

5/3/10

3rd Submission Comments  
(April 13, 2010)

**County of Loudoun**

**Department of Planning**

**MEMORANDUM**

**DATE:** February 12, 2010

**TO:** Ginny Rowen, Project Manager  
Land Use Review

**FROM:** Sarah Milin, Senior Planner  
Community Planning

**SUBJECT: ZMAP 2009-0006 & SPEX 2009-0026**  
**Morley Corner – Temple Baptist Church and School 2<sup>nd</sup> Referral**

**EXECUTIVE SUMMARY**

The application requests to rezone approximately 20.93 acres to the PD-OP (19.19 acres) and PD-CC-NC (1.74 acres) zoning districts in order to construct a 140,000 square foot church with a private school (pursuant to the proposed Special Exception) and child care center, an auxiliary ministries/maintenance building, recreational uses, and up to 22,500 square feet of retail uses. The property is currently zoned PD-CC-CC and approved for the development of up to 260,000 square feet of retail and office uses pursuant to ZMAP 2006-0003 and SPEX 2007-0004, Morley Corner. The subject property is designated for Keynote Employment uses per the Revised General Plan and a large portion falls within the Transit Supportive Area (TSA) associated with the planned Route 772/Ryan Road metrorail station.

In the first referral, staff found that the proposal was inconsistent with the Revised General Plan's intent, recommended land use mix, and economic strategy for planned Keynote Employment areas. Other issues were raised regarding compatibility with surrounding residential areas, stream corridor resources, stormwater management, lighting, noise, site design commitments, and pedestrian and bicycle access. While the revised application adequately addresses some of these concerns, the majority remain unresolved. Community Planning staff cannot recommend approval of the Zoning Map Amendment and the Special Exception request as currently proposed.

**BACKGROUND**

Temple Baptist Church of Herndon, Virginia requests a Zoning Map Amendment (ZMAP) and a Special Exception (SPEX) for 20.93 acres of property currently zoned PD-CC-CC (Planned Development – Commercial Center - Community Center) under the Revised 1993 Loudoun County Zoning Ordinance in order to (1) rezone

approximately 19.19 acres to the PD-OP (Planned Development – Office Park) zoning district in order to construct a 140,000 square foot church with a private school (subject to the requested Special Exception) and child care center, an auxiliary ministries/maintenance building, and numerous recreational uses; and (2) rezone approximately 1.74 acres to the PD-CC-NC (Planned Development – Commercial Center - Neighborhood Center) zoning district in order to permit up to 22,500 square foot of retail uses in the northeast corner of the subject property. Several Zoning Ordinance modifications are also proposed to reduce to 20 feet the required 100 foot perimeter yard adjacent to the R-16 zoned property to the north.

In December 2007, the subject property was rezoned from the PD-OP zoning district to PD-CC-CC (ZMAP 2006-0003 & SPEX 2007-0004, Morley Corner) for the development of 260,000 square feet of retail and office uses. The previous application included an additional 10.97 acres north of the subject property which was rezoned to R-16 for the development of 128 multi-family dwelling units; this portion of the Morley Corner property is not included in this application. At the Applicant's request, a Boundary Line Adjustment (BLAD 2009-0036) was approved on September 1, 2009 to separate the R-16 zoned portion of the property from the existing PD-CC-CC portion.

The Applicant has responded to Community Planning's first referral dated November 6, 2009 by providing a response letter, revised Zoning Map Amendment and Special Exception plats (dated December 8, 2009), and draft proffers (dated December 15, 2009). Upon review of the submitted materials, it appears that few issues raised in the first referral have been adequately resolved. Below is a summary of the outstanding issues that need to be addressed in order for the application to fully conform to the Revised General Plan. This referral is intended to be supplementary to Community Planning's first referral.

## **OUTSTANDING ISSUES**

### **1. LAND USE**

In the first referral, staff found that the proposal was not consistent with the intent, recommended land use mix, and economic strategy envisioned by the Revised General Plan for Keynote Employment land uses within a Transit Supportive Area (TSA) for the following reasons:

- The Plan does not intend that public and civic uses be the predominant or sole use on properties designated as Keynote Employment. Although the Plan's land use mix envisions the inclusion of ancillary retail, public and civic uses within all Keynote Employment developments and does not set a maximum limit on public/civic uses, these areas are intended to be the location of 100% premier office uses and the land use mix specifies a minimum 70% requirement for regional office uses (Revised General Plan, Chapter 6, Keynote Employment Center Policy 4). Other types of uses should remain ancillary to the predominant regional office use and support the businesses and employees located there. The proposal, if approved,

would result in the following land use mix for the 20.93-acre subject property and is inconsistent with Plan policies given that no office development is proposed.

Table 2: Proposed versus Plan-Recommended Land Use Mix (Keynote Employment Center)

Land Use Category	Minimum Required to Maximum Permitted (Revised General Plan)	Proposal**
Regional Office	70% - 85%	0%
Commercial Retail & Services*	0 – 10%	8%
Public & Civic	At least 5% (no maximum)	40%
Public Parks & Open Space	At least 10% (no maximum)	52%

\* Retail Policy guidance provided in Countywide Retail Plan.

\*\* Based on staff calculation of the Conceptual Development Plan (Sheet 3). All percentages are approximate. The “potential future parking” area just north of the proposed pavilion is included in the public parks and open space category. The R-16 portion of the Morley Corner property that was previously approved is not included in these calculations.

- The proposed church, due to its large size and regional character, is inconsistent with the ancillary, supportive civic uses typically envisioned for Keynote Employment areas. The Plan defines civic uses as “public or quasi-public institutional uses in residential or business areas that primarily serve the immediate community and that, due to their small size, design and limited ancillary activities (traffic, parking, noise, or similar activity), are compatible with the surrounding residential or business uses” (*Revised General Plan, Glossary, Civic Uses*). Small churches are specifically cited in the Plan as an example of an appropriate civic use within these areas. In comparison, the proposal is for a 140,000 square foot two-story church/school building with a 1,450 seat sanctuary, a private school serving approximately 500 students from Kindergarten through the 12<sup>th</sup> grade, a before- and after-school facility for 150 to 200 students, a 20,000 square foot church ministries, youth center, and athletic field maintenance/storage facility, and numerous active recreational uses. At this scale, the proposed facility will serve a much larger population than in its immediate area.
- The proposed uses, particularly the proposed outdoor recreational activities, will generate lighting, noise, and other impacts that are potentially incompatible with adjacent existing and planned residential areas. Although the draft proffer statement includes lighting and noise commitments, stronger commitments are needed to fully mitigate anticipated detrimental impacts. The Plan states that steps taken to mitigate the impact of parking, signs, and other associated activities on the surrounding community will be considered when evaluating Business land use proposals (*Revised General Plan, Chapter 6, Generally Business Land Use Policy 3*).

