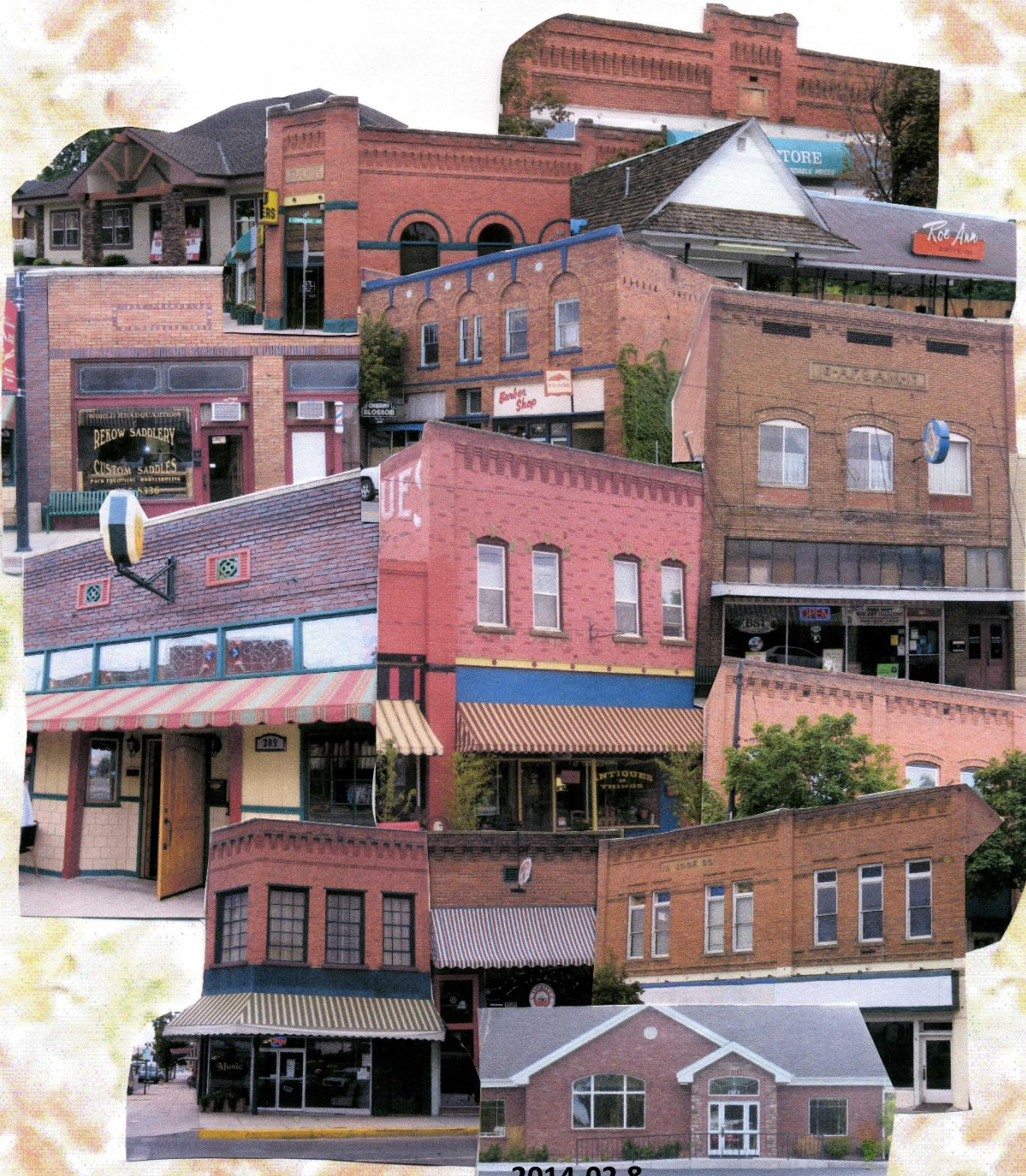


DESIGN MANUAL FOR CITY OF EMMETT & GEM COUNTY



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By Mayor Bill Butticci

Thanks to the following individuals for their contributions that made the completion and adoption of this document possible.

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DESIGN REVIEW MANUAL FOR CITY OF EMMETT AND GEM COUNTY

I. BACKGROUND, INTENT, & APPLICABILITY

This illustrated manual contains design standards and guidelines for new and remodeled commercial and public buildings within the City of Emmett and unincorporated areas within the City's area of impact. This document also conveys:

- *the guiding principles used to develop these standards and guidelines*
- *the geographic areas and development activities subject to design review*
- *the design review process*
- *those building design-related standards for which the Design Review Board is responsible for interpreting as opposed to the site design standards such as off street parking and pedestrian areas that are applied administratively.*

Design review is essential to maintaining a healthy business environment and protecting property investments and quality of life in the City of Emmett and Gem County. It is the intent of this manual to communicate design standards and a design review process that:

- *encourages higher quality, more sustainable design and planning throughout the community.*
- *protects the investment in rehabilitation and restoration of historic buildings in the historic central business district and other commercial areas.*
- *preserves and enhances the historic character and small town heritage of the City of Emmett and Gem County by, for example, discouraging the demolition of historic commercial and public buildings and encouraging the rehabilitation of existing buildings throughout the community.*
- *encourages the design and scale of new and existing commercial structures to be in character with surrounding properties and neighborhoods.*
- *encourages an interesting and commercially viable downtown and other commercial areas.*
- *provides clear and consistent direction for new development and redevelopment projects within the design overlay area. The design review process should be as predictable and efficient as possible while striving for excellence in design.*
- *balances durability and affordability*
- *promotes pedestrian and bicycle safety and convenience.*
- *facilitates a dialogue between project proponents and the design review board in a public setting, thereby increasing public awareness of design issues and options.*
- *ensures that the intent of the goals and policies in the Gem Community Joint Comprehensive Plan are met.*

RELATIONSHIP TO GEM COMMUNITY JOINT COMPREHENSIVE PLAN

This manual reflects Emmett and Gem County's intention to implement the goals and policies of the Gem Community Joint Comprehensive Plan. Goals and policies related to community design are found in Chapters addressing Historic and Cultural Resources, Community Design, and Land Use (Chapters 7, 11, and 12, respectively). The table included as Appendix A, identifies Comprehensive Plan goals and policies that *directly* support the creation and implementation of the design standards found in this manual.

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As envisioned by the Comprehensive Plan, the design standards focus on identified entryway corridors such as Highways 16 and 52, Washington Avenue, and Johns Avenue – as well as on the historic downtown area. General guidelines for the redevelopment and/or reuse of the cannery area are also provided.

RELATIONSHIP TO OTHER CITY OF EMMETT AND GEM COUNTY REQUIREMENTS

Projects subject to design review will go through the process described in this manual before the City or County issues a Zoning Certificate or building permit. Meeting the standards found in this manual do not exempt an applicant from complying with all other applicable requirements, including but not limited to the International Building Code, International Fire Code, and respective zoning ordinances.

RELATIONSHIP TO IDAHO STATE LAW

The Idaho State Constitution and Idaho Statutes (Title 67, Chapter 65, Section 18) provide the basis for the adoption and implementation of design standards, as follows:

TITLE 67
STATE GOVERNMENT AND STATE AFFAIRS
CHAPTER 65
LOCAL LAND USE PLANNING

67-6518. STANDARDS. Each governing board may adopt standards for such things as: building design; blocks, lots, and tracts of land; yards, courts, greenbelts, planting strips, parks, and other open spaces; trees; signs; parking spaces; roadways, streets, lanes, bicycleways, pedestrian walkways, rights-of-way, grades, alignments, and intersections; lighting; easements for public utilities; access to streams, lakes, and viewpoints; water systems; sewer systems; storm drainage systems; street numbers and names; house numbers; schools, hospitals, and other public and private development.

Standards may be provided as part of zoning, subdivision, planned unit development, or separate ordinance adopted, amended, or repealed in accordance with the notice and hearing procedures provided in section 67-6509, Idaho Code.

Whenever the ordinances made under this chapter impose higher standards than are required by any other statute or local ordinance, the provisions of ordinances made pursuant to this chapter shall govern.

APPLICABILITY

The standards outlined in this manual shall apply to the following:

- All new, remodeled (exterior only), and re-used (e.g. change of use) commercial and public structures and/or land uses located within the Emmett Area of City Impact and located on Highway 52 (N. Washington Avenue), north from the Payette River to the intersection of Highway 52 and Black Canyon Highway within a corridor of 660 feet from the highway centerline on each side. This includes mixed use structures with both commercial and residential uses. For the purposes of this manual, schools and religious facilities are deemed “public uses” and are subject to the design review process and standards herein. Design standards would only apply to a re-use if such change in land use involves a modification to the exterior of the building not otherwise exempt from design review;

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- Street-facing walls of all new, remodeled and reused industrial structures located within the Design Review Overlay area (see Appendix B);
- All new and remodeled industrial buildings located within the Design Review Overlay will be subject to design review, using a set of design criteria that is separate from commercial and public buildings. All new industrial structures located outside the Design Review Overlay area but within the Area of City Impact shall also comply with the industrial design standards. Buildings located within the Cannery Area are not subject to these industrial building standards but shall be subject to the guidelines listed for the Cannery Area in Section II.

