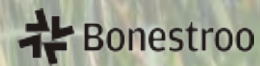


DESIGN REQUIREMENTS MANUAL

FOREST LAKE, MINNESOTA



ADOPTED 2-8-10



Chapter §153 Zoning Code

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DESIGN REQUIREMENT MANUAL

INTRODUCTION

The City of Forest Lake has adopted the 2030 Comprehensive Plan which contained specific goals and polices aimed at improving the downtown and all other important commercial and industrial areas of the community to assist and aid in economic development efforts. Implementation of these goals comes in many forms, but one of the most important is through the City's regulatory tools. Further, the City has completed a comprehensive update to the zoning ordinance to aid in implementation of the 2030 Comprehensive Plan. Throughout the updated zoning ordinance is direction for strong design, material and site planning requirements that together will set the City on a course for overall improved design in both new construction and major additions and renovations.

The purpose of design requirements is to ensure that the essential components that make up the character of each of the commercial, mixed use and industrial zoning district are defined and maintained. These requirements address aspects of site development and building design that are essential to maintain and reinforce the character of each district. Development requirements include specifications for elements such as building design/façade treatments, materials, height, setbacks, parking, pedestrian environment, signage, landscaping and sustainability. The standards outlined in this design requirement manual are the same as the Zoning Ordinance thus enforceable. The purpose of the manual is to provide further direction and clarification of the desired character through pictures, graphics and illustrations.

How to use this Design Requirement Manual?

As a supplement to the Zoning Ordinances this manual serves as a tool for evaluating development proposals so that each architectural and site planning project contributes to a positive image for a specific commercial district and the community as a whole. Illustrations and photos are provided to communicate the intent and character of the standards and requirements.



Private Sector

This manual provides supplemental information to the Zoning Ordinance. As the first step to any project, developers should refer to the manual prior to generating design concepts in order to understand the overall goals of the City and determine how their property and proposal fits into the context of the district in which their project is proposed.

Developers should refer to the site planning and architectural requirements to understand the minimum standards for quality that the City will be expecting when reviewing for compliance through the site plan review process or other necessary application process.

The requirements for parking lot edge treatment; landscaping, and pedestrian amenities should be referred to during the site design phase of a project.

Prototypical designs illustrated in this manual will guide the selection of specific streetscape and building elements such as architectural building treatments, lighting, paving, parking lot buffers, signs and other furnishings.

Public Sector

The Community Development, Engineering, and Building Inspection departments should refer to the design requirements when reviewing individual development proposals. Each proposed development or renovation should reinforce the principles and comply with the requirements.

MULTIPLE-FAMILY RESIDENTIAL (MF) DISTRICT - § 153.323

Purpose:

The Multiple-Family Residential (MF) District is intended to establish areas for the development of multiple dwelling structures with a maximum density of 15 units per net acre; to maintain a residential character in areas with a high density, multiple-family development; to broaden the choice of residential living styles in the City; to set limitations on housing development density; and to promote quality development by following a thorough application, review, and approval process.

Design Character

A high quality of building design is an important way to bring larger buildings into a traditional neighborhood scale. In addition, site design, landscaping and pedestrian amenities will help to create a comfortable, livable district and a shared sense of ownership among residents.



Provision shall be made for possible decks, porches or additions as part of the initial dwelling



Subdivision Requests: Building elevations and floor plans shall be furnished with subdivision requests illustrating exterior building material and colors to demonstrate compliance of this section. Building floor plans shall identify the interior storage space within each unit.

Decks or Porches: Provision shall be made for possible decks, porches or additions as part of the initial dwelling unit building plans. The unit lot shall be configured and sized to include decks or porches.

Minimum Overhang: In case of a gable roof, a minimum twelve inch (12") soffit shall be required.

Exterior Building Finish: The exterior of attached/townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance. In addition, attached/townhome dwelling structures shall comply with the following requirements:

- a) A minimum of twenty five percent (25%) of the combined area of all building facades of a structure shall have an exterior finish of brick, stucco and/or natural or artificial stone.
- b) Except for brick, stucco, and/or natural or artificial stone, no single building facade shall have more than seventy five percent (75%) of one type of exterior finish.