- Regarding the proposed PD-CC-NC retail component, although the amount of retail is consistent with the Keynote Employment land use mix, a service use intended to support surrounding developments should not be located in a Keynote Employment area; rather, ancillary uses should support the predominant office use located on the site and not attract “drive-by” shoppers or function as destination retail (Revised General Plan, Chapter 6, Keynote Employment Center Policy 1; Retail Plan, Employment Supportive Retail Centers, Policy D.1, pg. 18 and Policy A1, p. 14). According to the Applicant’s response letter, the proposed retail use will be community-oriented and support the surrounding residential communities, church users, and office/industrial uses located within walking distance across Ashburn Village Boulevard, inconsistent with these policies. The proposed retail use is also within 2,000 feet of The Shoppes at Ryan Park, contrary to Retail Plan policies calling for the separation of service-area based retail by a minimum of 4,000 feet to prevent strip commercial development and the consolidation of centers into a larger commercial complex (Retail Plan, Policy A4, pg. 15.)

Staff in the first referral concluded that office uses are the preferred development pattern on the site from an economic development standpoint in order to help create a balanced, mixed-use community with a significant office component and provide additional opportunities for nearby residents to live close to places of employment. Given its location less than a mile from a future metro station, the property could over time become a more desirable site for office development. Staff also noted that this application is proposing a change from commercial uses, which will generate tax revenues to the County, to church uses which, as a religious organization, may be tax exempt. When evaluating Business land use proposals, the Plan calls for consideration of the potential fiscal impacts (Revised General Plan, Chapter 6, General Business Land Use Policy 3).

The Applicant’s response letter indicates disagreement that the proposed uses are not in compliance with the Revised General Plan, stating that the proposal should be viewed in the context of the larger Keynote Employment corridor rather than on an individual site. The Applicant further states that that proposal provides an innovative land use mix that is complementary to the surrounding predominantly residential community; will provide a definitive transition and offer civic support services to Keynote employees and surrounding residents; results in a reduced footprint, more recreation space, and reduced traffic generation in comparison to the previously approved Morley Corner application (ZMAP 2006-0003 & SPEX 2007-0004, Morley Corner); and will employ approximately 50 employees. The Applicant further states that in adopting the Revised 1993 Loudoun County Zoning Ordinance, the Board of Supervisors crafted the PD-OP zoning district as its preferred district to implement Keynote Employment uses, which permits the proposed uses by-right or by Special Exception. Regarding the proposed retail uses, the Applicant states that this application reduces the total retail component to 22,500 square feet, far less than the 260,000 square feet that was previously approved.

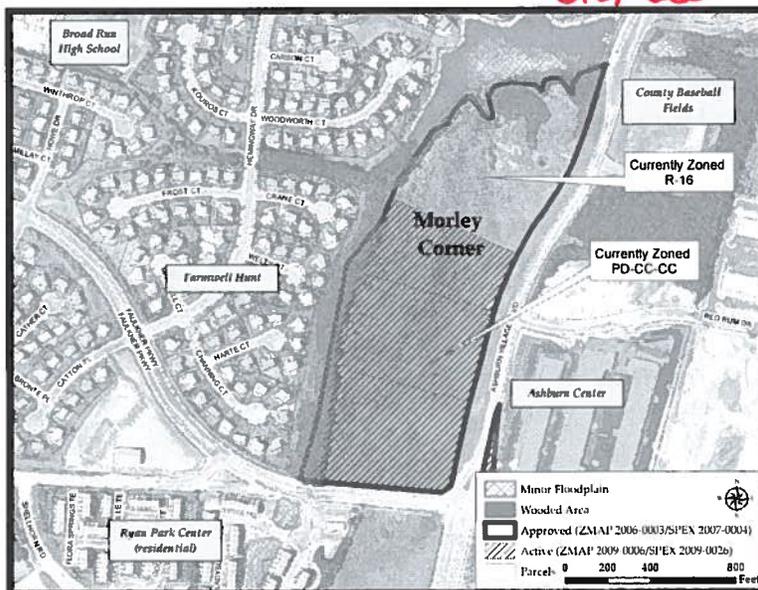
The revised application maintains the proposed land uses as previously submitted. While staff understands and supports the Applicant's desire to locate in Loudoun County, a large-scale, regional church use with associated educational and recreational facilities is not anticipated within designated Keynote Employment areas per the Revised General Plan for the reasons stated above. Staff also notes that while the Plan acknowledges that the Plan-specified land use mix may not be achievable for most properties less than 50 acres and allows for alternatives that are more appropriate to the specific site, properties designated for Keynote Employment uses are specifically exempted from this policy (Revised General Plan, Chapter 6, Land Use Pattern and Design Policy 8). Viewing this proposal in the context of the greater Keynote Employment corridor or deviating from the specified land use mix, as the Applicant suggests, is not supported by Plan policies.

**Staff finds that the proposal does not conform to the Revised General Plan's vision for Keynote Employment areas, which are planned for 100% office uses with ancillary, supportive civic and retail uses.**

*Unresolved;  
Applicant's response letter  
re: inconsistency w/  
SPEX 2004-0039 misleading*

## 2. COMPATIBILITY WITH SURROUNDING USES

An established residential neighborhood (Farmwell Hunt) is located immediately west of the subject property on the other side of the floodplain and additional residential uses, specifically 128 multi-family dwelling units, are planned in the northern, R-16 section of Morley Corner. In the first referral, staff expressed concern that the proposed outdoor recreational uses (including several playing fields and tennis and basketball courts) will have detrimental lighting, noise, and other impacts on these existing and planned neighborhoods (see Vicinity Map).



Vicinity Map

Plan policies envision that residential neighborhoods will have a peaceful character suitable for private domestic life (Revised General Plan, Chapter 11, Residential Neighborhood Design Guidelines).

While the Applicant's draft proffer statement includes several commitments aimed at reducing potential impacts, stronger measures are recommended to ensure that the existing quiet and comfort of surrounding residential areas is maintained to the greatest extent possible. Prior to resubmission of the application, it may be helpful for the Applicant to meet with adjacent property owners and homeowners association groups in

the area to discuss the proposal and possible mitigation measures if such a meeting has not already occurred.