Where a building visible from any public street (alleyways excluded) is proposed to be modified (e.g. through remodeling), the design standards shall apply only to that portion of the development or building that is to be modified.

While final determinations will be made by the City of Emmett or Gem County depending on the location of the proposed project, the following are examples of activities that are subject to and exempt from design review under these standards.

CONSTRUCTION/BUILDING ACTIVITIES SUBJECT TO DESIGN REVIEW BY THE BOARD

Activities that ARE subject to design review include:

- *changes in building material, including roofing material(unless the roof is not visible from outside the property)*
- *the addition or elimination of any exterior architectural features of a structure (except awnings, which are reviewed by staff)*
- *repairs that reconstruct any part of the exterior of an existing building*
- *additions that extend or increase floor area or height of any building*
- *construction or installation of an appurtenance (e.g. window, door) in the Historic Central Business District (except awnings, which are reviewed by staff)*
- *any type of new public art, including murals, where visible from a public right-of-way*

CONSTRUCTION/BUILDING ACTIVITIES SUBJECT TO REVIEW BY STAFF

Activities that ARE subject to review by Staff include:

- *painting a building a different color or painting over brick, stone, or other natural building material. (Staff shall use a color palette (a sample of which is available for review at City Hall) of traditional Northwest historic downtown colors to review these requests for structures in the Historic Central Business District. Structures outside this historic district will not be limited to select colors, except that high gloss, fluorescent and bold color will not be permitted.) See Section IV, E.2.h. of this manual for additional information regarding painting historic structures.*
- *Awnings (new and replacement)*

CONSTRUCTION/BUILDING ACTIVITIES EXEMPT FROM DESIGN REVIEW

Activities that are EXEMPT from design review include:

- *interior modifications to any building*
- *buildings used exclusively for single-family or two-family residential purposes*
- *applying clear sealer to brick or stone*

DESIGN REVIEW BOARD VS. ADMINISTRATIVE APPROVAL

Unless otherwise determined by the Administrator, most site design related activities are approved administratively while the review of most building-related activities is the responsibility of the Design Review Board.

DESCRIPTION OF DESIGN REVIEW OVERLAY AREAS

This manual contains different design standards for the following three geographic areas. See page 11 for a description of the guiding principles used to create these standards. In addition, see Appendix B for a map of the Design Review Overlay areas.

HISTORIC CENTRAL BUSINESS DISTRICT AREA

New or remodeled commercial and public buildings on parcels that have any property lines touching the following street rights-of-way are subject to the Historic Central Business District design standards:

- *Main Street (from Murray Ave. to Johns Ave.)*
- *Park Street (from Commercial Ave. to McKinley St.)*
- *Hayes Ave. (west side of street, from 1st St. to railroad tracks)*
- *Washington Ave. (from 1st St. to Canal St.)*
- *Commercial Ave. (from 1st St. railroad tracks)*
- *Boise Ave. (east side of street only, from 1 St. to the railroad tracks)*

A proposed new or remodeled building on a parcel with property lines touching street rights of way listed under both “Historic Central Business District” and “Neighborhood Commercial” overlay areas is subject to the Historic Central Business District design standards.

NEIGHBORHOOD COMMERCIAL AREAS

New or remodeled commercial or public buildings on parcels that have any property lines touching the following street rights-of-way are subject to the Neighborhood Commercial design standards:

- *Hayes Ave. (west side of street only, from 1st St. to 4th St.)*
- *Washington Ave. (from 1st St. to Highway 16 and from railroad tracks/Farmer’s Co-op Canal to Black Canyon Highway.*
- *12th Street (from Boise Ave. to Substation Rd.)*
- *Johns Ave. (from 12th St. to Albertson at 640 W Highway 16)*
- *Substation Rd. (from Highway 16 to Main St.)*
- *Canal Street (south side)*
- *660 feet north of Cherry Lane, from S. Substation Road to Johns Avenue, and continuing west of Johns Avenue to Airport Road.*
- *Highway 52 (N. Washington Avenue), north from the Payette River to the intersection of Highway 52 and Black Canyon Highway, within a corridor of 660 feet from the highway centerline on each side.*

All new commercial or public buildings located outside of the designated Design Review Overlay shall be subject to the Neighborhood Commercial Area standards.

GENERAL COMMERCIAL AND MIXED PLANNED DEVELOPMENT AREAS

The “General Commercial” designation covers areas within the Emmett city limits along the Highway 16 and 52 corridors. The “Mixed Planned Development” designation covers adjacent unincorporated areas along the Highway 16 corridor. The same design standards apply to both areas.

New or remodeled commercial or public buildings on parcels that have any property lines touching the following street rights-of-way are subject to the General Commercial/Mixed Planned Development design standards:

- *Highway 16*
- *Highway 52 (from the intersection with Highway 16 to the western boundary of the area of city impact)*

A proposed new or remodeled building on a parcel with property lines touching street rights of way listed under both Neighborhood Commercial and General Commercial/Mixed Planned Development are subject to the General Commercial/Mixed Planned Development design standards.

II. OVERALL GUIDING PRINCIPLES

In September 2008, the Emmett Design Review Committee surveyed photographs of commercial buildings in Emmett and surrounding Treasure Valley communities to identify the architectural and site features that are compatible within the downtown and commercial corridor areas (a.k.a. entryways). The guiding principles below were drafted using the results of this survey. The principles should be used to assist community leaders, business owners, and developers convey and understand the intent and objectives that support the design standards.

HISTORIC CENTRAL BUSINESS DISTRICT GUIDING PRINCIPLES

Emmett’s Historic Central Business District (or downtown) continues to be, as it always has been, the specialty retail, cultural, and civic hub of the community. In recognition that no other part of town can make this important contribution to community life, the design standards and guidelines related to downtown are intended to protect and improve its historical small town character, ability to attract residents and visitors, and commercial success. Specific guiding principles used to develop design standards and guidelines related to downtown include:

- *Maintain and improve downtown’s pedestrian focus by, for example, encouraging street facing buildings with active ground floor uses, recessed entrances, and large window display areas.*
- *Encourage and potentially offer incentives for the rehabilitation and reuse of buildings of high historical and architectural value.*
- *Promote community design that will, over time, make the downtown an attractive place to live, work and shop.*
- *Civic and community buildings and public spaces are integral to the civic identity of the community, and should receive special consideration and pride of place.*
- *Make sure that new buildings and structures are compatible with the downtown’s historic architectural heritage. Specifically, the standards and guidelines will result in new and modified buildings that reflect the “Main Street Revival” building style. This building style was ubiquitous throughout America into the 1930’s, having evolved since the Colonial era. Identifying features include one or more of the following:*
 - *Extension of the front façade above the roof plane to create the illusion of height and mass;*
 - *A detailed, projected cornice line;*
 - *Symmetrical window openings;*
 - *Extensive use of natural, durable finish materials like brick and stone. Such materials provide a sense of permanence and support property values.*



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- *Use of exterior colors, materials, windows, and architectural elements to differentiate the first floor from the second story*
- *Use of features such as awnings located above sidewalks to protect the contents of the buildings and pedestrians from harsh sun and inclement weather.*

It is the intent of the City of Emmett to encourage property owners to creatively design new buildings and remodeling projects that fit within the context of their historic surroundings and support a compact, walkable, and architecturally coherent downtown.

NEIGHBORHOOD COMMERCIAL GUIDING PRINCIPLES

The design standards and guidelines for the Neighborhood Commercial overlay area ensures that new buildings and remodels fit within the context of their surroundings. Notably, this context includes former homes that have been converted to commercial uses and adjacent existing homes. The design standards also provide for an attractive entryway corridor leading to Emmett's residential neighborhoods and the downtown area. Principles that have guided the development of standards and guidelines for neighborhood commercial areas include:

- *Building forms should reflect a residential or neighborhood commercial character designed at a human scale.*
- *Contextually appropriate and high quality materials, textures and colors should be used to attract residents and visitors to the area, attract new businesses, and protect property investment.*
- *Use site design, walkways, and building orientation to provide for the safety and convenience of pedestrians.*
- *Reduce strip mall-type character and large blank walls through the use of, for example, façade articulation.*
- *Building entrances facing the street or opening onto a pedestrian space (e.g. courtyard or outdoor eating area)*



GENERAL COMMERCIAL AND MIXED PLANNED DEVELOPMENT GUIDING PRINCIPLES

The General Commercial / Mixed Planned Development overlay area is located on either side of Highway 16 and Highway 52. The area comprises the community's most traveled entryways. They convey a lasting first impression to visitors and residents to the Gem County and Emmett community. The guiding principles used to develop design standards and guidelines for these generally more auto-oriented areas include:

- *Provide for the safe ingress and egress of vehicles to and through commercial sites. Highway access points must be coordinated and driveways connected to protect the capacity and operational safety of Highways 16 and 52 for all modes of travel*
- *Encourage safe and convenient cycling and walking by providing, for example, bike parking racks near building entrances and interconnected walkways.*
- *Use façade articulation, landscaping, color, and materials to reduce the massive scale and stark, impersonal appearance of larger commercial buildings.*

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- *Buildings are to draw on or appropriately adapt the Western vernacular style that reflects the community's unique setting. Chain stores cannot simply replicate designs used elsewhere; they must be designed to fit the local character and our agricultural/mountain/high desert heritage.*



CANNERY AREA

The cannery area and Mill Town neighborhood immediately west and north of the Central Business District are historically significant areas. Adaptive reuse and redevelopment in the cannery area is encouraged to the extent it is compatible with the adjacent Mill Town residential neighborhood and it honors the agricultural heritage of the community and use of the area. While no specific design standards for the cannery area exist at this time, adaptive reuse and redevelopment projects should follow the following general guidelines.