The exterior of attached/townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades

- c) Except for brick, stucco, and/or natural or artificial stone, no townhome dwelling structure shall have more than sixty percent (60%) of all building facades of one type of exterior finish.
- d) For the purpose of this section and material calculations:
 - 1) The area of the building facade shall not include area devoted to windows, entrance doors, garage doors, or roof areas.
 - 2) Variations in texture or style (i.e., lap siding versus shake shingle siding) shall be considered as different materials meeting the requirements of this section.
 - 3) Integral colored split face (rock face) concrete block shall not qualify for meeting the brick, stucco and/or natural or artificial stone material requirements.
 - 4) Multiple unit buildings in proximity to each other shall not look alike in terms of color of siding, accent and roofing materials. The building under consideration will be compared to two homes on two lots on either side of it and to the three homes directly facing it.
 - 5) Outside Storage: Outside storage shall be allowed only in designated areas which are screened in accordance with Screening - § 153.146 of this title and under the ownership of the property owners' association subject to other applicable provisions of this title.



Multiple unit buildings in proximity to each other shall not look alike in terms of color of siding, accent and roofing materials



All buildings shall be of good aesthetic and architectural quality

Building Design and Materials-Multi-family (stacked)

Design Character: The scale of multi-family dwellings makes the buildings highly visible and it is critical to incorporate high quality architecture. All buildings shall be designed to accomplish the goals and policies of the comprehensive plan. Building materials shall be attractive in appearance, durable, and of a quality which is both compatible with adjacent structures and consistent with the City's standards for the district in which it is located. All buildings shall be of good aesthetic and architectural quality, as demonstrated by the inclusion of elements such as accent materials, entrance and window treatments, contrasting colors, irregular building shapes and rooflines, or other architectural features in the overall architectural concept.

- a) A minimum of fifty percent (50%) of the combined area of all building facades of a structure shall contain the following permitted major exterior materials: face brick (glazed or unglazed), clay faced tile, stone masonry (granite, limestone, marble, slate, sandstone, or quartzite).



Accenting materials and design shall be included on all facades.



Building and roofing materials shall meet current accepted industry standards

- b)** Accent materials may included: finished texture stucco (cement or synthetic), exterior finished wood siding (painted, stained, or weather sealed), exterior finished metal siding (not including sheet metal of any kind), exterior finished vinyl siding or fiber cement siding in lap or panel design (color impregnated or painted). Panel seam lines shall be architecturally integrated into the building design so that they are not visible. Seam lines can either be filled, covered with accent material or some other method to make seam lines invisible. Accenting materials and design shall be included on all facades.
- c)** All building and roofing materials shall meet current accepted industry standards, and tolerances, and shall be subject to review and approval by the City for quality, durability, and aesthetic appeal. The Applicant shall submit to the City product samples, color building elevations, and associated drawings which illustrate the construction techniques to be used in the installation of such materials.
- d)** If complementary building styles, materials, and color schemes are proposed for a development, the developer shall submit to the City a plan showing the distribution of the styles, materials, and colors throughout the development.

MINIMUM STANDARDS APPLICABLE TO ALL COMMERCIAL/BUSINESS DISTRICTS - §153.324

To ensure attractive commercial/business development, the following design standards shall apply to all commercial/business development in the NC-Neighborhood Commercial, B1-Broadway Business, B-2 Highway Business, and B-3 Limited Industrial Business Districts.

Visual Interest and Building Materials:

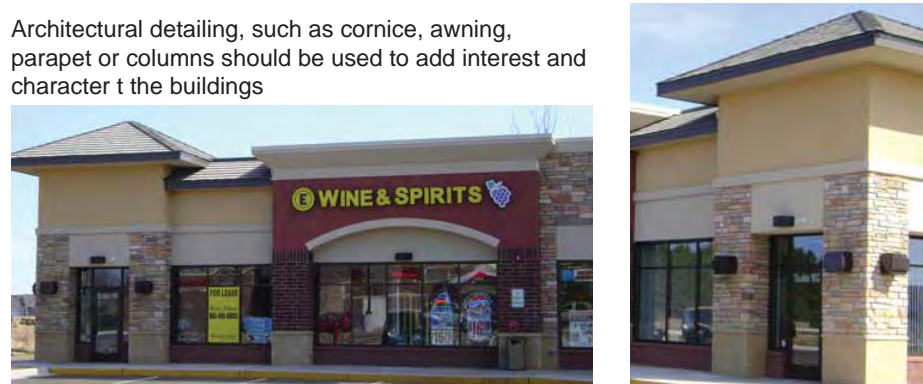
All new building fronts and refacing of existing buildings, shall include a minimum of three (3) of the following elements:

- a) Architectural detailing, such as cornice, awning, parapet, or columns.
- b) A visually pleasing primary front entrance that, in addition to doors, shall be accented a minimum of one hundred fifty (150) square feet around the door entrance for single occupancy buildings and a minimum of three hundred (300) square feet total for the front of multi-tenant buildings (this area shall be counted as one element). Entrances shall be clearly articulated and obvious from the street.
- c) A minimum of thirty (30) percent window coverage on each front that faces a street or similar based on requirements in § 153.306 (E) 1.



A visually pleasing primary front entrance should be clearly articulated and obvious from the street

Architectural detailing, such as cornice, awning, parapet or columns should be used to add interest and character t the buildings



Buildings should show a minimum of 30% window coverage on each front that faces a street



Building architecture should incorporate contrasting, yet complementary colors



Buildings should incorporate a combination of horizontal and vertical design features

- d) Contrasting, yet complementary material colors;
- e) A combination of horizontal and vertical design features;
- f) Irregular building shapes
- g) Other architectural features in the overall architectural concept.

No wall shall exceed fifty feet (50') in length without at least one visual interest element, such as windows, horizontal and vertical façade articulation, contrasting material colors, vertical or horizontal patterns.

Accent Materials: Accent materials shall be wrapped around walls visible to public view. Accent material shall consist of materials comparable in grade and quality to the primary exterior material. Such materials may include glass and prefinished decorative metal. Fiber cement may also be used as accent materials for the trim, soffit and/or fascia.



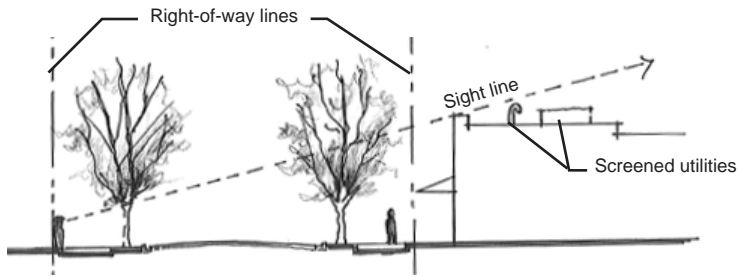
Accent materials shall be wrapped around walls and visible to public view

Major exterior materials of all walls including face brick, stone, glass, stucco, synthetic stucco, fiber cement vertical panel siding, architectural concrete and precast panels shall be acceptable as the major exterior wall surface when they are incorporated into an overall design of the building. No more than twenty five percent (25%) of any exterior wall on a building shall be fiber cement siding, wood or metal accent material.

Fiber cement seam lines shall be architecturally integrated into the building design so that they are not visible. Seam lines can be filled, covered by other accent material or other method thereby making the seam lines invisible. Color impregnated decorative block shall also be allowed as a major exterior wall material, and shall be required to be sealed. All materials shall be color impregnated with the exception of architectural concrete precast panel systems (only within B-2 and B-3 Districts) and fiber cement siding which may be painted.

Restricted Exterior Materials: Unadorned pre-stressed concrete panels, whether smooth or raked, non-decorative concrete block, sheet metal or unfinished metal and/or galvanized or unfinished aluminum surfaces (walls or roofs) shall not be used as exterior materials. This restriction shall apply to all principal structures and to all accessory buildings.

Roofs: Roofs which are exposed or an integral part of the building aesthetics shall be constructed only of commercial grade shingles, wood shingles, standing seam metal, slate, tile, or copper. Flat roofs, which are generally parallel with the first floor elevation, are not subject to these material limitations.



The view of all rooftop equipment shall be screened from the ground level view defined as *the view of the building from the furthest point of the width of the right-of-way from the property lines(s) that abut a street*. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Screening:

Rooftop mechanical equipment: The view of all rooftop equipment and related piping, ducting, electrical and mechanical utilities on buildings shall be screened from the ground level view of abutting streets. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain link with slats shall not be used for screening. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Ground Mechanical Equipment: Ground mechanical equipment shall be one hundred percent (100%) screened from contiguous properties and adjacent streets by opaque landscaping, or a screen wall shall be provided that is compatible with the architectural treatment of the principal structure.



