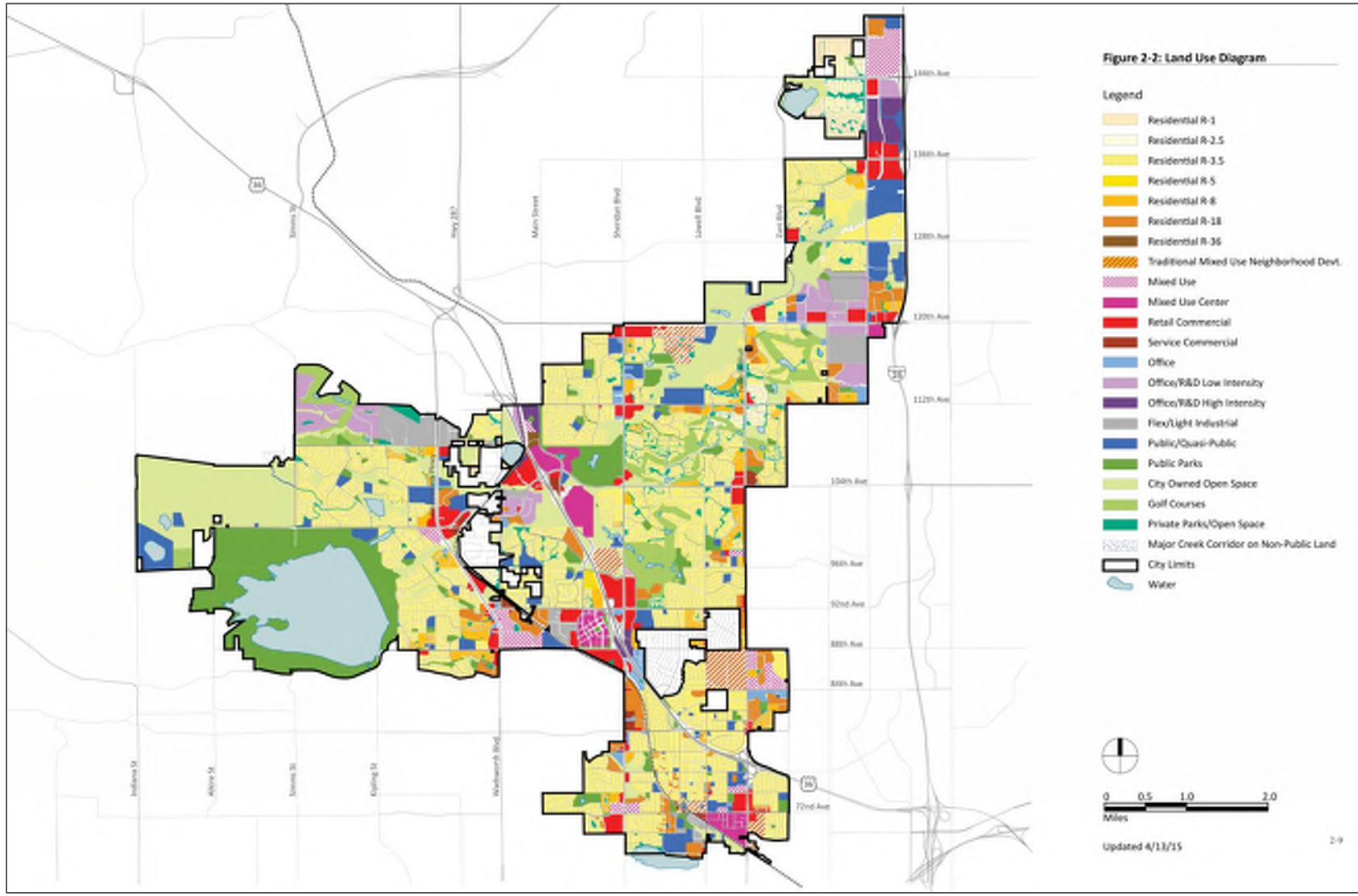
Design Standards at Neighborhood Level

This section is in development

- Views
- Topography
- Connectivity
- Public Spaces/Site Amenities

Site Design

- Organized by Land Use Category
  - From the Comprehensive Plan (in progress)
  - 20 categories

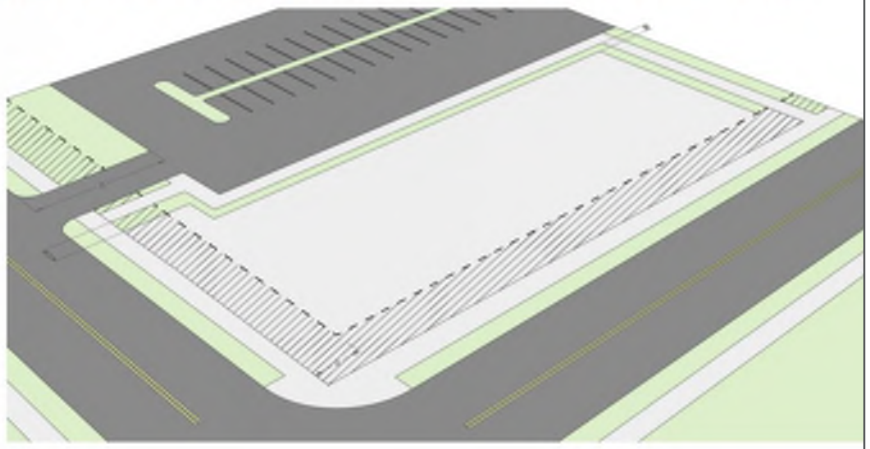


Sections for Each Category

- Standards
  - Illustration
  - Table of Requirements
- Guidelines
  - Illustrate how to meet the standards
  - Offer Alternatives
- “Universal” Menus and Tables
  - Frontages (in progress)
  - Transitions (in progress)

Mixed Use Center

B. Design Standards by Land Use Category – Mixed Use Center



Setbacks		
A.1	Front Setback	Required-See setback tabl *(In progress)*
A.2	Side Setback	Required-See setback tabl *(In progress)*
A.3	Rear Setback	Required-See setback tabl *(In progress)*
A.4	Parking Setback	Required-See setback tabl *(In progress)*
Frontages		
A.5	Frontage Required	Types A.5a, A.5b, A.5c, A.5 Frontage Type menu options
Transitions		
A.6	Transition Required	Types A.6a, A.6b, A.6c -See Frontage Type menu options
Connectivity		
A.7	*In progress*	*(In progress)*
Open Space		
A.8	*In progress*	*(In progress)*
Parking Location		
A.9	*In progress*	*(In progress)*