**a. Lighting**

Outdoor lighting is to be provided for the proposed recreational fields, basketball and tennis courts, parking lots, and exteriors of the buildings. In the first referral, staff recommended that the application commit to the use of lighting that is the minimum necessary and specifically chosen or designed to reduce off-site glare and reflection. The draft proffer statement includes a commitment that fields may be lighted with the daily hours of operation of the lights restricted to no later than 9:30 p.m. as needed; that light pole heights will be limited to a maximum of 70 feet for the baseball, softball, t-ball and soccer fields and 40 feet for the basketball and tennis courts; and that these lights shall be cut-off and fully shielded and directed downward and inward to minimize glare on adjacent properties and streets (Proffer IV.D). The previously-approved site lighting commitment pertaining to lighting fixtures within parking areas and on building exteriors remains (Proffer VI.C).

*Staff recommends that stronger reduced glare lighting commitments be provided. Appropriate commitments could include, but are not limited to, additional restrictions that exterior parking lot lights, with the exception of security lighting, shall be dimmed or turned off at certain times of night. Staff further recommends that Proffer IV.D be expanded to include similar restrictions on lighting for the basketball and tennis courts (i.e., that they may be lit until 9:30 p.m.).*

*Lastly, staff strongly encourages the Applicant to explore and provide a commitment regarding the use of technologically advanced outdoor field lighting systems that are specifically designed to reduce off-site glare and reflection.*

**b. Noise**

In the first referral, staff expressed concern that roadway noise generated by Ashburn Village Boulevard and Waxpool Road may impact the proposed outdoor recreational uses including the athletic fields, tennis and basketball courts, and pavilion. Both the Revised General Plan and the Revised Countywide Transportation Plan state that noise abatement measures, such as earthen berms, wooden fences, greater setbacks and the retention of existing vegetation or enhanced landscaping, will be considered for recreation and active sports areas if noise levels approach or exceed 67 decibels (dBA) (Revised General Plan, Chapter 5, Highway Noise Policy 2). The Applicant's response letter indicates that a noise attenuation study completed by Polysonics Corporation found peak hour traffic noise impacts from Ashburn Village Boulevard to be 66 dBA, in conformance with Plan policies.

*Staff requests a copy of the referenced noise attenuation study for review.*

Resolved;  
Proffer IV.D

Resolved;  
Proffer IV.D

Resolved;  
no issue

Staff also recommended in the first referral that the application address noise impacts generated from the proposed outdoor recreational activities uses on adjacent residential properties to the north and west. Plan policies call for noise abatement measures to be provided when noise levels approach or exceed 67 decibels (dBA) in residential yards and 52 decibels (dBA) in the interior of homes (Revised General Plan, Chapter 5, Noise Abatement Criteria (NAC) Hourly A-Weighted Sounds Levels Table). The Applicant's response letter indicates that no public address system or loud speakers are proposed for the outdoor recreation uses. The draft proffer statement includes a limit on the daily hours of operation of recreational field lights to 9:30 pm (Proffer IV.D).

**Staff recommends that stronger noise commitments be provided. Appropriate commitments could include, but are not limited to, restrictions that no public address system or loudspeakers will be allowed for the outdoor recreational uses; that no hand-held, "bullhorn", type of sound enhancement will be permitted; and that the use of whistles for any purposes associated with outdoor recreation shall be limited to fields of play.**

Resolved;  
Proffer IV.D

### **3. STREAM CORRIDOR RESOURCES**

An unnamed tributary of Beaverdam Run is located along the western edge of the site. In the first referral, staff recommended the application conform to the river and stream corridor resource policies of the Revised General Plan by depicting the full 50-foot management buffer and committing to develop the stream corridor only with those uses permitted by Plan policy (Revised General Plan, Chapter 5, River and Stream Corridor Resources Policies 5 and 18). The Applicant's response letter notes that the proposed application results in a significant decrease in the amount of impervious surface on the property compared to the previously-approved application and that extensive open space areas are proposed adjacent to the stream corridor that will provide a filtration area ensuring high water quality and the integrity of stream resources. For these reasons, the Applicant is maintaining the same stream corridor resource commitments previously approved with the 2007 rezoning (ZMAP 2006-0003 & SPEX 2007-0004, Morley Corner), namely the provision of a Tree Conservation Area (TCA) along the existing tree line within and adjacent to the floodplain (Proffer VI.A) and a minimum 25-foot riparian buffer (Proffer VI.B).

Staff notes that the active and passive recreational uses proposed in the application are allowed by Plan policy within the 50-foot management buffer, with the possible exception of the "Potential Future Parking" area and the basketball/tennis courts. Full compliance with the river and stream corridor resource policies would likely not result in changes to the proposed location, layout, or density of uses.

**Staff recommends that the Applicant depict the full 50-foot management buffer on the Concept Plan and appropriate sheets and commit to developing the stream corridor only with uses permitted by Plan policy. The Applicant should confirm that the "Potential Future Parking" area and the basketball/tennis courts fall**

Refer to  
ERT  
(looks resolved to me)

***outside of the recommended 50-foot management buffer.***

***Staff further recommends that the proposed Riparian Buffer (Proffer VI.B) and Tree Conservation Area (Proffer VI.A) commitments be strengthened and updated. Specific recommended changes include revising Proffer VI.A to limit encroachments that can be counted towards the 20 percent disturbance threshold to trails, stormwater management facilities, and utilities and removing the option in Proffer VI.B that clearing and grading may occur within the proposed 25-foot minimum riparian buffer prior to reforestation.***

***Staff also encourages the Applicant to consider expanding the proposed Tree Conservation Area width to the full 50-foot management buffer if possible in order to provide a greater vegetated buffer between the proposed outdoor recreational activities and adjacent residences in Farmwell Hunt.***

#### **4. STORMWATER MANAGEMENT**

In the first referral, staff recommended that the Applicant commit to appropriate on-site water quality measures, including LID strategies and practices such as bioretention areas near stormwater inlets, that will help protect and restore water quality in the adjacent tributary. On-site water quality measures for this project are critical given that the receiving stormwater management pond was constructed without a sediment forebay, which is now a requirement for all new ponds. Information was also requested regarding whether the proposed outdoor recreational fields will be constructed of synthetic turf or grass that will need to be maintained with fertilizers, pesticides and insecticides. The Applicant's response letter indicates that the fields will be constructed as grass. The draft proffer statement includes a commitment that organic fertilizers, pesticides and insecticides will be used, if needed, to maintain the grassed playing fields and that the on-site well will be used for irrigation of the fields (Proffer VI.H). The previously-approved proffer commitment pertaining to the use of Low Impact Design measures (Proffer VI.F) is maintained.

***Staff recommends a stronger commitment regarding on-site water quality approaches, for example bio-retention areas near stormwater inlets and providing forebays at the principal stormwater outfalls to the receiving stormwater management pond.***

#### **5. SITE DESIGN**

The physical development of the site should comply with the Keynote Employment design guidelines, which call for Keynote Employment uses to be the prominent feature of the site when viewed from periphery roads; exhibit the highest quality in site and building design; maintain larger front and side yards to permit extensive landscaping and design features that accentuate the larger-scale structures; and place parking behind buildings or in the center of the blocks (*Revised General Plan, Light Industrial and Regional Design Guidelines, Keynote Employment*).