- *Large, garage/warehouse-like door openings or structural recesses that suggest such door openings. Such features could be on more than one side of a building.*
- *Building materials consisting of wood, brick, vertically oriented metal siding, or concrete block. A combination of these materials is acceptable.*
- *Subtle and modestly-sized window openings*
- *Sloped gable, shed, or Quonset-type roofs made of metal or asphalt shingles.*
- *Front facades with above grade covered platform-like walkways and seating areas that suggest loading docks.*
- *Industrial-type, historically appropriate exterior lighting fixtures*
- *Exposed roof joists/rafters*



III.

THE DESIGN REVIEW PROCESS

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The design review process described below is intended to be fully integrated with existing project review and approval processes.

RESPONSIBILITY OF DESIGN REVIEW BOARD

It is the responsibility of the Design Review Board to review and: (1) approve, (2) approve with conditions, or (3) deny projects to ensure compliance with the design standards related to the following:

- *Signs located within Historic Central Business District (see design standards for signs located in the Historic Central Business District under Section VI of this manual.)*
- *Building orientation and setbacks*
- *Building style, character, height, bulk, facade modulation and design, color, materials, and roofs,*
- *Windows, entrances, etc.*

ADMINISTRATIVE APPROVAL

The following activities are reviewed and approved or denied administratively by staff:

- *Signs located outside the Historic Central Business District (See Emmett Code, Title 9, Chapter 12 and Gem County Code, Title 11, Chapter 10)*
- *Landscaping (see Emmett Code, Title 9, Chapter 17 and Gem County Code, Title 11, Chapter 6)*
- *Lighting (see Section V.D. of this design manual and “Emmett Standard for Public Works Construction” dated January 2006)*
- *Parking areas (see Emmett Code Title 9, Chapter 11 and Gem County Code, Title 11, Chapter 11)*
- *Vehicle ingress/egress (See Section V.A. of this design manual)*
- *Pedestrian and bicycle circulation and related amenities (see Section V.B. of this design manual)*
- *Painting a building a different color when no other construction or building activity subject to design review is proposed. (Note: The intent here is that IF an applicant is doing other types of applicable activities (e.g. adding/changing windows, awnings; replacing siding, etc.), in addition to painting, than the DR board WOULD include the paint color in their review and approval. If the applicant is ONLY painting, than the approval is administrative.)*

STEP 1: SUBMITTAL OF PRELIMINARY SKETCH PLAN (OPTIONAL)

Applicants for activities subject to design review are strongly encouraged to submit a sketch plan to allow for a more thorough discussion of relevant standards and issues, especially if the applicant requests a pre-application conference (see Step 2). If submitted, the sketch site plan must be provided two weeks prior to the date of the pre-application conference.

The sketch site plan should be drawn to scale and only to a level of detail sufficient to describe the overall concept. The City and County do not intend for property owners to invest in highly illustrative plans or final engineered drawings at this stage of the process.

At a minimum, the sketch site plan shall consist of a plan view drawing showing:

- *property lines*
- *proposed location and configuration of building(s) and building entrances*
- *vehicle access, parking, location of pedestrian amenities and circulation areas, and civic space (where applicable)*
- *lighting,*

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- *preliminary architectural elevations for the front, rear and sides of all exterior building walls that can be seen from existing or proposed public streets*
- *ideas (e.g., photographs and/or illustrations, or samples) for materials and colors to be used (i.e., building elevations, furnishings, signage, pavers/paving, lighting, landscaping).*

STEP 2: PRE-APPLICATION CONFERENCE (OPTIONAL FOR EXISTING STRUCTURES)

The purpose of the pre-application conference is to provide constructive feedback and provide guidance to the applicant on design and other city or county administered standards so that the application can be refined prior to commencing the formal review and public meeting process (Step 3). Pre-application conferences are required for all new structures and recommended for all remodels and/or existing structures or changes of land use. Participants in the pre-application conference are determined by the City or County, whichever agency is responsible for permit review and approval for the project.

At a minimum, the pre-application conference required items shall consist of:

- *property lines*
- *proposed location and configuration of building(s) and building entrances*
- *vehicle access, parking, location of pedestrian amenities and circulation areas, and civic space (where applicable)*
- *lighting,*
- *landscaping*
- *signs*
- *preliminary architectural elevations for the front, rear and sides of all exterior building walls that can be seen from existing or proposed public streets*
- *materials and colors to be used (i.e., building elevations, furnishings, signage, pavers/paving, lighting, landscaping)*

STEP 3: SUBMIT APPLICATION FOR DESIGN REVIEW

All proposed projects submitted for design review shall be filed with the Development Services Department and contain all of the following information:

- A City of Emmett or Gem County Design Review application form, as applicable;*
- Fee(s) as set by resolution approved by Emmett City Council or Board of County Commissioners;*
- Vicinity Map at a scale sufficient to show the location of the proposed project in relation to adjacent properties, buildings, parking areas, streets, sidewalks, plazas and other rights-of-way. The Vicinity Map shall indicate the zoning district in which the project is located and show zoning designation(s) of abutting properties if different than the site;*
- Plans, including:*
 - *A site plan(s) drawn to a scale specified by the administrator and indicating the location and dimensions of all of the following items, existing and proposed, as applicable. The administrator may require that separate sheets be provided for buildings, streetscapes, parking/landscaping and utilities.*
 - Property line dimensions, outlines of existing and proposed structures, total square footage of subject property and percentages of the site covered by all existing and proposed structures;*
 - All structures, including setbacks and separation between structures on abutting properties, if any (See also, Architecture Plan);*
 - Vehicle circulation system, as applicable, including street access, driveways, alleyways and/or lanes, adjacent pedestrian facilities including ADA-accessible routes and related lighting;*
 - Parking areas and individual parking spaces, parking area landscaping, pedestrian crossings through parking areas, including ADA parking spaces, accessible routes and lighting;*

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- v. *Streetscape(s), including sidewalks, plazas, pedestrian amenities and any other pedestrian facilities extending from the public right-of-way into the site;*
- vi. *Walls and fences (See also, Architectural Plan);*
- vii. *Exterior lighting (See also, Architectural Plan);*
- viii. *Garbage storage areas (See also, Architectural Plan)*
- Architectural Plan(s) and/or Details, as applicable, for all proposed structures, including buildings; plazas, walls, fences, screening (e.g., garbage storage or mechanical equipment screens), pergolas and other structures; signs; lighting; and other accessory structures. Architectural Plans must include the following:
 - i. *Floor plans for every building story at 1/8 inch or greater scale;*
 - ii. *Colored exterior elevations for all sides of the proposed building(s) at 1/8 inch or greater scale, showing type and color of proposed materials, fenestration (windows and entrances/egresses), projections (e.g., awnings, canopies, marquees, porticos, arcades, colonnades, trellises, spires, balconies, etc.), architectural details, lighting and signage in sufficient detail to communicate how the design standards will be met. Material and color samples are encouraged.*
 - iii. *Colored elevations and/or details for proposed streetscape improvements, courtyards, plazas, street furnishings, lighting, way-finding signs, etc.*
- Information about the location and type of proposed signs, per Title 9, Chapter 12, Emmett City Code or Title 11, Chapter 10, Gem County Code
- Landscape Plan, per Title 9, Chapter 17, Emmett City Code or Title 11, Chapter 6, Gem County Code.

STEP 4: ACCEPTANCE AND REVIEW FOR COMPLETENESS BY STAFF

When an application is received by the City or County, the Administrator shall determine whether the preceding essential items are present. If these items are not present, the application shall not be accepted and shall be immediately returned to the applicant.

After the application is accepted, per above, the Administrator shall review the application for completeness. If the application is incomplete, the Administrator shall notify the applicant in writing of what information is missing within 30 days of receipt of the application and allow the applicant 180 days to submit the missing information. The Administrator may advise that additional plans, exhibits, or other information be submitted to demonstrate how the application meets applicable development and design standards. If after 180 days from the date the Administrator issues his or her letter the applicant has not substantially responded or withdrawn the proposal, the Administrator may declare the application void, in which case a new application and fee would be required to re-start the review process.