Setbacks		
A.1	Front Setback	Required-See setback table *(In progress)*
A.2	Side Setback	Required-See setback table *(In progress)*
A.3	Rear Setback	Required-See setback table *(In progress)*
A.4	Parking Setback	Required-See setback table *(In progress)*
Frontages		
A.5	Frontage Required	Types A.5a, A.5b, A.5c, A.5d -See Frontage Type menu options
Transitions		
A.6	Transition Required	Types A.6a, A.6b, A.6c -See Frontage Type menu options
Connectivity		
A.7	*In progress*	*(In progress)*
Open Space		
A.8	*In progress*	*(In progress)*
Parking Location		
A.9	*In progress*	*(In progress)*

Mixed Use Center: Commercial Building Table

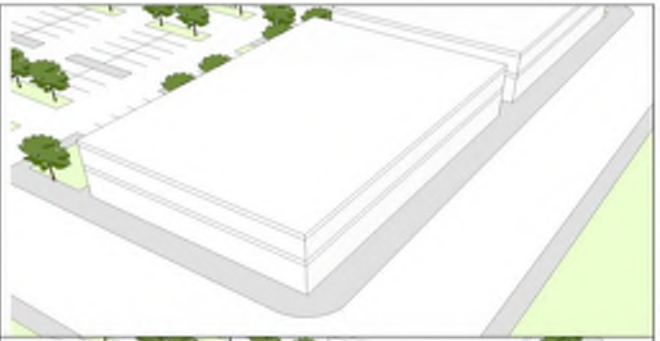
Commercial Building						
	UC	MUC	RC	CC	NC	TMUND
Setbacks						
Front Setback	X'-Y'	X'-Y'	X'-Y'	X'-Y'	X'-Y'	X'-Y'
Side Setback						
Rear Setback						
Parking Setback						
Frontages						
Frontage	A.5a	A.5b	A.5d	A.5b	A.5d	A.5c

Frontages Menu

A. 5 Menu of Options for Frontages – Mixed Use Center

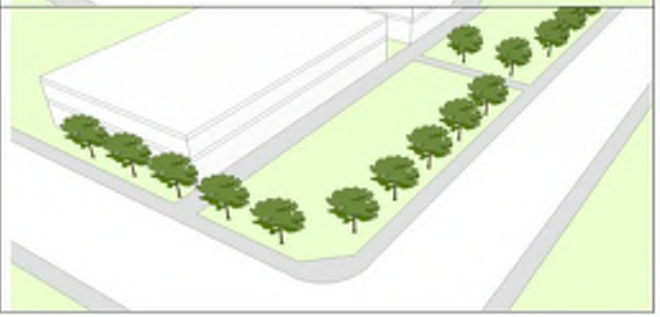
Buildings in a mixed use center are required to provide a frontage treatment. The following options are potential frontage design approaches.

A.5a Building Edge at Sidewalk
Building is placed at the edge of the sidewalk and directly opens up to the street.

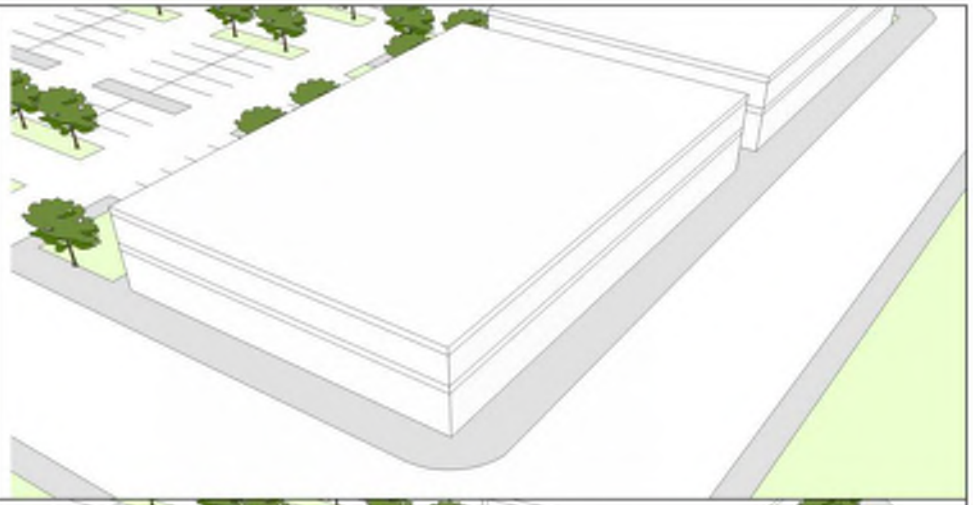


A.5b Minimal Setback with Landscaping
Building is setback slightly from the street, with landscaping and street trees in the setback area.

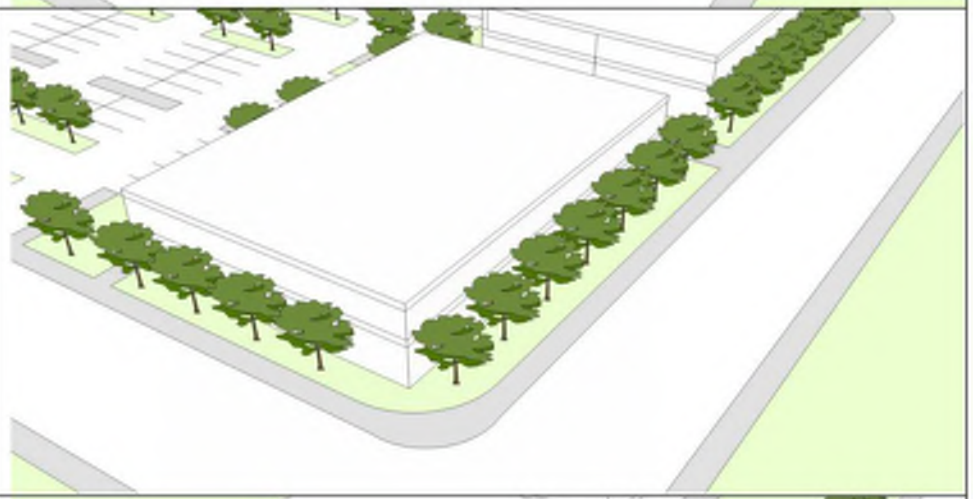
A.5c Moderate Setback with Landscaping
A larger setback with landscaping and street trees in the setback area.



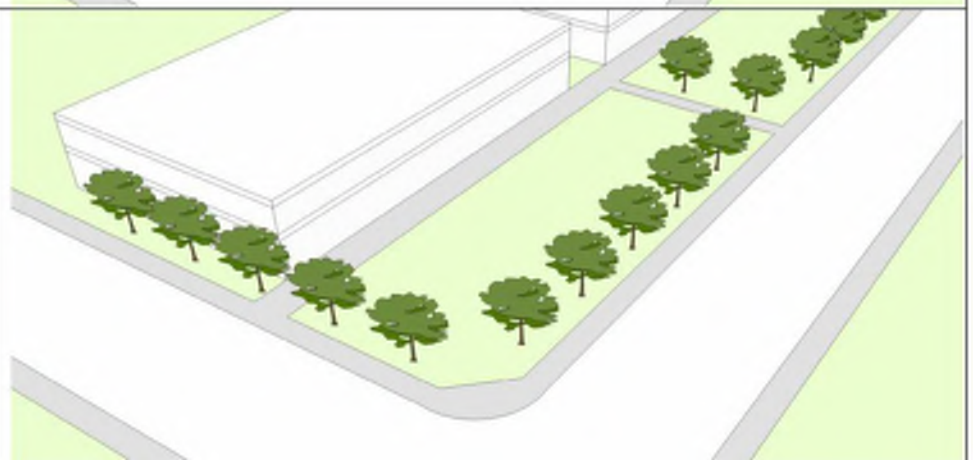
A.5a Building Edge at Sidewalk
Building is placed at the edge of the sidewalk and directly opens up to the street.