Defer to  
ERT

### a. Parking

The Plan calls for Keynote Employment areas to provide “large front yards with extensive landscaping and design features” in order to accentuate the larger-scale buildings (*Revised General Plan, Chapter 11, Design Guidelines*). In the first referral, staff recommended that the proposed parking spaces in front of the main church building be relocated to a location internal to the development, perhaps behind the building, so that an enlarged, extensively landscaped front yard can be provided, consistent with the Plan’s vision. The Applicant has responded by stating that the proposed layout splits the parking areas to the north and south of the main church building in order to mitigate the visual impact of the parking areas. The Applicant further states that a landscaped buffer, as shown in the concept plan, will be provided to screen the proposed parking areas. Type I buffers are required by the Revised 1993 Zoning Ordinance along the property’s frontages with Ashburn Village Boulevard and Waxpool Road.

Given the shape of the property and the desire for convenient and safe pedestrian access from the church building to the proposed outdoor recreational uses, staff can support the parking and building layout proposed in the application (*Revised General Plan, Chapter 6, Generally Business Land Use Policy 3*). As a result, however, extensive parking areas will be adjacent to surrounding roadways with minimal setbacks, making them, not the buildings, the predominant feature of the site.

***Staff recommends a commitment that the visual effect of the parking be softened through the use of enhanced year-round landscaping and/or berming, thereby ensuring the visual prominence of the buildings and mitigating the visual impacts of parking areas adjacent to Ashburn Village Boulevard and Waxpool Road.***

*Outstanding;  
Required Type I  
buffer to be  
provided*

### b. Architectural and Site Design Commitments

In the first referral, staff recommended that appropriate commitments be provided ensuring that the proposed development will exhibit the high quality, monumental building and site design characteristics with four-sided architecture that are envisioned for Keynote Employment areas and depicted in the application materials. Such commitments should be provided not only for the church-related buildings, but also the proposed retail use and address architectural design, the provision of usable outdoor spaces, the adequate screening of mechanical equipment, etc.

The draft proffer statement maintains the previously-approved commitment regarding conformance with the Morley Corner Design Guidelines dated August 31, 2007. While a good starting point, the previously-approved design guidelines were developed for a mixed-use project containing office, retail and residential uses. Many of the sections in the guidelines (such as outdoor plazas, residential building design, storefronts, canopies and awnings, etc.) may not applicable to the uses proposed in this application. As such, enforcement of the document may be problematic and confusing. Furthermore, the guidelines include design review

procedures that call for the formation of a Design Review Board consisting of members appointed by the developer and subsequently the Owners Association. It is not clear who will sit on the Design Review Board other than Temple Baptist Church, the future purchaser of the proposed PD-CC-NC section, and one non-voting member of the Farmwell Hunt Owners Association. Staff also notes that the proposed guidelines call for an administrative review fee of \$1,500 to be paid to Morley Corner c/o Keane Enterprises, Inc.

*See guidelines  
or comments* **Staff recommends that design guidelines be updated to reflect the uses proposed in this application and clarify how they will be administered.**

## **6. PEDESTRIAN AND BICYCLE ACCESS**

Staff noted in the first referral that external as well as internal pedestrian and bicycle accommodations have a high priority for this project given the site's location within the Transit Supportive Area (TSA) and provided a number of recommendations regarding enhanced pedestrian crosswalks, the provision of bicycle racks, and the continuation of the shared-use path along Waxpool Road.

### **a. Crosswalks**

The proposed design guidelines includes a section regarding paved pedestrian areas which states that special attention should be given to pedestrian walkways that cross over roads and service areas. Such crosswalks should be constructed of decorative paving and have either the same decorative material in a contrasting pattern or concrete as an edging. This section does not appear to be enforceable given the use of the word "should" rather than "shall" or "will".

*Resolved* **If the design guidelines are updated to reflect the current proposal, as recommended above, then the section pertaining to paved pedestrian areas should be strengthened to ensure that they are enforceable. Alternatively, language regarding crosswalks should be added to the proffer statement.**

### **b. Bicycle Racks**

The draft proffer statement commits to a minimum of two bicycle parking racks at one or more locations through the property, one in the PD-OP section and one in the PD-CC-NC section (Proffer IV.C). No information regarding the capacity of the racks has been provided.

*Resolved* **Staff recommends that Proffer IV.C be revised to specify a minimum capacity for the proposed bicycle racks.**

### **c. Waxpool Road Trail**

In the first referral, staff recommended that the Applicant coordinate with the Farmwell Hunt HOA to continue the shared-use path along Waxpool Road to the Applicant's western property line and eliminate the 65-foot off-site gap. According to the response letter, due to the length of these two frontages and the

high cost of constructing the trail over a stream (including the potential need to construct a bridge), the Applicant cannot extend the trail off-site.

*Staff understands the Applicant's reluctance to commit to extending the Waxpool Road off-site due to costs. However, if a continuous shared use trail is not provided along Waxpool Road, then bicyclists and pedestrians will be forced onto the street where they will compete with motor vehicles for pavement. This unsafe situation could be exacerbated in the future once the project is developed and bicycle and pedestrian activity on Waxpool Road increases. For these reasons, staff recommends further discussion of this potential issue.*

*Acknowledged.*

## RECOMMENDATIONS

Community Planning staff cannot recommend approval of the Zoning Map Amendment and the Special Exception request due to inconsistencies with the intent, recommended land use mix, and economic strategy envisioned by the Revised General Plan for Keynote Employment land uses. If this application moves forward, staff recommends that the outstanding issues outlined above be addressed.

Cc: Julie Pastor, AICP, Director, Department of Planning  
Cindy Keegan, AICP, Program Manager, Community Planning – via e-mail



**MORLEY CORNER—TEMPLE BAPTIST CHURCH & SCHOOL  
ZMAP 2009-0006 & SPEX 2009-0026**

**DESIGN GUIDELINES**

**April 6, 2010**



---

**- I -  
GUIDELINE INTENT**

The guidelines in this document shall serve as a tool to direct project planning for Temple Baptist Church's Morley Corner PD-OP and PD-CC-NC zoned property, and to assist in programming and design activities for the project as it develops. While creativity is encouraged, these guidelines help to establish a coherent architectural character for the development so that a continuity of visual imagery is maintained. The information should be used to convey the developer's expectations and set minimum design standards for the site.