Upon receipt by the Administrator of all required information, the application shall be deemed complete. If the application includes activities subject to review by the Design Review Board, the Administrator shall schedule a tentative meeting date with the Board. The Administrator shall notify the applicant of the meeting.

Administrative and/or Design Review Board approval or denial of the application by shall be based upon the standards and criteria that are applicable at the time the application is deemed complete.

REVIEW AND COMMENTS BY CITY AND OTHER AGENCY OFFICIALS

The Administrator shall also submit the application for review and comment to the Public Works Superintendent, Fire Chief, Building Official other applicable review agencies deemed appropriate by the Administrator. Comments and

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recommendations from such agencies and individuals shall be accepted as advisory and non-binding on the Design Review Board.

The applicant is responsible for obtaining any and all required permits from outside agencies, as may be applicable to their project.

STEP 5: DESIGN REVIEW BOARD MEETING, PUBLIC HEARING, AND ACTION

At its first regular meeting after receipt of the applicable staff report on an application that includes activities subject to review by the Design Review Board, the Board may approve or disapprove the application for design review. The Board shall have the authority to require conditions it deems necessary to make the proposed project compatible with the design standards of the City of Emmett or Gem County, as applicable.

PUBLIC HEARING REQUIRED ON CERTAIN STRUCTURE SIZES

Prior to action on any design review application containing a structure that is 50,000 square feet or larger, the Design Review Board shall at a regular meeting conduct a public hearing following the public hearing notice procedures used for zoning actions by the City or County, as applicable. All other design review applications shall be reviewed at a public meeting of the Design Review Board, but no public hearing is required.

NO BUILDING PERMIT ISSUED UNTIL APPEAL PERIOD EXPIRES

No building permit will be issued until the appeal period has expired (see Appeal Procedure, below). If the project is appealed, final approval of building plans and issuance of building permits shall be stayed until the appeal is resolved by City Council or Board of County Commissioners.

TIME LIMIT

The Design Review Board shall have up to two (2) working meetings to consider and approve or deny an application for design review pursuant to this manual. The time for action upon an application may be extended by the Board at the request of the applicant. The time may be extended in cases where the complexity of the project or changes made by the applicant during the review process requires additional time to properly review.

CHANGES OR ADDITIONS TO THE APPLICATION DURING THE DESIGN REVIEW PROCESS

Once an application is deemed complete, all documents or other evidence relied upon by the applicant, or otherwise submitted to the City or County, as applicable, shall become part of the record for the application and forwarded to the Design Review Board ("Board"). Any new documents or evidence submitted after an application is forwarded to the Board shall be received by the Administrator and transmitted to the Board, but may be too late to include with the staff report.

When documents or other information are submitted by the applicant during the review period but after the application is deemed complete, the Administrator shall determine whether or not the new documents or other evidence submitted by the applicant significantly change the application.

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If the Administrator determines that the new documents or other evidence significantly change the application, the City or County may accept the new information and continue to process the existing application; reject the new information and continue to process the existing one; allow the applicant to withdraw his or her application and submit a new one, thus, restarting the design review process; or submit a second application and proceed in reviewing two or more (alternative) plans.

If a new application is submitted by the applicant, that application shall be subject to a separate application fee and check for acceptance and completeness and will be subject to the standards and criteria in effect at the time the new application is deemed complete.

If an applicant wishes to significantly change a project after it has been approved by the Design Review Board, then the change must be reviewed and approved by the Board. Generally, a significant change is defined as a change that would otherwise be subject to design review. This determination shall be at the discretion of the Administrator.

APPEAL PROCEDURE

Decisions of the Design Review Board may be appealed to the City Council or Board of County Commissioners. Notice of the appeal must be filed no later than twenty (20) days after the decision of the Board. The City or County shall fix a reasonable time for hearing the appeal and give due notice thereof to the parties and decide the same within a reasonable time. Upon hearing, any party may appear in person or by his or her agent or attorney.

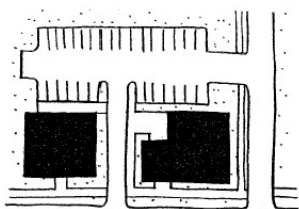
In addition to the applicant, any other aggrieved party who submitted oral or written testimony into the record during the Design Review Board's proceedings on the subject application may appeal the Board's decision. Such party must file a written notice of appeal within twenty (20) days of the date of the meeting at which the decision was made. Unless an appeal is filed within said period, and duly recorded by the City or County Clerk (as applicable), the decision of the Board shall be final. The notice of appeal shall set forth the decision on appeal, requested design modifications, if any, and reasons said appeal should be granted.

IV. BUILDING DESIGN STANDARDS ADMINISTERED BY THE DESIGN REVIEW BOARD

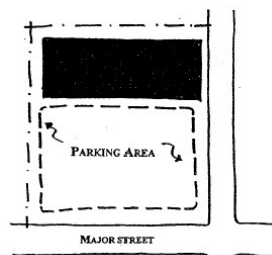
A) BUILDING ORIENTATION AND SETBACKS

A.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Buildings shall be oriented to the street. If the building is located on a corner, the building shall address the corner as well as both streets. The main façade should provide an entrance on the street side. Buildings at street corners must be designed to address the corner – that is, to engage the interest of drivers, pedestrians and bicyclists at the intersection.



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A.2 ADDITIONAL STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) All new buildings must have first floor facades built to the public right of way ("build-to lines") at the street sides and to interior lot lines (exceptions may be considered at interior lot lines for pedestrian paths and existing adjacent buildings with windows, and for civic and community buildings and public spaces). Pedestrian plazas behind the build-to line will be considered if such plazas are less than 50 percent of the total façade length of an individual façade.
- b) If used, arcades, galleries, colonnades and awnings, and the like may encroach into the public right-of-way to within 30 inches of the curb face.

A.3 ADDITIONAL STANDARDS APPLICABLE TO NEIGHBORHOOD COMMERCIAL AREAS:

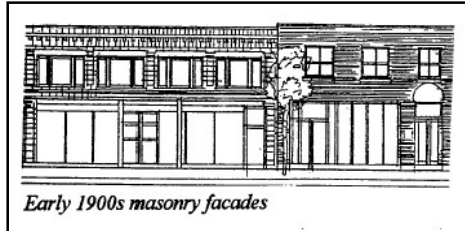
- a) All new buildings shall be set back no more than 20' from a public sidewalk or street ROW unless the area is used for pedestrian activities such as plazas or outside eating areas. If more than one building is proposed for a site, at least 25% of the aggregate building frontage shall be within 20' of the sidewalk.
- b) The building set back requirement may be waived where the City of Emmett or Gem County finds that an intervening driveway or parking space is for a hotel or hospital loading/unloading area, automobile fueling, or another automobile-related use for which there is no alternative location on the site, and upon finding that placing the vehicle area between the street and the building's primary entrance will not adversely affect pedestrian safety and convenience, based on the distance from the street sidewalk to the building entrance projected vehicle traffic volumes and available pedestrian walkways.

B) BUILDING STYLE AND CHARACTER

B.1 STANDARDS APPLICABLE TO HISTORIC CENTRAL BUSINESS DISTRICT:

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- a) Architectural designs shall address all four sides of a building. The predominant form of the downtown area is a generally “flat” elevation with any recesses, projections, or rounded edges (“articulations”) appearing subordinate to the dominant rectangular form. New buildings should reflect the predominant form, while expressing individuality.
- b) False fronts or other siding material covering historic masonry facades are not permitted. Exterior remodels of buildings with existing false fronts may be required to remove the false fronts and restore or replace said materials with acceptable masonry.
- c) Drive-up or drive-thru facilities are prohibited.



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B.2 STANDARDS APPLICABLE TO NEIGHBORHOOD COMMERCIAL AREAS:

- a) Drive up/drive thru facilities must be oriented to a driveway or interior parking area (not to a street)



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(drive-thru not visible from street)



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(drive-thru oriented to street)

B.3 STANDARDS APPLICABLE TO GENERAL COMMERCIAL AND MIXED PLANNED DEVELOPMENT AREAS:

- a) Drive up or drive thru facilities shall not be located within twenty (20) feet of a street and shall not be oriented to a street corner. Walk-up only teller machines and kiosks may be oriented to a street.

C. BUILDING HEIGHT

C.1 STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) New structures fronting on Main Street shall be a minimum 18 feet and a maximum 35 feet in height, as measured from the existing sidewalk elevation to the top of the façade.

C.2 STANDARDS APPLICABLE TO ALL OTHER COMMERCIAL AREAS:

- a) Applicants are referred to Title 9, Chapter 6, Emmett City Code City and Title 11, Chapter 5, Gem County Code, for additional building height standards applicable to commercial buildings.