A.5b Minimal Setback with Landscaping
Building is setback slightly from the street, with landscaping and street trees in the setback area.



A.5c Moderate Setback with Landscaping
A larger setback with landscaping and street trees in the setback area.



Street Frontages

Building Types

- 20+ building types, divided into 3 categories:
  - Single-Family Detached
  - Moderate Density Residential
  - Commercial/Employment

Components for Each Building Type

- Definitions page
- Photo page of sample types
- Measurable graphic with table
- Dimensioned variables by Land Use Category

Mixed Use Building Type

7. Mixed-Use

This is a descriptive paragraph to explain what this mixed-use section has within it. For instance, "This section provides design standards for appropriate development of mixed-use buildings. A measurable illustration of a mixed-use building is show on page xx with labels indicating how standards are measured. The chart below the measurable illustration provides the design standard and which table or menu of design options the viewer needs to follow in order to accurately meet the standard....

Placeholder text for an introduction descriptive paragraph that points to the overall design standards and guidelines that a mixed-use building should incorporate. For example, a mixed-use building shall have an easily identifiable entrance that connects the street with the building ect....

A An easily identifiable entrance to the building.

B Step back the upper floors of the building to reduce perceived mass at the pedestrian level.

C Provide transparency at the ground level of the building to engage the pedestrian into in-door activity.

D xxx

A An easily identifiable entrance to the building.

B Step back the upper floors of the building to reduce perceived mass at the pedestrian level.

C Provide transparency at the ground level of the building to engage the pedestrian into in-door activity.

D xxx

Mixed Use Building Sample Types

An entry to a mixed-use building should be easily identifiable and use a focal feature such as a rounded tower element.

Activating the ground floor of a mixed-use building with outdoor dinning is appropriate.

Mixed-use buildings that are adjacent to existing commercial or residential context should relate to the surroundings with materiality and building form.

xxx

xxx

xxx

Description

Mixed Use buildings include commercial uses on the ground floor and residential or office uses on upper floors. They are configured much like the apartment prototype, with common entrances and corridors. Parking is provided either in surface lots or underground, whenever feasible. Tuck-under parking can also be incorporated when site constraints make parking difficult.

Permitted Use Patterns

- Neighborhood Center
- Mixed Use Neighborhood
- Retail Corridors and Centers
- Commercial Retrofit
- Industrial/Flex Use