---

**- II -  
SITE DESIGN**

**ACCESSIBILITY**

All site areas in the property shall be accessible regardless of an individual's physical disability and shall follow all applicable governing standards in regards to accessibility. Disability in this context includes, but is not necessarily limited to, persons requiring wheelchairs, walkers, or persons with impaired hearing and/or sight. Without exception, cross slopes of pedestrian crosswalks, handicapped parking and the handicapped accessible route shall not exceed two percent (2%).

**VEHICULAR CIRCULATION**

Roadways should be asphalt paved with appropriate travel lanes widths and plain concrete curbs. Asphalt design shall be appropriate for the type of vehicular traffic expected to use the roadway. The center of opposing roadways at intersections should be directly aligned wherever possible. To designate pedestrian traffic areas from vehicular use and to promote a higher level of pedestrian awareness, the use of decorative standard paving materials is encouraged.

## PARKING AREAS

Parking areas should be asphalt paved with plain concrete curb to define the edges. Handicapped parking space ratio, size, marking and signage should comply with applicable design standards and ordinances. Parking areas should consist of separated parking fields that are aesthetically pleasing. They should be landscaped to soften the public views and located so as not to be the dominant feature along any street or intersection.

## PAVED PEDESTRIAN AREAS

Paved pedestrian areas shall include walkways and special areas such as plazas or major pedestrian intersections. All walkways shall be constructed to meet Loudoun County guidelines and other governing standards. The maximum cross slope for all walkways and plazas is two percent (2%), and cross slopes shall not exceed that limit.

Special attention ~~should~~ <sup>shall</sup> be given to pedestrian walkways that cross over roads and service areas. The crosswalks ~~should~~ <sup>shall</sup> be constructed of decorative paving and have either the same decorative material in a contrasting pattern or concrete as an edging. The width of crossings should be at least as wide as the pedestrian walkways they connect.

Pedestrian plazas shall be designed as places for persons to gather and their use should be encouraged. The design of such may incorporate seating height walls or benches, shade structures, shade trees, bushes, flower beds and other built or landscape features appropriate for the scale and location of the plaza within the development. Plazas and other special areas should be designated with decorative paving, stamped concrete, accents and borders. Lighting should be appropriate to encourage pedestrian use during evening hours.

## OUTDOOR DINING AND SIDEWALK CAFES - will any be provided?

The design of outdoor dining areas and sidewalk cafes will be compatible to the architecture of the “parent” or “host” building. They shall also be designed to complement the character of the street context.

No element affiliated with an outdoor dining area/sidewalk café, whether perimeter railings, fencing, plantings, menu board or other item, shall obstruct the width of the required clear movement zone.

Canopies, awnings or table umbrellas are encouraged and may be used to provide shading and screening for the diners.

inconsistent w/  
Proffer  
VII. D

omit to  
providing  
at least  
one.

Exterior flooring other than sidewalk materials may be used at outdoor dining areas provided that such materials are set back from the established right-of-way. Paint, grass, artificial turf, carpet, platforms and any interior finish materials or treatments should not be allowed.

The design of perimeter railings or fencing should complement the concept and materials of the restaurant's exterior and the context of the adjoining public realm. Railings and posts may be of metal, wood and/or stone. Landscaping elements should also be complementary with the adjacent structures.

Fencing may be designed and constructed for permanent or temporary/seasonal installation. If the fencing is to be left in place during the off-season, it must be maintained in a well-kept fashion. Temporary posts and railings are not permitted to be stored within public view.

Except for wall sconces or bracketed light fixtures, all other furnishings, amenities, accessories and service items should be removed from the outdoor café area off season. When stored, any outdoor café items or furnishings should be concealed from public view.

#### **SITE FURNITURE** - Provide minimums in proffer statement (# benches, etc.)

Site furniture (which specifically excludes outdoor dining furniture) includes a variety of outdoor furnishings that are provided to increase the level of human comfort and involvement in exterior landscape spaces. Site furniture should be highly visible to encourage its use, but integrated into the physical setting. Paved areas are recommended for placement of site furniture in order to provide accessibility and ease of maintenance. In order to deter theft and vandalism, furniture should be of sturdy weight and construction and be securely anchored to the paved surfaces. Daylight hours, proximity of lighting for safety, visibility and typical activity in adjacent spaces shall be considered when placing furniture.

Benches should be located in direct proximity to areas of typical pedestrian usage including walkways, within gathering spaces and at building entrances. Metal benches should be used due to their durability and low level of required maintenance. All benches should be placed on paved surfaces that are along pedestrian pathways but that do not decrease the width of the pathway leading to them.

Trash receptacles should be located adjacent to seating areas, eating areas, building entrances, gathering spaces, in parking fields and along major pedestrian walkway intersections. There shall be sufficient numbers to provide convenience for waste disposal, but remote enough from sitting and eating areas for insect control

## **SERVICE AREAS**

Service areas including loading docks and maintenance storage areas are an important part of the operation of the development. Service areas will (as reasonably practical and in accordance with Loudoun regulations) be located away from plazas and building entries and should be separated from main pedestrian walkways. Service areas shall be screened with walls or a combination of screen walls, landscaping and fencing. Service areas shall be located away from and not to interfere with the natural areas and tree save areas of the site.

## **SCREENING**

The location and screening of building service areas, transformers, telephone equipment, dumpsters, utility meters and other building mechanical equipment on the site and/or roof is critical to maintaining the overall appearance of the property. The presence of these service elements is critical and they must be given proper consideration in the early stages of design and planning for the development. Considerations in the planning stages should include an assessment of the possible quantity, size and scale of all of the service elements for each area.

Their location should be as remote as possible from main building entries, major pedestrian walkways, plazas and intersections. Utility meters, water meters and valves should be located in service areas that are screened from pedestrian view. Pedestrian senses should be taken into account in location of equipment. Noise from utility equipment should be considered when locating air handling equipment, condensing units, cooling towers and similar equipment. This equipment should be on rooftops or in service areas whenever possible and should be screened from view. Minimizing odors should be a factor when determining air handling equipment intake and trash storage locations. Dumpsters shall be screened with screen walls. Transformers and other small equipment may be softened with shrubbery.

Screen walls should be constructed of brick and/or split-faced block as appropriate for the building that they are associated with. The designer has latitude with patterning and incidental details of the wall as long as the screen is given the same attention to detail as the building elevations. The scale of materials and detailing shall be selected to blend with the surrounding construction. The height of screen walls and landscaping shall hide the object being screened and is dependent upon sight lines as they are affected by grading and vertical elevation. In all cases, screening will be accomplished as permitted by the servicing utilities. Such utilities have standards for access and safety that must be adhered to and will override these guidelines.