D. BUILDING BULK, DIMENSIONS AND FAÇADE MODULATION

D.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) No single building shall exceed a combined continuous length of 300 feet, nor shall any one building footprint exceed 50,000 square feet.
- b) The use of superficial trim, painting, or other graphics as the sole method of breaking up large building facades is not permitted.

D.2 STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) The distinction between the ground floor and the second story shall be established through the use of awnings, canopies, belt course or similar detailing, materials, or fenestration.
- b) Buildings exceeding 50' wide shall incorporate offsets or divisions in the façade to express the traditional 25' typical lot pattern and building widths. Changes in material, window design, façade height are examples.



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D.3 STANDARDS APPLICABLE TO NEIGHBORHOOD COMMERCIAL AREAS:

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- a) Building elevations shall not have blank walls. This standard is met when no wall has more than thirty (30) feet of continuous, uninterrupted horizontal distance. All elevations longer than thirty (30) feet shall have plane projections or recesses (e.g., recessed or covered entrances or weather protection); alcoves; windows or doors; awnings, changes in materials, color, or patterns; volume landscaping to include evergreen and deciduous trees and shrubs that complement the building elevation; or a combination of such changes, providing visual relief not less than once every thirty (30) feet.

D.4 STANDARDS APPLICABLE TO GENERAL COMMERCIAL AND MIXED PLANNED DEVELOPMENT AREAS:

- a) Front facing walls (i.e. walls where primary building entrance is found) must comply with (b) and (c) below. Side and rear walls must comply with (c) below.
- b) Building elevations shall not have long blank walls. Building walls greater than 100' long shall incorporate wall plane projections or recesses having a depth of at least 3% of the length of the wall and extending at least 20% of the length of the wall. Such recesses and projections must extend from the base of the façade at ground level.
- c) In addition to the preceding standard, alcoves; windows or doors; awnings, columns, porticos, colonnades, changes in materials, color, or patterns; volume landscaping to include evergreen and deciduous trees and shrubs that complement the building elevation; or a combination of such changes shall all be considered as a means of visually breaking up long blank walls.



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E. MATERIALS AND COLORS

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E.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Elevations should incorporate changes in material that define a building's base, body, and cap. Side and rear elevations that do not face a street, public parking area, pedestrian access way, or plaza may use changes in texture and color of materials in the interest of affordability.
- b) The material defining the body shall be the dominant material. The body shall be a single, subdued, earth-tone color.
- c) The base and cap shall be clearly distinguishable from the body through changes in color, material, pattern, profile, or texture.
- d) The cap shall consist of one of the following: a cornice, parapet, awning, canopy, or eaves.
- e) Color schemes should be simple and coordinated over the entire building, with at least two accent colors in addition to the color of the main body of the building preferred. Colors should tie together signs, ornamentation, awnings, canopies, and entrances. Luminescent, glaring, sparkling, highly reflective or day glow colors are prohibited.
- f) Murals painted on the exterior of commercial, public or industrial buildings shall be in keeping with the historic and/or architectural period of the building on which they are painted. All murals shall be submitted to the Emmett Arts Commission who shall give a recommendation to the Design Review Board for their final approval.
- g) Exterior paint colors for all structures outside of the Historic Business District shall not be high gloss, intense bright, fluorescent or similar arresting tones.
- h) Exposed metal flashing or trim will be anodized or painted to blend with the exterior colors of the building.



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E.2 ADDITIONAL STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) Exterior building materials shall predominantly consist of materials traditionally found in downtown Emmett, including brick, natural block or stone block. High quality, alternative materials designed to simulate these traditional materials will be considered provided they are not comprised of one of the materials listed in (c), below.
- b) Stucco shall not be used as a primary material on front facades or on side facades of corner buildings, but may be used on the side facades and as a decorative element.

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- c) The following materials are prohibited as the primary building material: metal siding, corrugated fiberglass, aluminum siding, wood, mirror or metalized reflective glass, plywood, Masonite, chipboard siding, vinyl, cinder block, plastic, tilt up concrete, concrete block, or highly tinted or mirrored glass.
- d) The use of material such as copper, ceramic tile, steel, iron, wood, and bronze may be used as trims or accents and when compatible with the overall building design.
- e) Restoration and rehabilitation projects shall incorporate original materials and design elements (e.g. previously covered over) to the extent practical.
- f) Contemporary design for alterations and additions to existing buildings shall not be discouraged when such alterations and additions do not destroy significant architectural, or cultural material; and when such design is compatible with the size, scale, color, material, and character of the building and/or Historic Central Business District.
- g) Sandblasting of existing masonry (e.g. brick and stone), wood or metal materials is prohibited to protect historic character and increase longevity. Alternatives will be considered if the applicant demonstrates to the satisfaction of the Building Inspector that they will not harm or compromise the durability, longevity, and appearance of the masonry material.
- h) Painting a building a different color or painting brick, stone, or other natural building material is a staff-level approval and does not require Design Review Board approval. However, painting over existing brick within the Historic District is prohibited unless the brick is already painted. Applying paint to brick surfaces that were painted before the effective date of these design standards is allowed. (Refer to the publication entitled "Preservation Brief No. 6: Dangers of Abrasive Cleaning to Historic Buildings," authored by Anne E. Grimmer and published by the U.S. National Parks Service, for additional information regarding painting and cleaning historic structures.)
- i) All exterior paint colors must generally match the traditional Northwest historic downtown color palette (a sample of which is available for review at City Hall.) High gloss, fluorescent and bold colors are not permitted. The paint must have an eggshell or matte finish (or equivalent). Before any paint work begins, the applicant must submit a color sample/chip of the desired color(s) to the City or County staff, who will determine compatibility with the historic color palette. The decision of staff may be appealed to the Design Review Board.

E.3 ADDITIONAL STANDARDS APPLICABLE TO NEIGHBORHOOD COMMERCIAL AREAS:

- a) All materials permitted in the Historic Central Business District are permitted and encouraged.
- b) River rock, synthetic stone, painted or sealed wood, stucco and split-faced concrete or honed-faced block are acceptable building materials.
- c) Metal and smooth-faced concrete block are prohibited as primary building materials, but can be used as a secondary or decorative material.

E.4 ADDITIONAL STANDARDS APPLICABLE TO GENERAL COMMERCIAL AND MIXED PLANNED DEVELOPMENT AREAS:

- a) All the materials permitted in the Historic Central Business District and Neighborhood Commercial overlay areas are permitted and encouraged.

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- b) Split-faced concrete block or honed faced (i.e. not smooth-faced) and stucco are acceptable as primary siding materials, provided that they are warm earth-tone colors and they fit with the overall composition of the building design and that a secondary material such as stone, brick, or wood is used as accent.
- c) Alternate building materials will be considered on a case-by-case basis if the Design Review Board finds them to be compatible with the Guiding Principles for this overlay area. See Section II for more information.



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F. BUILDING ENTRANCES

F.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Buildings shall have an entrance for pedestrians directly from the street or front parking area to the building interior. Entrances shall be designed to be attractive, architecturally prominent and functional, and shall be open to the public during all business hours.
- b) The use of walkways, porches, smaller roof forms and other design elements is encouraged to emphasize the location of the front entry.
- c) Entrances shall be at least partially transparent to encourage an inviting and successful business environment. Doors with windows, transom windows, or sidelights can all be used.
- d) Corner buildings (i.e. buildings within forty (40) feet of a corner as defined by the intersecting curbs) shall have corner entrances, or shall provide a covered walkway (e.g., canopies, awnings, overhangs, arcades, etc.) extending from the corner of the building to its primary entrance, which shall be not more forty (40) feet from the street corner.

F.2 ADDITIONAL STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) Primary entrances above or below grade are prohibited.

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- b) Recessed entrances are required unless the project incorporates an outdoor plaza or seating area.
- c) Buildings on corner lots shall have corner entrances. Where a corner entrance is not provided, the building plan shall provide for a corner plaza or the building should otherwise recognize the corner as a civic space.
- d) The original size and shape of door openings should be maintained. Replacement doors should be compatible with original doors in terms of style and material. Shiny metal doors are not appropriate; wood, or painted substitute material that approximates wood should be used.



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G. ROOF DESIGN AND MATERIALS

G.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Flat roofs shall have parapets to conceal the roof surface and rooftop equipment such as HVAC units from public view from within the boundaries of the subject parcel. The average height of such parapets shall not exceed 15 percent (15%) of the height of the supporting wall and such parapets shall not at any point exceed one-third of the height of the supporting wall. Such parapets shall feature three-dimensional cornice treatment.
- b) Pitched roofs shall have:
 - i. Overhanging eaves, extending no less than two feet past the supporting walls
 - ii. Pitched roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to a 3:12 pitch and less than or equal to a 12:12 pitch.
 - iii. Three or more roof slope planes.
- c) Pitched, as opposed to flat, roofs are encouraged in the Neighborhood Commercial, General Commercial, and Mixed Planned Development areas.
- d) In cases where the roof material is not visible from either a public road or from a neighboring property, the material is not reviewed under these design guidelines.
- e) Permitted materials for flat and pitched roofs include treated wood, composition shingle, or concrete or clay tile. Metal roofs are also permitted, provided their colors are non-reflective, subdued earth tones. Other high quality simulated materials may be approved on a case by case basis.