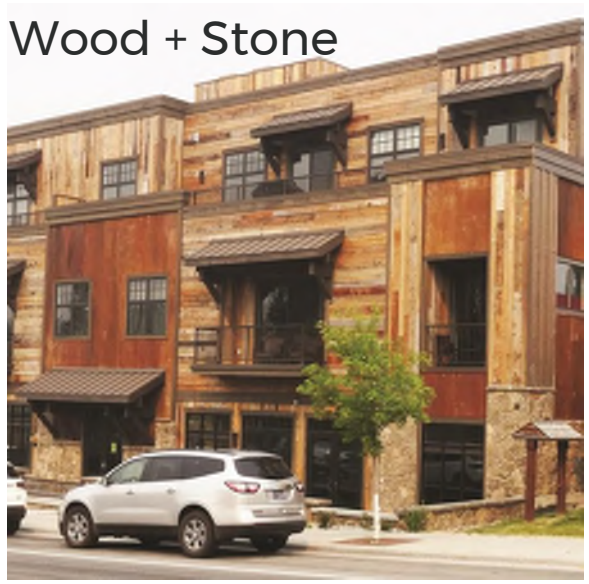

Mass & Scale

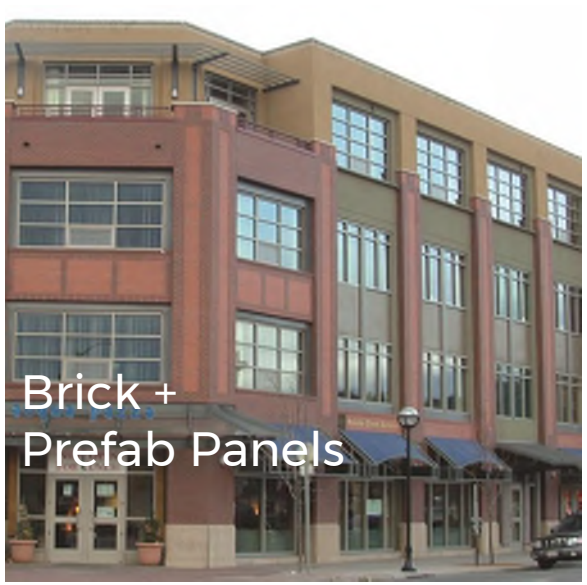

Mass & Scale


Height


Height

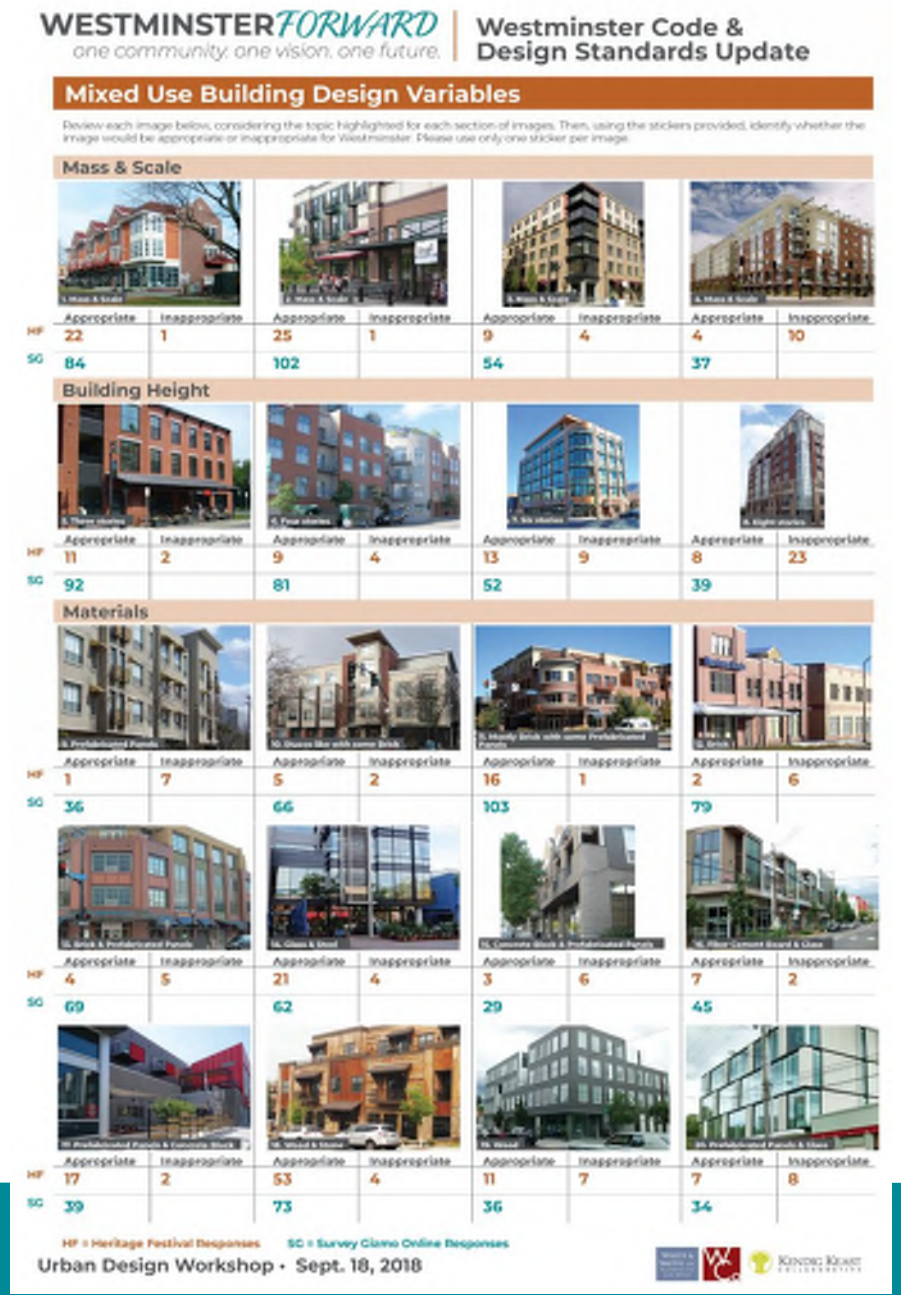

Brick + Prefab Panels


Wood + Stone


Brick +
Prefab Panels


Glass + Steel

Survey Results



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Mixed Use Building Design Variables

Review each image below, considering the topic highlighted for each section of images. Then, using the stickers provided, identify whether the image would be appropriate or inappropriate for Westminster. Please use only one sticker per image.

Mass & Scale

	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate
HF	22	1	25	1	9	4	4	10
SC	84		102		54		37	

Building Height

	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate
HF	11	2	9	4	13	9	8	23
SC	92		81		52		39	

Materials

	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate	Appropriate	Inappropriate
HF	1	7	5	2	16	1	2	6
SC	36		66		103		79	
HF	4	5	21	4	3	6	7	2
SC	69		62		29		45	
HF	17	2	53	4	11	7	7	8
SC	39		73		36		34	

HF = Heritage Festival Responses SC = Survey Gizmo Online Responses

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Mixed Use Building Design Variables

General Comments

- Areas around the Rail Station should be mixed-use Variety in style
- High density is important for making Westminster an inclusive, vibrant city
- Avoid "boxy" "too modern" massing
- Provide adequate parking and avoid too high of density
- Durability and sustainability are important in mixed-use design
- Green building should be the main focus when designing mixed-use developments and highly dense development
- Keep pedestrian oriented and walkable streets

Material

- Concrete block, pre-fab panels, and cheap materials are inappropriate
- Variety in materials and style is needed
- Avoid stucco materials
- Materials and massing should promote environmental sustainability

Massing

- Consider the cost and effort of a mixed-use building when determining the scale and mass. A 2-story mixed use building is too small to generate economic boost in Westy
- Height should not block the mountain views
- Tall buildings in such close proximity to residential areas should be avoided

Context

- Mixed-use works well for downtown and pedestrian friendly areas
- Mixed-use should be in similar scale to existing context
- Blend in with the rest of surrounding development

Aesthetic

- Timeless style in design is important
- Not too industrial looking
- Traditional design with a modern touch

Mixed Use Building Measurable Graphic

A. Measureable Graphic

Mass & Scale		
A.1	Height (max.)	Required-See height table
A.2	Building Volumes	Required-See Design Guide-lines
A.3	Wall lengths	Required-See wall length ta-ble
A.4	Horizontal and Vertical Articulation on Primary Facade	Required-See A.4 menu op-tions
Façade Expression		
A.5	4-sided design	Required-See menu options
A.6	Transparent Glass on Primary Facade (min.%)	Required-See transparency table
A.7	Blank Wall Techniques	Required-See menu options
Street Level Interest		
A.8	Building Entries	Required-See menu options
Architectural Character		
A.9	Compatible Building Design	See design guidelines for compatible building design
A.10	Roof Form	Required-See menu options
A.11	Building Materials/Color	Primary Facade
Transitions to Sensitive Uses		
A.12	Transition types	

Mass & Scale		
A.1	Height (max.)	Required-See height table
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A.9	Compatible Building Design	See design guidelines for compatible building design
A.10	Roof Form	Required-See menu options
A.11	Building Materials/Color	Primary Facade
Transitions to Sensitive Uses		
A.12	Transition types	

Mixed Use Building Measurables Table

Height (max.)						
	UC	MU	RC	CC	NC	SC
Building Height (min./max. feet)	20' /65'					
Floor Plate Height (min./max. feet)	8' / 11'					
Storefront Height (min./max. feet)	11' / 16'					
Wall Lengths						
Front wall (max. feet before 3' min articulation)						
Side wall (max. feet before 3' min articulation)						
Articulation						
Front wall (# of techniques req.)	4					
Side wall (# of techniques req.)	3					
Rear wall (# of techniques req)	2					