## **FENCING AND RAILINGS**

Fencing can be used as an attractive form of security, screening or area definition and/or for parking and pedestrian plaza areas. All fence posts, rails and pickets should be galvanized with a finish coat of polyester resin in a color to match the typical metal used on site. Terminations and intermediate supports may be made with accent elements such as 24” square brick piers, capped with precast cast stone.

Fencing in the planned project context should work with the spatial definition of the street as well as complement the adjacent architecture. It can also be use to conceal service and loading areas as well as reduce the negative impact of noise and wind on an important open space. Fencing can also convey a sense of protection and privacy.

A railing should express the character of the architectural façade to which it is attached. Railings may be located at parapets, at balconies or act as accents over fenestration. Metal railings should be appropriately protected from deterioration, with colors and finishes that complement the architectural façade. Railing design brings scale and detailing to the building’s façade and establishes a finer visual amenity at the street.

The design of a masonry “fence” or screen wall, is articulated through the choice of its masonry patterning and the coordination of its colors and textures. The location and emphasis of shadow lines can also be used as a design element when the placement of brick projections is considered.

## **DUMPSTERS**

Dumpsters shall be located so they are easily accessible to both service vehicles and end users and should be remotely located from HVAC air intakes and windows. Dumpsters shall be screened on three sides with 7’ high minimum walls constructed of split-faced block and or brick, concrete pads should extend 10’ in front of the dumpster. Walls shall be capped with a precast coping stone. Dumpster enclosures shall complement the structure that they support.

Bollards should be located to protect the walls and access gates. Dumpster screens should be swing type gates constructed of metal which provide for a minimum direct visual screening of 80%. Gates are encouraged to be ornamental in nature but wood, chain link and other open designs shall not be permitted. A frost-proof hose bib located within 100’ of each dumpster screen is recommended.

## **UTILITY SERVICE**

All utility connections, including electrical and telephone connections and installations of wires to buildings, should be made underground from the nearest available source.

Generators, transformers, chillers and any other mechanical or electrical equipment should be practically at grade level.

Electric, gas or other meters should be placed at grade practically screened. Utilities placed above ground should be softened with landscaping, fencing or set within the architectural form.

Telecommunication devices, splice box pedestals, cable or satellite television antennae, etc. should be placed to allow for visual softening.

Security cameras and other equipment should be carefully organized and coordinated with the adjacent architecture.

No exterior mounted wiring or conduits will be allowed.

As noted above, screening will be accomplished as permitted by the servicing utilities. Such utilities have standards for access and safety that must be adhered to, and will override these guidelines.

---

## **- III - BUILDING DESIGN**

The following design guidelines should be used to promote a consistent architectural character of the property between new buildings and site design by establishing a visual order and clarity for the overall look of the project. As the development process must take into consideration factors such as cost, function and specific site restrictions, the architectural principles stated below should be viewed as parameters for the design process rather than rigid design solutions.

The intent of Temple Baptist Church's Morley Corner project is to provide for church, recreational, and PD-CC-NC uses. This section presents general design principles for new buildings, and building designs shall specifically address site considerations and design elements.

## **DESIGN PRINCIPLES**

Each new building design, expansion or renovation must consider pedestrian and vehicular flow, parking, service, open space requirements and future plans for the property as proposed in the current master plan.

Building entrances and service areas should be appropriately placed and oriented for the specific location after considering their impact on the center as a whole.

New buildings should not interfere with established pedestrian or vehicular pathways.

Proposed plans for future additions to new buildings or for new buildings that will require construction in phases must be considered in the overall master plan for the site.

Buildings should provide a unifying theme while maintaining each building's individual character.

Reflective glass or mirrored glass is not permitted. Efforts should be made to use clear glass on storefronts, windows and doors to promote the linkage of the interior and exterior of buildings.

All sides of all buildings opened to public view should be treated with the same level of architectural style, including consideration for the appearance of service areas, service activities, utilities and equipment necessary for the building function.

Rooftop equipment must be screened by either parapet walls, recessing into the top floor of the building, or under sloped metal roofs. Independent mechanical screens will be evaluated on a case by case basis.

Cooling towers and condensing units may be located on grade, but they should be screened and must be located away from pedestrian plazas and passive site areas where noise will detract from the human environment. See screening section of Guidelines.

Corporate franchise design, where the building functions as a trademark shall be permissible only if it incorporates architectural elements which are compatible with the overall theme and unique character of the development.

## **STOREFRONTS - Applicable to proposed project?**

Grade-level businesses have a reciprocal relationship with pedestrians – each needs the other. Transparent storefronts and direct access at grade makes them both aware of each other's existence and also signals that there is a constant opportunity for meeting and exchange between them. With transparency, communication is easy; without it, products cannot be seen and spontaneous interest cannot develop. Ideally, glazing at the street

forms a continuous rhythm of openings and entrances that maintain the interest of the pedestrian. When that transparent line becomes opaque, however, it should be of limited extent and designed to maintain a sense of rhythm.

When storefronts and grade level spaces provide opportunities for pedestrians to view interesting merchandise, or to view daily commercial and business activity, the public will explore the place.

Customer entrances should be clearly defined and highly visible. Provide primary entry from the street into businesses at grade and provide additional secondary entries into the building from the street where appropriate.

Portions of the storefront at the building line may be set back to further articulate grade-level spaces and to provide opportunities for additional pedestrian amenities. Seats, landscaping, and other pedestrian conveniences must remain out of the clear movement zone of the sidewalk. Building setbacks offer possible locations for these and other amenities.

Provide a pattern of transparent glazing at both grade and second floor levels to increase visual communication between inside and outside and to increase the pedestrian's sense of safety.

Consider integrating transparency into building entryways located near storefronts.

To the greatest extent possible, maintain glazing at the street level as an uninterrupted pattern. Where it must be broken, minimize the amount of opaque wall surface between window segments.

Trash collection, service, and loading areas should be, to the greatest extent possible, screened from the public view.

Grade-level businesses and storefronts should provide features and pedestrian-oriented amenities at the street, such as display windows, awnings, benches, and accent lighting.

Exterior lighting at the storefront or grade-level businesses along its full length is encouraged. Where lighting is provided, fixtures should be attached to the façade with the bottom of the fixture at no less than 8 feet above finished grade.

## **CANOPIES AND AWNINGS - *Applicable?***

Weather-protection features such as awnings, canopies, porticos and entry elements should be provided at building entrances. Canopies typically refer to elements extending perpendicular from a main building entry towards the street. Awnings typically refer to

elements which extend over and shade storefront windows of commercial businesses. Awnings may also be used as decorative architectural features, where appropriate.