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G.2 ADDITIONAL STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) Pitched, mansard, and corrugated sheet metals roofs, and other non-historically inappropriate forms are prohibited unless visually screened by a parapet.
- b)

H. WINDOW SIZE, SHAPE, AND LOCATION

H.1 STANDARDS APPLICABLE TO ALL AREAS:

- a) Glass shall not be reflective (mirrored). Unless otherwise approved by the Board, tinting shall not be so dark as to significantly obscure views into or out of the building. Tinting shall also be of a neutral color such as bronze or gold. Alternative tinting
- b) Windows shall be recessed no less than two inches (2") from the building façade.
- c) Any wall within 30' of a street, sidewalk, plaza, or other public space shall contain at least 20% of the wall area facing the street in display areas, windows, or doorways. Windows must allow views into working areas or lobbies, pedestrian entrances, or display areas.
- d) Iron or other metal bars used for security purposes must meet International Fire Code requirements. They should be used on the inside (but not on the outside) of windows.

H.2 ADDITIONAL STANDARDS APPLICABLE TO THE HISTORIC CENTRAL BUSINESS DISTRICT:

- a) Consistent with the desired storefront character in the downtown, buildings should maintain the historic scale and elements of the downtown such as large display windows, windowed doors, and transom windows. First floor facades of commercial and public buildings should have more than fifty percent (50%) of the surface in windows or entrances.
- b) Street facing facades above the first floor shall have no less than 20 percent glass. Upper floor window orientation shall primarily be vertical or have a width no greater than height. Paired or grouped windows that together, are wider than they are tall, should be visually divided to express the vertical orientation of individual windows.

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- c) All side and rear elevations, except for zero lot line/common wall elevations, shall provide no less than 30% transparency.
- d) Windows must be framed through the use of, for example, piers or pilasters, awnings, canopies, headers and sills.
- e) Windows frames shall be made of wood, vinyl-clad wood, aluminum-clad wood, or fiberglass.



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I) AWNINGS

I.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Awnings may encroach into the public right-of-way and cover the sidewalk to within 30" of the curb face.
- b) Awnings shall be made of canvas, duck, or canvas-like material that matches the shape of the top of the window or door (e.g., using arched topped and bow awnings only over arched openings). The construction and attachment components should be hidden from general view.
- c) All awnings should have valances.
- d) Additional requirements regarding awnings within the City limits are found in Title 9, Chapter 12, Emmett City Code.

I.2 ADDITIONAL STANDARDS APPLICABLE TO HISTORIC CENTRAL BUSINESS DISTRICT:

- a) Awnings are required for all new construction, ground level tenants in the Historic Central Business District. All existing awnings that are damaged and/or removed shall be replaced with an awning that complies with the standards of this section. The intent of this section is to maintain continuous awning coverage of sidewalks in the central business district.
- b) Awnings shall be sloped toward the sidewalk and made of canvas, duck, or canvas-like material that matches the shape of the top of the window or door (e.g., using arched topped and bow awnings only over arched openings). The construction and attachment components should be hidden from general view.

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- c) Arched, bow, curved, or rounded awnings are prohibited unless the window opening is rounded.



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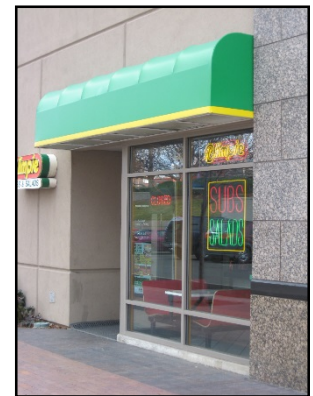


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J. SERVICE AREAS

J.1 STANDARDS APPLICABLE TO ALL COMMERCIAL AREAS:

- a) Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and screened from view from adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape.
- b) Non-enclosed areas for the storage and sale of seasonal inventory shall be permanently defined and screened with walls and/or fences. Materials, colors, and design of screening walls and/or fences and the cover shall conform to those used as predominant materials and colors on the building. If such areas are to be covered, then the covering shall conform to those used as predominant materials and colors on the building.

K. INDUSTRIAL BUILDING STANDARDS

K.1 STANDARDS APPLICABLE TO ALL INDUSTRIAL BUILDINGS:

- The overall guiding principles (listed in Section II) will be used by the Board to evaluate the design of new industrial structures.
- Orientation & Setbacks:
 - a) All industrial building setbacks shall be per the dimensions adopted in the Emmett City Code or Gem County Code, as applicable.
 - b) Orient industrial developments, including buildings, structures and site elements (such as work yards and material storage areas) to minimize the off-site impacts of noise, glare, smoke, exhaust, dust, vibrations and so on and protect adjacent non-industrial uses.
 - c) Use the placement and orientation of the building or structure to screen industrial activities from non-industrial uses, including, but not limited to, loading docks, operating equipment, mechanical equipment, storage yards and similar activities.
- Building Style & Materials:
 - a) All facades oriented to public streets shall be constructed of brick, stone, architectural concrete panels, architectural metals, architectural woods, glass or similar quality materials. Unfaced concrete block, structural concrete, galvanized metal siding and similar materials are not allowed on such facades.
 - b) All elevations of the building shall be designed in a consistent and compatible architectural manner.
 - c) All electrical and air conditioning equipment, including towers and air handling units, regardless of location and whether on the roof or otherwise, if visible from the street, shall be concealed by landscaping or by decorative screening materials which form an integral part of the design.

V. SITE DESIGN STANDARDS APPROVED ADMINISTRATIVELY

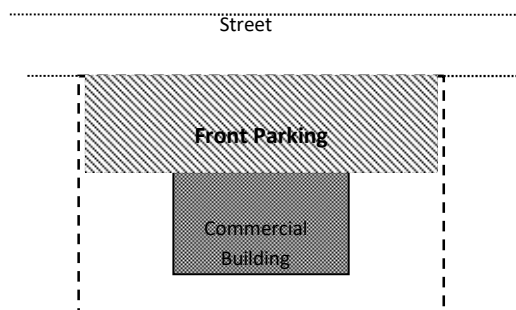
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The following standards apply in the Neighborhood Commercial, General Commercial/Mixed Planned Development areas only. They are NOT applicable to the Historic Central Business District or to industrial uses.

A. VEHICLE ACCESS AND PARKING AREAS

A.1 STANDARDS APPLICABLE TO VEHICLE ACCESS AND PARKING AREAS:

- a) Off-street parking shall be provided under the City of Emmett or Gem County zoning ordinance, as applicable. Parking areas should provide safe, convenient, and efficient access for vehicles and pedestrians. They should be distributed around large buildings in order to shorten the distance to other buildings and public sidewalks and to reduce the overall scale of the paved surface.
- b) Off-street parking areas shall be landscaped as per the City of Emmett or Gem County zoning ordinance, as applicable.
- c) Whenever feasible, the primary vehicular access point to commercial buildings shall not be via an adjacent arterial street to avoid, to the extent possible, impacts to the existing adjacent street system—specifically the continued ability of an adjacent arterial to function as designed.
- d) Applicants for projects abutting or receiving access from Highway 16 or 52 shall demonstrate that all requirements of the Idaho Transportation Department, as applicable, have been met, or can be satisfied through conditions of design review approval.
- e) Unless no practical alternative exists, no more than 50 percent (50%) of the off-street parking area devoted to the commercial or public building shall be located between the front façade of the proposed building and the abutting public streets (the "Front Parking Area"). The Front Parking Area shall be determined by drawing a line from the front corners of the building to the nearest side property line. Parking spaces in the Front Parking Area shall be counted to include all parking spaces within the boundaries of the Front Parking Area, including all partial spaces inside the Front Parking Area boundary lines ("partial space" constitutes more than one-half ($\frac{1}{2}$) of said space), and all parking spaces associated with any pad sites.



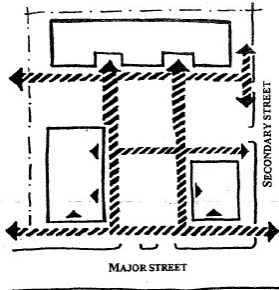
B. PEDESTRIAN AND BICYCLE CIRCULATION AND RELATED AMENITIES

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B.1 ALL APPLICABLE DEVELOPMENTS SHALL PROVIDE A CONTINUOUS PEDESTRIAN SYSTEM CONSISTENT WITH THE FOLLOWING STANDARDS.