Summarized Results from the Design Variables VPS

	Mixed Use Building	Commercial Building	Industrial/Flex/Office Building	Multifamily Building	Secondary Structure Building	Comp Plan Considerations
Mass & Scale	• Vertical and horizontal articulation techniques are successful • Wall offsets reduce perceived mass • Create easily identifiable entrances • Large, monolithic buildings are inappropriate • Large building masses with no articulation techniques are inappropriate	• Small scale buildings, or larger buildings visually broken into small masses, are appropriate • Wall offsets reduce perceived mass • Create easily identifiable building entrances • Large, monolithic building forms are inappropriate	• Vertical and horizontal articulation techniques are successful • Create easily identificable entrances • Large, block long buildings that are articulated through wall setbacks, windows and height changes may be appropriate in some contexts • Large, monolithic buildings are inappropriate	• Incorporate vertical articulation techniques • While some horizontal accent lines are appropriate, relying on horizontal articulation techniques to reduce the visual scale of the building is inappropriate	• Smaller scale secondary structures are more appropriate • Long, one-story secondary structures may be appropriate in some contexts • Two story secondary units may be appropriate in some contexts	• Comp PlanVPS results confirm the direction of the design code/ standards VPS survey
Building Height	• Three to four story buildings are appropriate • Six stories may be appropropriate in some contexts • Eight stories is inappropriate • For tall buildings, upper stories should be set back	• One to four story buildings are appropriate • Buildings as high as ten stories may be appropriate in some contexts	• Two to four story buildings are appropriate • Buildings above four stories may be appropriate in some contexts	• Two to four story buildings are appropriate • Five to eight stories may be appropriate in some contexts	• One story secondary structures are appropriate • Two story secondary structures are likely appropriate, but may depend on context	• Mixed use buildings up to five stories appear to be appropriate in the New Downtown Vicinity, in Brookhill and in Park Centre • Commercial buildings up to six stories appear to be appropriate in New Downtown Vicinity, Brookhill, Park Centre, Westmoor, Pillar of Fire and Church Ranch • Campus-style office buildings up to six stories high appear to be appropriate in the Park I200 Vicinity, in Park Centre and within North I-25 • Six story multifamily buildings appear to be appropriate in Park Centre
Materials	• Brick buildings and brick with some accent materials, such as pre-fabricated panels, are appropriate • A combination of wood and masonry materials is appropriate • Glass and steel buildings may be appropriate in some contexts • Majority pre-fabricated panels is inappropriate • Majority wood building is inappropriate	• Masonry materials are appropriate • Masonry materials with accent materials such as wood are appropriate • Stucco buildings with some accent materials such as glass or steel are appropriate • Glass and steel buildings may be appropriate in some contexts • Corrugated metal and concrete buildings are inappropriate	• Masonry buildings with accent materials such as glass or steel are appropriate • Glass and steel buildings are appropriate • Wood buildings with accent materials such as masonry, prefabricated panels or metal are appropriate • Prefabricated panels may be appropriate in some contexts • Concrete block is inappropriate	• Masonry buildings are appropriate • Masonry materials with some accent materials such as wood, are appropriate • Wood buildings may be appropriate in some contexts • Glass buildings with accent materials such as prefabricated panels or aluminum panels may be appropriate in some locations • Prefabricated panel buildings are inappropriate	• Masonry and wood are appropriate for secondary structures • Stucco, steel and glass may be appropriate in some contexts • Concrete block, prefabricated panels and corrugated metal are inappropriate	• Comp PlanVPS results confirm the direction of the design code/ standards VPS survey

Building Articulation Design Standards Menu

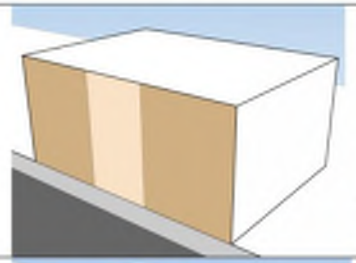
A.4a Accent Lines

Accent lines include vertical and horizontal expression lines on a building wall. An accent line often projects slightly from the face of a wall. Examples include:

- Moldings
- Sills
- Cornices
- Canopies
- Spandrels

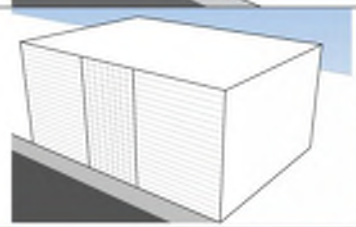
A.4b Color Changes

Color changes include significant vertical or horizontal changes (15'-30' min.) in color on a building wall.



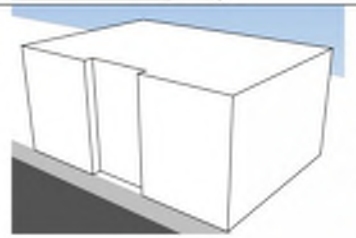
A.4c Material Changes

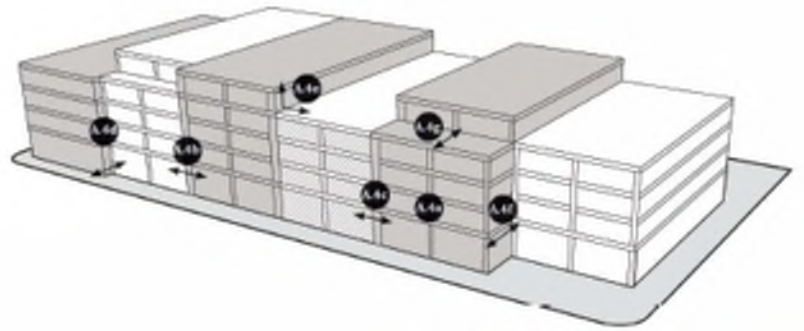
Material changes include significant vertical or horizontal changes (15'-30') in material on a building wall.



A.4d Minor Wall Offsets

A minor wall offset is a vertical expression line created by notching a building wall for its full height. Minor wall offsets are typically a minimum of 2-4'.





Building Articulation Design Guidelines

1.4 *Ensure that building design is not plain and massive. Provide vertical and horizontal articulation in building mass with:*

- *Step-backs at upper levels,*
- *Ground floor arcades and second-floor galleries or balconies,*
- *Pronounced recesses and projections. For example, recesses can include entries and plazas at strategic locations.*
- *Changes in materials, color and transparency,*
- *Building modules defined by color, height and massing, and*
- *Variations in roof form and height.*

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1.2 Vary the mass of a building to express a human scale, reduce the bulkiness of a building and increase solar access at the street. Options include:

- Height variation
- Increased setbacks
- Upper floor stepback

1.3 Maintain a consistent "street wall", allowing for variations in articulation and changes in plane, while maintaining general alignment and repetition of key architectural features and patterns such as:

- *Ground floor height,*
- *Storefront details, such as the base, windows, transoms (the window above a door or large window) and entries,*
- *Parapet and cornice lines, and*
- *Roof lines and proportions*

1.4 Ensure that building design is not plain and massive. Provide vertical and horizontal articulation in building mass with:

- *Step-backs at upper levels,*
- *Ground floor arcades and second-floor galleries or balconies,*
- *Pronounced recesses and projections. For example, recesses can include entries and plazas at strategic locations.*
- *Changes in materials, color and transparency,*
- *Building modules defined by color, height and massing, and*
- *Variations in roof form and height.*

1.5 Differentiate base walls from the wall materials above by:

- *Offset plane, such as a thicker wall or material,*
- *Change in texture, pattern, material or color, and/or*
- *Significant visual reveal, ledge or sill*

1.6 Accentuate building corners to highlight gateways, key intersections, plazas and parks through changes in massing, façade orientation and location of primary building entries.