Canopies should frame entrances. Posts which support a canopy should not interfere with the clear movement zone of the sidewalk. The design shall incorporate other methods of structural support, such as cables or rods attached to the building and extended out to hold the canopy from above, unless otherwise approved.

A series of awnings provided along an establishment's façade should maintain a consistent design. Awnings should be of solid color, while each individual building on a parcel may have unique awnings, the awnings of any specific building should be consistent in color and design.

Awnings may be located at grade – and second – level windows. The width of an awning would typically match the width of the building's opening for the window. Other locations for awnings may be considered, but will be subject to review and approval on a case-by-case basis.

Canopies and awnings should be of fire-resistant material, or of metal and/or glass treated to withstand oxidation, corrosion and deterioration from airborne salts. Awning fabrics will vary, and the basis for selection should include color retention and durability.

Awnings can be of various forms and sizes, but should not extend more than 4 feet from the face of the building and should not be lower than 8 feet above finished grade.

## **MATERIAL PALETTE GUIDELINES**

The characteristics of building materials, i.e. durability, texture, finish, composition, and color work to convey quality and define style. Showy or gloss of materials imply plasticity and are discouraged unless they are used as accents or limited features. Natural materials with texture and earthy colors are highly encouraged.

### **WALLS (Not to include building walls, but any other wall)**

- No wall shall have more than two materials
- Retaining walls at frontages and in front yards should be finished with masonry
- All openings in walls shall have vertically proportioned openings

### **ACCEPTABLE MATERIALS FOR EXTERIOR WALLS**

- Brick veneer that is earth-toned and sympathetic to the Virginia countryside
- Mortar color that is compatible with the brick color
- Natural or manufactured stone
- Architectural metal
- Architectural concrete
- Cast stone
- Architectural glass. Highly reflective glazing will not be allowed.
- Stucco and dryvit/EIFS (as long as they are used as accents or limited to surfaces comprising less than 25% of a building face).

#### **UNACCEPTABLE MATERIALS FOR COMMERCIAL EXTERIOR WALLS**

- Tile-faced or ceramic-faced masonry units
- Varnished, epoxy-finished or otherwise shiny, highly reflective materials

#### **ROOFS**

- Buildings may have sloped or flat roofs, as long as all rooftop equipment is concealed from view by parapet walls, and the roof style is compatible with the building style.
- Shingle roof products may be acceptable upon review by the DBR. These products should be of high quality and the contemporary interpretation of a historic product such as slate or wood shakes.
- Dormers should have hipped or shed roofs.
- Sloped roof materials should be architectural grade metal roofing. (Note: copper roofs, gutters and flashing should not be painted or sealed but should be permitted to age naturally). All roofs over porches shall be metal roofs. Bay windows shall have metal roofing. Gutters and downspouts should be made of copper or prefinished aluminum. Where gutters are not used, it is recommended that pavers or gravel be placed at the drip line.
- Gable roof ends should have a minimum overhang of 12 inches.

- Roof penetrations should be on the rear slope of roofs and painted to match the color of the roof.
- Skylights should be flat and mounted on the rear slope of the roof and should not be visible from any public area.

### **COLUMNS AND POSTS**

- When used, columns and posts should have historically correct proportions and profiles.

The material palette stated above is the baseline palette for the project. Designers should feel free to discuss the use of similar compatible colors and materials with the DRB and seek approval of the use of those materials as appropriate, depending upon the specific building type and location of the proposed material.

---

### **- IV - LIGHTING**

Site lighting within the property will include roadway lighting, parking area lighting and special accent lighting within individual building parcels. Roadway lighting will utilize consistent fixtures to provide continuity among streets. Parking areas and accent areas for individual buildings may utilize fixtures of a different design that are unique to the specific use and architecture, pending approval of the Design Review Board. All lighting shall utilize metal halide lamps.

Lighting increases visibility for safe vehicular and pedestrian movement, highlights site features such as plazas, sculptures and buildings, expands the period of use for outdoor spaces, and enhances security. Fixtures should be located to properly illuminate selected areas and to blend with and accentuate the architectural and landscape design of the center. Soft lighting of the building entrances will be permitted; provided that the light source is generally shielded from view and that it complements the architecture. Any use of lighting that is in excess of amount necessary to achieve these objectives or detracts from the theme and appearance of Morley Corner will not be permitted. In order to achieve uniform appearance and identical color of lighting, all lighting will conform to the following standards:

All exterior light fixtures and illuminated signs shall be designed, located, installed and directed in such a manner as to prevent objectionable light trespass and glare across the

property lines and or disability glare at any location on or off the property. All parking lot, roadway, and service area lighting will be provided by cut-off type fixtures to assure that the source is not seen from the streets or adjacent parcels.

Pedestrian lighting fixtures should be located along main pedestrian routes and within 20' of building perimeters. Planting materials should not be located in such a way as to block the light source to these areas. Maintenance personnel should routinely perform surveys of the light fixture after daylight hours to locate non-working fixtures. Metal Halide lamps are required in addition to photocells and timers to prolong lamp life and conserve energy.

Specialty lighting includes, but is not necessarily limited to lighting for building facades, trees, landscaping, monumental signs, and hardscape. The selection of specialty lighting types is dictated by photometric data, desired light levels, and any necessary screening to complement the lighting.

### **BUILDING ENTRANCE AREAS AND GATHERING AREAS**

Pedestrian-scaled (14-16' height) ornamental lighting is encouraged for use near building entrance areas, within gathering areas and along significant pedestrian routes within a land bay. The fixture and pole style should be determined by architecture of the buildings within the same land bay. Pole and fixture color should match that used for the parking area lighting within the land bay, and the ornamental fixture should be consistent throughout the land bay to provide continuity. Pedestrian scaled lighting shall be flush mounted. In addition to pedestrian-scaled ornamental lighting, special accent lighting may be used to “wash” walls or light accent trees and specimen plantings.

### **PARKING AREA LIGHTING**

Parking lights will be provided by the developers of the land bays. Parking lot lights should utilize cut-off “shoebox” type fixtures with a maximum 25' total height and a maximum 2' high concrete pole base when fixtures are mounted in parking areas. The same specification shall be utilized within project to provide continuity. Pole and fixture colors should be uniform and should be compatible with the building architecture.

### **SIGNAGE**

All signage must be reviewed and approved by Loudoun County. Signage shall be compatible with the scale and architecture of the entire development.

- V -

## ADMINISTRATIVE PROCEDURES

This document shall establish the Design Review Board (DRB) and generate the rules to govern the submittal, review and approval process.

### DESIGN REVIEW PROCEDURES

The Developer(s) of property (developer) is required to engage an architect or engineer (designer) registered in the Commonwealth of Virginia for the preparation of the project plans and specifications as required by the Virginia Statewide Building Code. If the designer has in-house credibility in that regard and cares to provide evidence to the end, this requirement may be waived by the DRB.