- a) The pedestrian system shall extend throughout the development site and connect to adjacent sidewalk(s). The system shall also provide stubs to allow for their continuation through future phases of development and to existing or planned off-site adjacent pedestrian ways and civic spaces, to the greatest extent practicable.
- b) Walkways within developments shall provide safe, reasonably direct and convenient connections between all building entrances and between primary entrances and adjacent sidewalks.
- c) Pedestrian routes should not deviate unnecessarily from a straight line or involve a significant amount of out-of-direction travel for likely users.
- d) Walkways shall connect all on-site parking areas and civic spaces and shall connect off-site, adjacent walkways to the site to the extent practicable. Obstacles posed by existing structures may be cause for not making walkway connection.



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B.2 PEDESTRIAN FACILITY DESIGN AND CONSTRUCTION. WALKWAYS, INCLUDING MID-BLOCK PEDESTRIAN ACCESS WAYS SHALL CONFORM TO ALL OF THE FOLLOWING STANDARDS:

- a) Except for crosswalks where a walkway abuts a driveway or street, walkways shall be raised and curbed along the edge of the driveway/street. Alternatively, the City or County, may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of removable decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.



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- b) Where a walkway crosses a parking area, driveway, or street (“crosswalk”), it shall be clearly marked with contrasting paving materials (e.g., pavers, brick, or stamped/scored concrete inlay), which may be part of a raised/speed-table type of crossing area. Painted or thermo-plastic striping and similar types of non-permanent applications may be approved for short crosswalks not exceeding twenty-four (24) feet in length.
- c) Walkway and pedestrian access ways shall be at least five (5) feet in width and constructed with stamped concrete or scored concrete, brick/masonry pavers, or other similar surface that is different than the parking area paving surface.
- d) Walkways shall conform to applicable Americans with Disabilities Act (ADA) guidelines and standards. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA-accessible, and walkways shall provide direct routes to primary building entrances.



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B.3 PEDESTRIAN AMENITIES. NEW BUILDINGS PROPOSED ON PARCELS 24,000 SQUARE FEET OR LARGER SHALL PROVIDE TWO OR MORE OF THE AMENITIES LISTED IN (A) THRU (F), BELOW. OTHER TYPES OF AMENITIES AND DESIGNS MAY BE USED, SUBJECT TO APPROVAL BY THE CITY OR COUNTY. PEDESTRIAN AMENITIES MAY BE PROVIDED WITHIN A PUBLIC RIGHT-OF-WAY, ALSO SUBJECT TO APPROVAL BY THE CITY OR COUNTY.

- a) A plaza, courtyard, square or extra-wide sidewalk next to the building entrance
- b) Sitting space (i.e., dining area, benches or ledges between the building entrance and sidewalk (minimum of 16 inches in height and 30 inches in width).

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- c) Building canopy, awning, pergola, or similar weather protection (minimum projection of 4 feet over a sidewalk or other pedestrian space).
- d) Public art which incorporates seating (e.g., fountain, sculpture, etc.).
- e) Pathway lighting
- f) Other types of amenities and designs may be used, subject to approval by the City or County. Pedestrian amenities may be provided within a public right-of-way, also subject to approval by the City or County.



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B.4 BICYCLE PARKING.

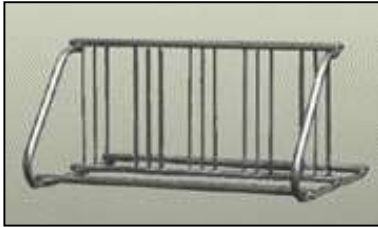
- a) Bicycle parking. Bicycle parking racks shall be provided at a ratio of one space per 3,000 sq. ft. of commercial space.
- b) Racks shall be placed so that they do not block the entrance or inhibit pedestrian flow in or out of the building. If placed on a sidewalk or pedestrian walkway, racks should be placed so that at least 5 feet of sidewalk width is maintained.
- c) Bike racks should allow the bike frame to be supported by and locked to the rack. Old-style bike racks that hold only the bicycle's wheel are prohibited.
- d) Bike racks shall be clearly visible from the entrances they serve.
- e) Locating bicycle parking areas under overhead features such as porticos, awnings, and colonnades, is strongly encouraged to provide protection from inclement weather.



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C. STREETS AND BLOCKS

C.1 TO REDUCE THE STRIP COMMERCIAL LOOK OF DEVELOPMENTS AND PROVIDE FOR THE SAFE AND CONVENIENT CIRCULATION OF VEHICLES, BICYCLES, AND PEDESTRIANS, THE FOLLOWING STANDARDS APPLY TO STREETS AND BLOCKS.

Developments containing more than one building site or pad, including commercial subdivisions containing outlying commercial pads, should be configured so that public streets, private shopping streets, and/or pedestrian walkways are used to break up long, interrupted walls into “blocks” not longer than 400 feet long.



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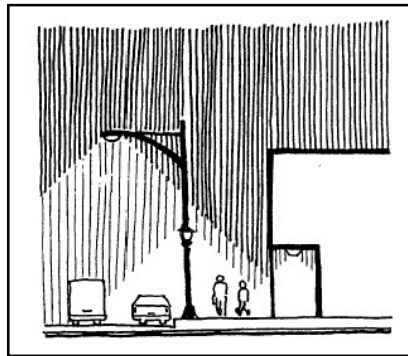
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D. EXTERIOR LIGHTING

THE FOLLOWING DESIGN-RELATED EXTERIOR LIGHTING STANDARDS ARE IN ADDITION TO THE STREET LIGHTING STANDARDS ADMINISTERED BY THE CITY OF EMMETT PUBLIC WORKS DEPARTMENT:

- a) Building entrances that are not otherwise illuminated by building-mounted lights or streetlights shall be illuminated using bollards, step lights, or other low-profile fixtures that are appropriate for walkways and plazas. Illumination at 1.0-2.0 foot-candles for such areas is required.
- b) Building-mounted lights should complement the building background in style; using lights to draw attention to (wash) architectural elements is permitted, provided that unshielded, high intensity light sources and sources that direct light upward without cut-offs will not be permitted.
- c) Maximum initial luminance of outdoor sales areas, storage areas and service station canopies and similar areas shall not exceed twenty (20) foot-candles.
- d) Maximum initial luminance of parking lots shall not exceed four (4) foot-candles
- e) Lighting associated with service areas, parking lots and parking structures, as well as streetlights, shall be shielded or provide cut-offs to avoid excessive glare, light pollution and light trespass onto residential properties.
- f) The City may require the installation and use of timers or activity switches to prevent unnecessary sources of light by controlling the length of time that exterior lights are in use late at night.
- g) Uplighting is prohibited. Where lighting is used to wash an exterior wall, the use of recessed eave lighting is preferred. The maximum illumination limits for wall washing are 1.0 footcandle for dark colored surfaces and 0.5 footcandle for light colored surfaces.
- h) Up-lighting of official flags may be allowed provided that the luminance level is minimized.



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P. MECHANICAL EQUIPMENT

P.1 TO MAINTAIN AND PROTECT AESTHETIC VALUES AND COMMUNITY CHARACTER, THE FOLLOWING STANDARDS APPLY TO MECHANICAL EQUIPMENT.

- a) Mechanical equipment, such as air compressors, air conditioning units, generators, antennae, satellite dishes, or similar equipment, shall be oriented away from front yards and screened from public view. Where such equipment is installed on a side or rear building elevation and is adjacent to an alley, access way, or civic space, its appearance shall be minimized with a fence, wall, or hedge screen. Standpipes, meters and similar equipment should not be located on a building's front elevation; such equipment shall be placed low on a side or rear elevation to the extent practicable.

VI. SIGN STANDARDS FOR HISTORIC CENTRAL BUSINESS DISTRICT

The purpose of these sign design standards is to help preserve the rural and historic nature and unique character of Emmett's Historic Central Business District and to foster civic beauty. It is the desire of the City Council and the Design Review Board to strengthen Emmett's economy by protecting and enhancing the attractiveness of the community to residents, businesses and visitors by carefully reviewing proposed signs to ensure they are consistent in design, size, lighting, color, materials and visual impact with the goals and standards of the Historic District as a whole. Our desire is to prevent visual disruptions of the historic character of downtown and to have signs that relate to rather than obscure the historic character of the buildings and properties.

A. 1 AUTHORITY

Per the "Responsibility of Design Review Board" section in Section III of this manual, the Design Review Board has the responsibility to approve, approve with conditions or deny new or significantly modified signs within the Historic Central Business District. In making their decisions, the Board shall consider compatibility with existing signs as well as the adopted sign standards.

A. 2 SIGN DESIGN STANDARDS

All signs within the Historic Central Business District of Emmett shall generally conform to the standards listed below:

A. General Standards (applicable to all signs)

- A.1. Signs should be wall or awning-mounted, painted or enameled and/or small, pedestrian-oriented signs that enhance the architectural features of the building.
- A.2. Wall signs are intended to have minimal projection (generally no more than three inches). New box or cabinet signs are prohibited.
- A.3. Colors, materials and lighting shall be visually restrained and be a minimal feature in the overall appearance of the building and district.
- A.4. A sign should not hide architectural detail or features of a building. It should not visually clutter nor interfere with views from the building.
- A.5. Temporary Signs and Banners are permitted in accordance with the Emmett Zoning Ordinance (Title 9, Chapter 12)

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B. Location

- B.1. Locate signs to fit within the architectural features of a building's façade, such as, below the sills of second floor windows and above the frame of the storefront windows, within entryways or display windows. Signs should not mask historic features or architectural details of the building.
- B.2. Align signs in a complimentary pattern to other signs in the same block.
- B.3. Ground signs shall be located within the buildable area of the lot. Ground signs shall be used only where the building or structure on a zoning lot is set back from the front property line by at least twenty (20) feet.