1.7 Ensure that large developments that extend over a block appear to be multiple buildings to provide visual interest.

Ensure that building design is not plain and massive. Provide vertical and horizontal articulation in building mass with step-backs at upper levels and changes in materials, color and transparency, as shown above.

Accentuate building corners to highlight gateways, key intersections, plazas and parks through changes in massing, façade orientation and location of primary building entries.

Design Standards: 4 Sided Design Illustration

A. 5 Menu of 4-Sided Design Locations for Mixed Use Buildings, Commercial Buildings, Office Buildings,

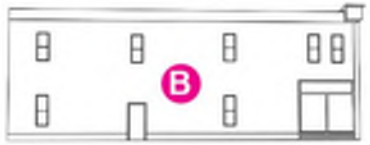
In Downtown, all sides of a building should be carefully designed. However, the design of walls that are highly visible from the public realm is most critical. Thus, these guidelines should be applied more flexibly to walls that are less visible from the public realm. The different types of walls are explained below.

A.5a Wall Type A: High Priority (Primary Wall)

This is the "front" of a building, either facing a street, into a development or onto an outdoor public amenity space. The design of a street-facing wall is of high importance. On corner sites, a building may have more than one street-facing wall.

A.5b Wall Type B: Secondary Wall

These are walls (or portions thereof) that do not face a street, but are still visible from the public realm. The design of a secondary wall is important, but more flexibility may be allowed in the way the guidelines are applied.



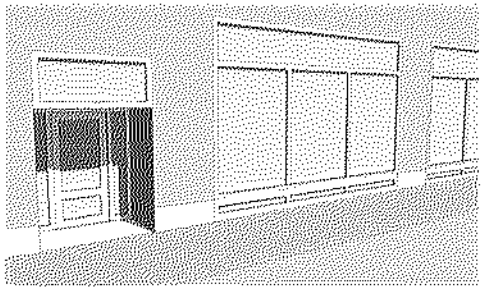
A.5b Wall Type C: Rear Wall/ Interior Wall

These are walls that may face an alleyway, a service lane, or perhaps another building, but are not highly visible from the street or at all. The design of this type of wall may still be important, but more flexibility should be allowed in the way the guidelines are applied.

Design Standards: Blank Wall Techniques Menu

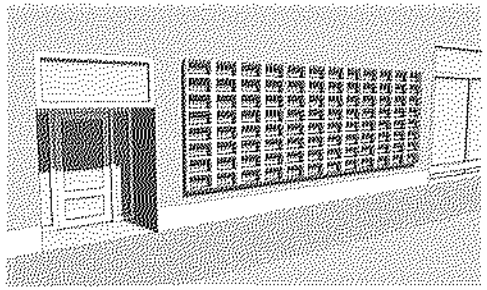
1. **Transparent Glass**

   Window and door areas with transparent glass (also counts toward minimum transparent glass on primary façade)



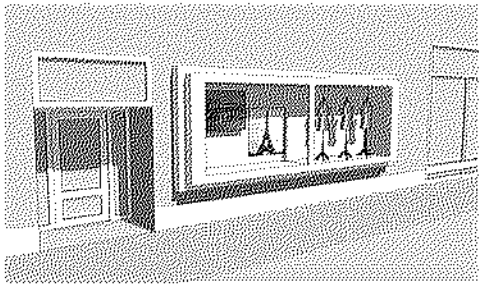
2. **Architectural Details**

   Installation of green screens or other architectural details



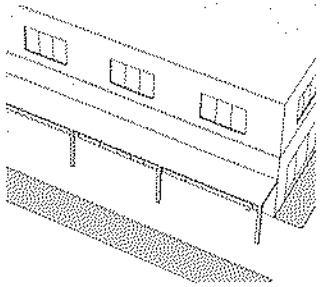
3. **Display Cases**

   Installation of integrated display cases



4. **Entry Elements**

   Incorporation of entry elements from the Menu of Entry Elements for Composite Design Category C (see next page).

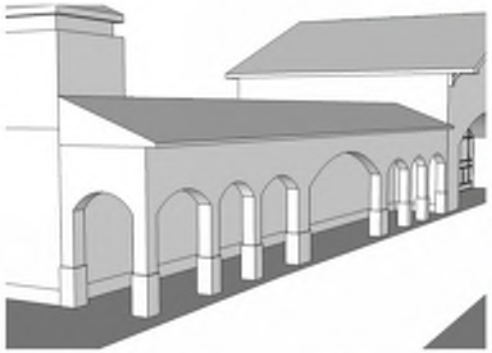


A.7 Menu Blank Wall Techniques for Mixed Use Buildings, Commercial Buildings, Office Buildings,

In some cases where a transparency requirement does not apply, a building may have windowless facade areas where the interior contains parking, retail shelving, storage or other inactive uses. The design options illustrated below are appropriate methods of meeting the intent of xxx on page xx by promoting an active appearance on a windowless facade area facing a sidewalk, parking area or other public frontage.

A.7a Arcades

An arcade or loggia can help create a more transparent appearance on an otherwise windowless facade while also adding visual interest.

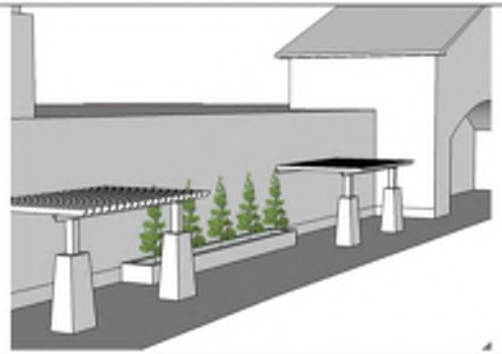


A.7b Architectural Detials/Screens

Details such as architectural screens or patterned materials can help create a more active appearance and add visual interest on a windowless facade.

A.7c Pergolas/ Structures

Pergolas or other landscape structures can help soften the view of a windowless facade and help create a more active appearance.



Design Standards: Roof Form Menu

A.10 Roof Form

The forms shown below represent the recommended roof forms for each Character Area. However, other roof forms may be compatible with the context that still meet the Roof Form intent statement above. Consult with City staff about alternative roofs.

A10a Flat Roof
Flat, with very low parapet

A.10b Parapet Roof
Conceals a hip, gable, barrel vault or other roof form.