The developer is further required to engage the aforementioned designer for the additional purpose of providing construction progress inspection services. This requirement can be waived by the DRB as outlined in the preceding paragraph.

All components of building design must adhere to the governing ordinances of Loudoun County, Virginia, and the Virginia Statewide Building Code.

The foregoing procedures should prove reasonable and adequate for most situations. The DRB can, however, convene and react on special occasions in an effort to accommodate unusual situations where justified. These procedures are part of the overall effort to insure that an acceptable quality level is attained on the property without the necessity of imposing undue cumbersome regulation.

The Design Review Board (DRB) shall consist of members appointed by Temple Baptist Church, and subsequently the Owners Association which is empowered to appoint their successors should a vacancy occur and whose names shall be maintained at the Property Owners Association offices. The Farmwell Hunt Owners Association shall be permitted to appoint one non-voting member to the DRB. All new construction, subsequent construction, remodeling with exterior exposure, expansion, and demolition of structures must be reviewed and approved by the DRB prior to commencement of any building or construction on-site activity. Any matter requiring review and approval by the DRB shall be submitted directly to the review board.

An administrative review fee of Fifteen Hundred Dollars (\$1,500.00) shall accompany the required submittal documents. The fee shall be made payable to Temple Baptist Church of Herndon, Virginia. The intent is for review fee to cover all submittal phases and reviews for a particular development site, however, if the review fee is exceeded due to multiple reviews and required re-submissions, additional fees may be levied at the

Who will sit on DRB? POA? Think about how to administer + given 1 potentially 2) property owners.

discretion of Temple Baptist Church to cover additional expenses. No plans and specifications will be reviewed unless and until the fee is paid. (The amount of the review fee may be adjusted at any time by Temple Baptist Church).

Five (5) complete copies of all plans, specifications, material samples, and related data constituting a formal submission shall be provided to the DRB, together with a cover letter identifying the materials as a formal submission and describing the submission stage. The DRB will review each formal submission made by the Applicant and will provide a written response within twenty-one (21) days after receipt of the formal submission; provided, however, that the twenty-one (21) day time period shall not begin until all of the materials constituting a formal submission (including the cover letter) have been received by the DRB.

The DRB may take one of three actions:

1. Approval
2. Approval with conditions
3. Disapproval-resubmit

DRB approval is valid for one (1) year from date of approval. Developers may request an additional one (1) year extension without resubmission.

In the event the DRB shall fail to approve, conditionally approve, or disapprove the formal submission in writing within twenty-one (21) business days from actual receipt of the formal submission to the DRB, approval shall be deemed to have been granted. However, the applicant will still need to seek approval from authorities having jurisdiction.

The formal submission shall be delivered to the DRB in person or by certified mail at the address to be designated by the Property Owners Association. The order and procedures for submissions are set forth as follows:

1. Buildings and Site Plan
2. Lighting
3. Signage

### **PRELIMINARY PLANS (STEP 1)**

This submittal should present the surface layout (parcel plan) and utility service, and include exterior design, elevations, materials and colors. The proposing party may wish to submit a rendering of exterior building appearance as a supplement to this submittal. These plans should be presented in the format typically for this type of presentation. Submission information required for preliminary plans is as follows:

1. Dimensioned site plan with location and size of all buildings
2. Schematic site grading and drainage plan
3. Schematic utility plan
4. Schematic floor plans
5. Schematic building elevations
6. Building sections
7. Schematic landscaping plan
8. Conceptual signage plan
9. Conceptual lighting plan

### **FINAL PLANS (STEP 2)**

These plans must represent finished site layout and complete building design and should include landscape, exterior sign and exterior lighting details. Submission information required for Final Plans is as follows:

1. Site plan
2. Site grading and drainage plan
3. Utility plan
4. Floor plans
5. Building elevations
6. Building sections

7. Landscaping and irrigation plan
8. Lighting plan (see below)
9. Signage plan (see below)
10. Exterior materials samples
11. Building perspective or model

### **CONSTRUCTION PLANS (STEP 3)**

The construction plans must indicate the location of construction trailers, parking areas for workers, materials storage areas, and equipment cleaning areas. This plan must be submitted and approved by the DRB prior to mobilization on the site. Submission information for Construction Site Plan is as follows:

1. Complete set of Building and civil plans – For construction
2. Trailer location
3. Materials storage
4. Parking area
5. Equipment cleaning area
6. Erosion and sedimentation control plans and procedures
7. Security fencing

### **LIGHTING PLANS**

All exterior lighting, including parking lot lighting, accent and decorative lighting, pedestrian lighting, and building mounted lighting shall be presented to the Design Review Board (DRB) for approval. Designs will be reviewed for strict compliance with these guidelines and must also comply with the Loudoun County Zoning Ordinance, and other governing agencies. Approval by the DRB does not relieve the proposing party of the responsibility to have signage approved by Loudoun County. The applicant shall submit the information listed below to the DRB in the form of a lighting plan. Lighting plans shall consist of:

1. Architectural site plan showing locations, fixture types, and mounting details of all exterior lights including building mounted lights.
2. Photometric plan of the exterior lighting plan (same plan as section 1).
3. Fixture schedule, and cut sheets or photographs of proposed fixtures including colors and finishes.

## **SIGNAGE PLANS**

All graphics and signage proposed shall be presented to the Design Review Board (DRB) for approval prior to fabrication and installation. Designs will be reviewed for strict compliance with these guidelines and must also comply with the Loudoun County Zoning Ordinance, and any other governing agencies. Approval by the DRB does not relieve the proposing party of the responsibility to have signage approved by Loudoun County. The applicant shall submit the information listed below to the DRB in the form of a signage plan. Signage plans shall consist of:

1. A site plan, drawn to the required scale, showing all buildings, with locations of ground-mounted and building mounted identity signs, site directional signs, traffic signs, and utility/parking space identity signs indicated.
2. Plan, elevation, and section of each ground-mounted and building-mounted sign, with dimensions and materials indicated.
3. Elevations of building-mounted signs shall be shown to scale along with adequate building context.

## **SUBMISSION REQUIREMENTS**

All submissions shall include the following information:

1. Name and address of applicant and firm preparing the submission
2. Graphic scale – min. 1" = 50' for site plans, and min. 1" = 20" for buildings
3. Date of preparation
4. Revisions from previous submittals
5. Stage of submission (from those listed above)

6. Gross area of individual buildings

7. Vicinity map

The procedures for resubmission will require a resubmittal of the requirements only for the portion of the plan which was disapproved