C. Size & Number

- C.1. A maximum of one permanent wall sign and one permanent projecting sign per building is allowed. Buildings with multiple businesses are encouraged to consolidate signage to protect the historic character of the area.
- C.2. Upper floor building tenants shall mount any exterior sign on an entry door plaque at the first floor, or as otherwise approved by the Design Review Board. One (1) window sign is permitted for each upper floor tenant.
- C.3. The size of signs shall be in proportion with the size of the building. For wall mounted signs, one-quarter square foot of sign for each linear foot of primary street building frontage, not to exceed twenty-five square feet, is the recommended maximum.
- C.4. Projecting signs can project a maximum of three (3) feet from a building.

D. Colors and Font

- D.1. Reflective, fluorescent or similar colors shall not be permitted. Simply designed and rendered signs are encouraged. Sign shall consist of no more than four (4) different colors.
- D.2. Generally acceptable colors are earthtone and compliment the historic character of downtown. Applicants may present other color schemes for approval by the Design Review Board.
- D.3. Generally, fonts and typefaces shall be vintage and historic in nature and compatible with western U.S. towns between 1900 and 1930. Regardless, all fonts shall be a serif type font. Applicants may present other font styles for approval by the Design Review Board if historical relevance and use is demonstrated. (Examples of acceptable fonts and typefaces are shown in Appendix C.)

E. Materials

- E.1. It is generally inappropriate to repaint "ghosted" or "faded" historic signs on brick exteriors.
- E.2. Sign supports and structures shall be designed to be the minimum necessary to safely install the sign and in accordance with the International Building Code. Sign structures and supports shall be designed to be compatible with the architecture of the building.

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- E.3. Materials appropriate to the Historic District, such as, wood, simulated wood, stone, brick, metals and glass are permitted. Plastic is discouraged except when it simulates wood. This does not prohibit the use of vinyl applique as part of a sign.

F. Illumination

- F.1. Signs lighted from a concealed exterior source are encouraged.
- F.2. The use of warm colored bulbs is encouraged.
- F.3. Signs shall be illuminated only externally by steady, stationary, shielded light sources directed solely on the sign without causing glare for motorists, pedestrians, or neighboring premises.
- F.4. Wires shall be buried underground and/or behind walls or permanent enclosures.
- F.5. Illuminated signs within a building shall not be positioned for display onto any sidewalk, parking lot or roadway.

G. Window Signs

- G.1. Window signs which are painted on, attached to, or visible through a window should cover no more than twenty-five percent of each glass panel if the sign is board-mounted or has a solid background color. However, if the window sign is applique letters or similar type material mounted directly to the window and maintains some see-through visibility, the total coverage is allowed to be 50% of the window size. If a combination of sign types is used, the maximum coverage allowed is 50% of the window size. A business may have more than one business sign as long as the signs cover, in aggregate, is no more than twenty five percent of the total storefront glass surface of the business.

H. Trademark & Product Names

- H.1. Such signs shall be discouraged in favor of names of proprietors, business owners and business names. If trademark and product names are desired, the Design Review Board shall review them to ensure that said signs in design, size, colors, materials and visual impact are consistent with the goals and standards of the Historic District.

A. 3 PROHIBITED SIGNS

- A. Electronic message center displays or reader board signs.
- B. Illuminated signs with flashing, moving or brightness changing elements.
- c. Neon signs (Exception: the use of single tube neon may be acceptable in window signs)
- D. Roof signs.
- E. Use of plastic on the exterior of a sign. (Plastics are not historical, whereas painted or enameled metal or wood signs strengthen the ambience of the district.)
- F. Use of fluorescent color on a sign.

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- G. Signs with moving or rotating parts.
- H. Box or cabinet signs.

GLOSSARY

Alcove – A small recessed section of a room, plaza or outdoor area created by part of a wall being setback

Arcade – A series of arches supported by piers or columns

Awning – A canvas or metal covering or shade supported by a solid frame and often foldable, placed over a storefront, doorway, window, or other opening

Balcony – A platform projecting from an upper story and enclosed by a railing

Belt course – A horizontal band corresponding to but thicker than a string course, marking subdivisions of a building

Bold (color) – A bright, vivid or strong color that is intended to draw attention of the public; a color tone with a distracting quality

Bollard – A post, typically made of metal or wood, on which rope or chain can be fastened, and used at the openings of walkways to prevent vehicular traffic

Bright, intense – A brilliant, reflective or illuminating quality; the opposite of dull. Also, see definition of “bold.”

Building footprint – The shape and orientation of the ground floor of a structure on a lot

Canopy – A projection or hood over a door, window, sitting area, niche, etc

Colonnade – A row of columns forming an element of an architectural composition, carrying either a flat-topped entablature or a row of arches

Cornice – A decorative projection constructed along the top of a wall

Eggshell (finish) – A type of paint finish, also known as “antique finish,” which resembles the surface of an eggshell and has a very slight sheen.

Façade - The exterior face (wall) of a building oriented to the street; the front of a building

Fenestration (in the context of windows) – The stylistic arrangement of windows or other openings in a building

Gallery – A roofed promenade, especially one extending along the wall of a building and supported by arches or columns on the outer side

Header (in the context of windows) - The top horizontal support of a rough opening

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Mansard roof – A roof type with two slopes on each of the four sides, the lower slope being steeper than the other, capped off with a cupola

Marquee – A permanent canopy, often of metal and glass, projecting out over the entrance to a large building such as a hotel or theatre

Matte (finish) – see “eggshell”

Modulation (aka articulation) - In the design standards, modulation is a stepping back or projecting forward of portions of a building face within specified intervals of building width and depth as a means of breaking up the apparent bulk of a structure's continuous exterior walls

Parapet – That portion of the wall that extends above the roof (wall surrounding a flat roof)

Pier (in the context of windows) – The portion of a wall between windows, doors, or other openings

Pergola - A free-standing arbor or passageway of columns supporting a roof of trelliswork on which climbing plants are trained to grow.

Pilaster (in the context of windows) - A rectangular column with a capital and base, projecting only slightly from a wall as an ornamental motif

Plaza – An area open to the sky, usually surfaced with concrete or decorative hard material, between a building and the street or another building, often having statues, shrubs, sitting areas, etc. A complex of shops or buildings

Portico – A large porch usually with a pediment roof supported by classical columns or pillars

Sidelight (in the context of building entrances) – Windows on either side of a door or entryway

Transom window (in the context of building entrances) – A small window just above a door

Valance (in the context of awnings) – The narrow vertical hanging flap at the front edge of an awning

Design-Related Excerpts from Gem Community Joint Comprehensive Plan

Comprehensive Plan Narrative Text, Goal, or Policy Statement	Reference
<i>"A community design review committee will be established"</i>	Policy 11b.1
<i>"A common identity that defines Emmett should prevail in the downtown area. Our identity will be evident in the architecture of the buildings; i.e., Early 20th Century."</i>	Historic and Cultural Resources Goal Statement
<i>"New construction or renovation of existing buildings in the downtown area will also continue the Early 20th Century architecture of downtown Emmett."</i>	Historic and Cultural Resources Goal Statement
<i>"Support guidelines and standards that will ensure that the city center remains the traditional center for business, retail, and government activities in Emmett"</i>	Policy 12f.1
<i>"Encourage the revitalization of traditional downtown areas."</i>	Policy 12f.4
<i>"Standards shall promote, encourage and enhance an aesthetically pleasing community that citizens can be proud of."</i>	Community Design Goal Statement
<i>"Once the design review committee is established, ordinances should be prepared for entryways in the Gem Community."</i>	Policy 11c.1
<i>"The community should consider implementing design standards for: building design, landscape, signage, lighting, trash, weed control and other necessary standards."</i>	Policy 11c.2
<i>"For properties adjacent to State Highway 16 and 52, a design review process will be required for the building design to ensure this entryway corridor has high quality construction"</i>	Mixed Planned Development narrative text
<i>"Because mixed planned development areas are near State Highways 16 and 52 and other arterials, high quality visual appearance is essential."</i>	Policy 12g.7
<i>"The integrity and identity of any adjoining residential and/or agricultural neighborhoods should be preserved through the use of compatible designs."</i>	Policy 12g.2
<i>"Single, stand alone developments within the Mixed Planned Development area may have a total of 80,000 to 120,000 square feet of building area, but no single building in excess of 50,000 square feet."</i>	Mixed Planned Development narrative text