A.10c Gable Roof
xxx

A.10d Hipped Roof
xxx

Residential Building Types

Non-Residential Building Types

Design Standards and Guidelines Approach

PART 3: NEXT STEPS

Next Steps

- Use Patterns
  - Develop standards and guidelines
- Site Design
  - Fill in standards for remaining Land Use Categories
- Building Design
  - Fill in standards for remaining building types

Processes

Municipal Code/Design Standards and Guidelines Update

Outline

1. Introduction
2. Use Patterns
3. Zoning Districts
4. Development Standards
5. Procedures
6. Use Regulations
7. Nonconformities
8. Enforcement
9. Agencies
10. Definitions
11. Legal Provisions
12. Submittal Requirements

Procedures

Coordinate with plan policies

Consolidate

Common workflow

Codify submittal

Improve efficiency

Maintain transparency

Expand administrative review

Element	What does this mean?
Applicability	The type of development or situation that is subject to the process.
Pre-Application	If applicable, this step provides for early feedback to the Applicant before the application is officially filed.
Initiation	This is how the applicant begins the process, including which department or official receives the application.
Completeness	This is how the City of Westminster determines that the application has sufficient information to be processed.
Notice	This describes the type of notice, and how it is provided.
Decision	This states who approves the application, and the type of proceeding that leads to the decision.
Approval Criteria	These are any specific standards that apply to the application. All applications are subject to this Chapter, zoning district regulations, and any conditions of a currently effective ODP for that property.
Subsequent Applications	If an application is denied, some processes have a waiting period before that type of application can be re-filed for the property.
Appeals	This provides a way to review an application that is denied, or that have conditions that the Applicant disagrees with.
Scope of Approval	This states the legal effect of the application – for example, the activities that the application authorizes, and time limits for the approval. For example, some approvals send the Applicant to the next step in the overall process, while others authorize construction or use.
Recordkeeping	This states how the formal decision of approval is maintained.

Procedures

I = intake, review and referral | R = Recommendation | D = Decision | A = Appeal, Referral or Call-Up | PH = public hearing
✓ = required | [brackets] = jurisdiction depends on criteria as defined in the process | S = defined by statute

	Agencies			*Notice*			
Process	*Planning Manager[2], City Staff*	*Planning Commission*	*City Council*	*Publication*	*Mail*	*Posting*	*Cross-Reference (W.M.C.)[3]*
Annexation	I		D	S	S	S	12-5-10
Plan Adoption		I, R-PH	I, D-PH	✓			12-5-11
Comprehensive Plan Amendment	I	I, R-PH	I, D-PH	✓	✓	✓	12-5-12
Code Amendment		I, R-PH	I, D-PH	✓			12-5-13
Rezoning	I, R	R-PH	D-PH	✓	✓	✓	12-5-14
Preliminary Development Plan (PDP)	I, A	R-PH	D-PH	✓	✓	✓	12-5-15
Official Development Plan (ODP)	I, D	D-PH	A	✓	✓	✓	12-5-16
Special Use Authorization	I, R	D-PH	A-PH	✓	✓	✓	12-5-17
Final Plat	I, D						12-5-18
Replat	I, D						12-5-18
Affidavit of Correction	I, D						12-5-19
Vacation of Easement	I, D						12-5-20
Vacation of Right-of-Way	I, D		[D-PH]	✓	✓	✓	12-5-20
Building Permit / Certificate of Occupancy	I, D						12-5-21
Appeal / Call-Up	I	[D-PH]	[D-PH]	✓	✓	✓	12-5-22
Variance	I, R	D-PH		✓	✓	✓	12-5-23
Interpretation	I, D						12-5-24

Note: Figure 1 is a simplified version of the overall development process. Planning staff may provide a more detailed version during the Pre-Application meeting.

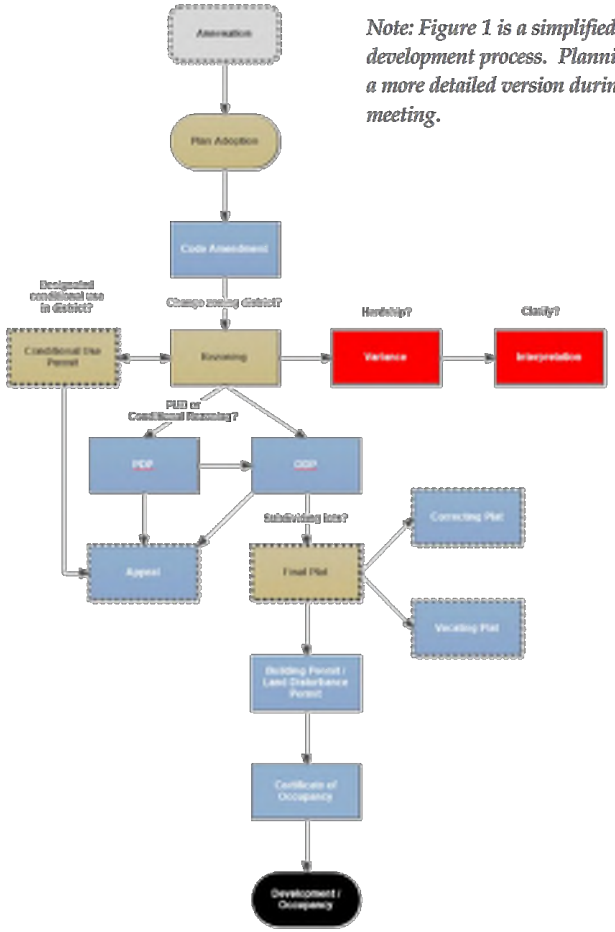
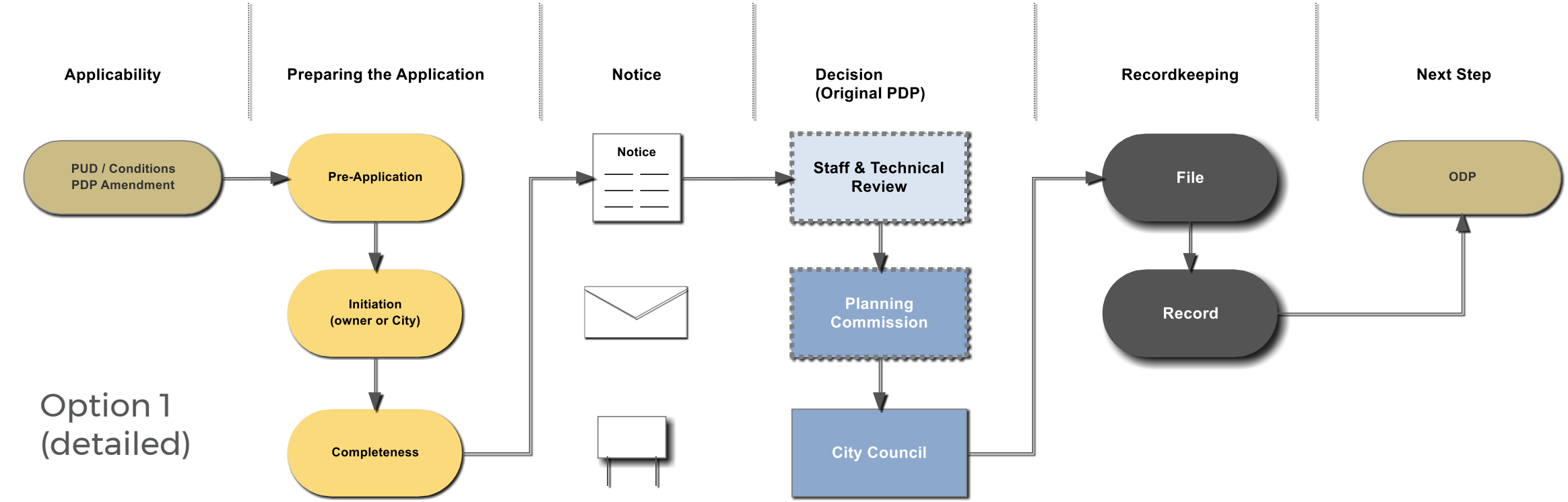
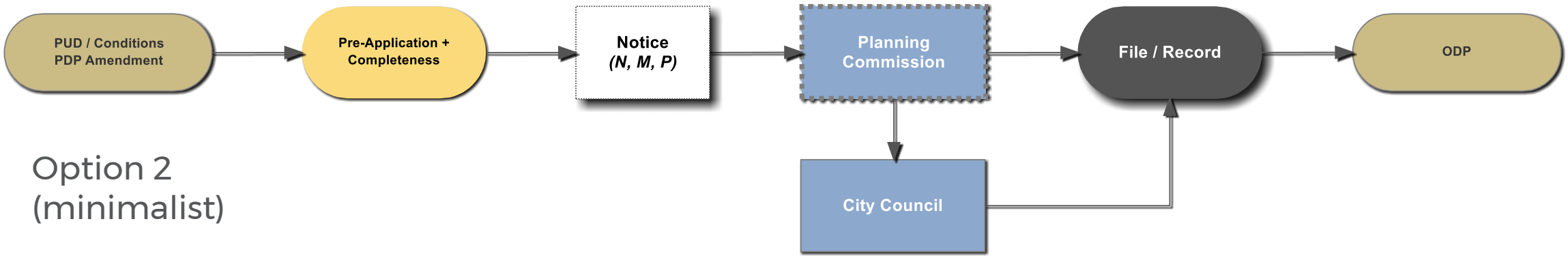


