

DESIGN REVIEW COMMITTEE

ARCHITECTURAL DESIGN CHECKLIST

1. **SITE PLANNING** Building location & orientation. Vehicular & pedestrian circulation.
2. **ARCHITECTURAL STYLE & CHARACTER** The architectural design of the proposed project should be in harmony with the vernacular architecture of the surrounding neighborhood.
3. **BUILDING HEIGHT** Comparable building heights give the streetscape a unified skyline.
4. **FACADE** Building size, massing, & proportion of architectural elements. The height-to-width relationship of floor levels and windows with adjacent buildings.
5. **WINDOW TREATMENT** Number, size and location of windows and doors determine whether the facade is static or dynamic, organized or chaotic. Design of window frame details and trim, muntin, mullions, sills and shutters.
6. **ROOF TREATMENT** Shape, pitch, style of roof, type of surfacing, should be consistent with adjacent buildings. Chimneys, cupolas, rooftop equipment.
7. **DETAILS** Window treatments, architectural trim work, piers, pilasters, soffits, cornices, canopies, decks, porches, turrets, etc., should be compatible.
8. **BUILDING MATERIALS** In the downtown area, traditional building materials should be used wherever possible for both new construction and renovations. These include brick, stone, wood, and slate for earlier buildings. Windows & doors being replaced may include plastic or vinyl materials provided they are of historic design & receive prior approval.
9. **COLOR SCHEME** All buildings should express a basic color scheme, either of natural materials or painted with one or more trim colors.
10. **SIGNS** Signs should state clearly and artistically the nature of the business without overwhelming either the architecture or the streetscape.
11. **STREETSCAPE LANDSCAPING, AND LIGHTING** Window boxes, planters, freestanding signs and displays, banners, etc., should conform with the historic downtown theme in the Central Business District. In other areas of town, the proposed project should be in keeping with the surrounding neighborhood. A landscape and lighting plan shall be submitted.