Figure 1 Overall Development Process

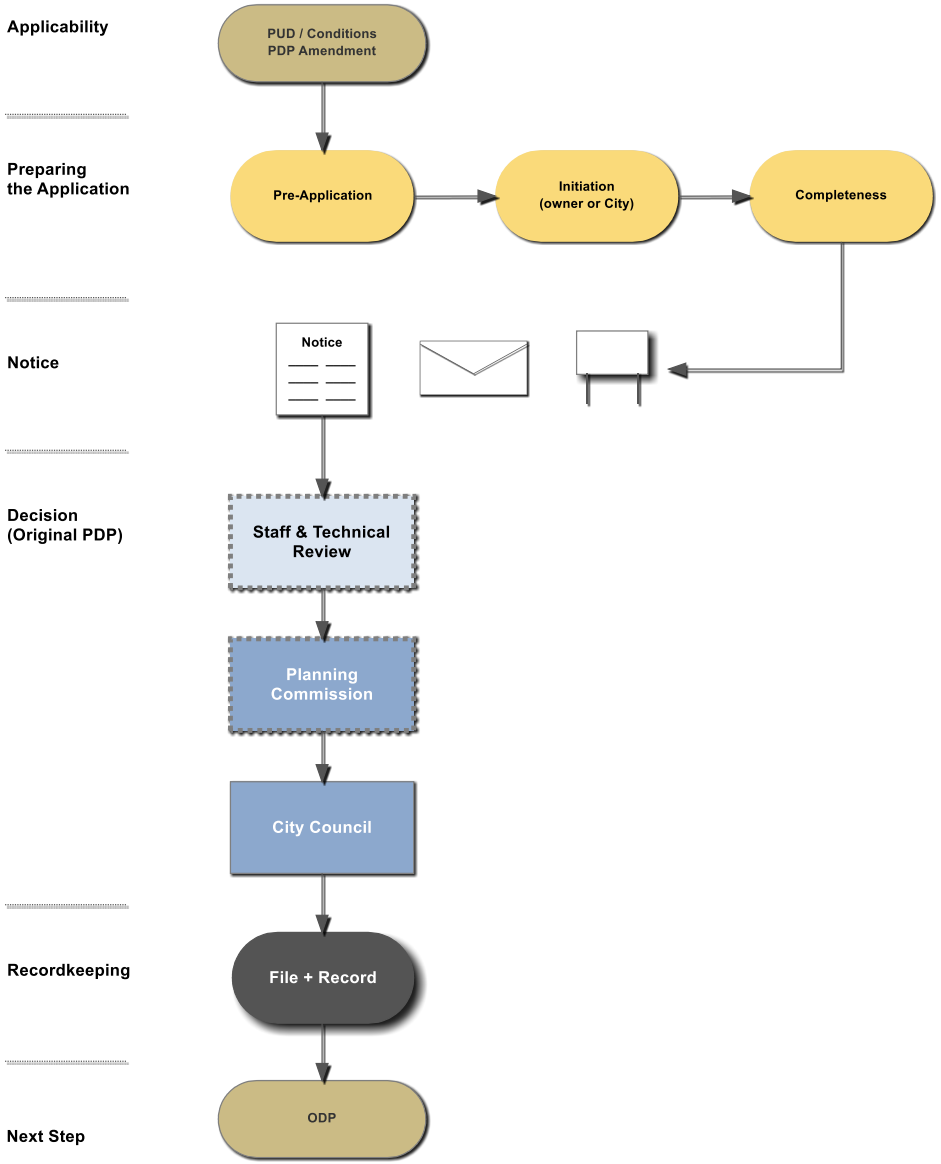
Flowcharts – Options 1 & 2



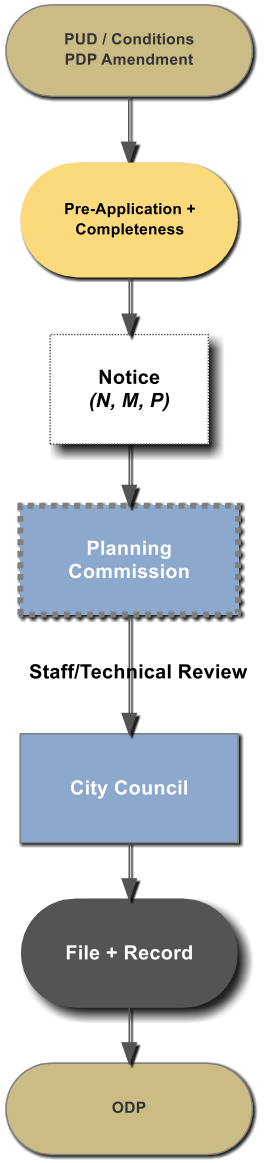


Flowcharts -Options 3 & 4

Option 3 (detailed)



Option 4 (minimalist)



Post-Decision

Questions? Comments?

Westminster Code Update Team