Architectural materials and landscaping help to minimize views of utility cabinets and equipment, while providing limited access for maintenance and use



When a commercial area is adjacent to a residential use, a berm, fence or screen is required. Light from automobile headlights and other sources shall be one hundred percent screened when directed onto residential windows.

Screening adjoining residential use: Wherever a Commercial or non-residential use abuts, or is across the street from an R Residential District, a berm, fence or screening comprised of compact evergreen trees or hedge or combination thereof, not less than eighty percent (80%) opaque at time of installation and not less than six feet (6') in height, except adjacent to a street where it shall be not less than three feet (3') and not more than four feet (4') in height shall be erected or installed and maintained. The light from automobile headlights and other sources shall be one hundred percent (100%) screened whenever it may be directed onto adjacent residential windows. All screening shall comply with Screening-§153.146 of this Chapter.

Trash Enclosure Service

Structure: All trash, recyclable materials, and trash and recyclable materials handling equipment and compactors shall meet the requirements of Refuse-§153.257 and shall be screened from public view. All trash enclosure service structures shall be constructed of the same materials as the principle building.

All trash enclosure service structures shall be constructed of the same materials as the principle building



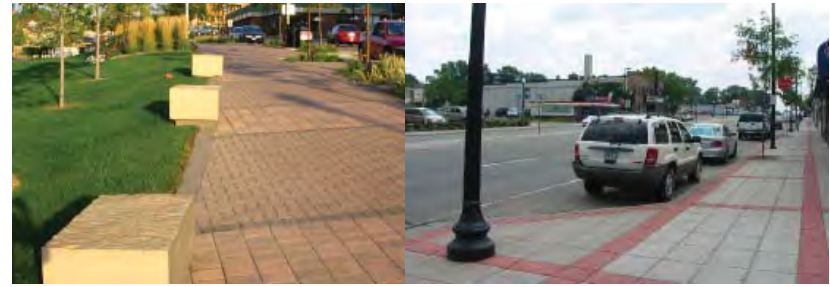
Pedestrian Environment:

Pedestrian connections to the surrounding neighborhood shall be incorporated into all commercial development.

Pedestrian amenities shall be included in places where people typically gather, including but not limited to, transit stops, building entrances, or street corners or abutting bike or pedestrian trail connections. These spaces must include at least two of the following:

- a) Patterned materials on walkways (on-site)
- b) Bicycle racks
- c) Trash receptacles (decorative)
- d) Pedestrian lighting
- e) Fountains, sculptures, mobiles, or kiosks
- f) Flower boxes, or container landscaping

Sidewalk connections shall be provided to and through the development to existing and planned trails, sidewalks, and adjacent properties, where access exists or reasonable connections are possible. Clear internal pedestrian circulation routes shall be provided on the site.



Patterned materials on walkways define a pedestrian oriented area



Decorative bicycle racks, trash receptacles and lighting with banners and planters can enhance the pedestrian environment



Sculptures and fountains add visual interest and attraction to pedestrian spaces



Landscape features help to define circulation and pedestrian connections

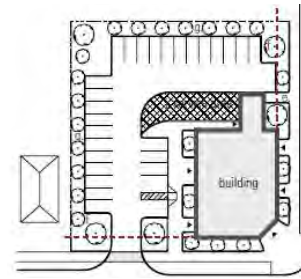


Flowers can be installed in temporary or permanent containers

Parking and Vehicular Circulation:

Parking areas in all Commercial Districts shall be subject to the following design standards and requirements in Parking Design Requirements in Business, Commercial, Mixed Use and Industrial Districts - 153.132:

- a) Parking orientation shall minimize visual and noise impacts on adjacent properties.
- b) To the maximum extent feasible, parking shall be located behind or to the side of a building in a landscaped parking area and screened from view from public rights-of-way through landscaping, berms, or low walls. Structured parking, integrated with the building's architectural design, is encouraged.
- c) Parking areas shall be safe and convenient for both the movement of vehicles and customers.
- d) Vehicle circulation on-site shall be clearly organized to facilitate movement into and throughout parking areas.
- e) On corner lots, parking shall not be located on the corner.
- f) Service access areas shall be located in the rear of the property, outside of view from public rights-of-ways. Buildings within a development should share services areas to the extent practical.



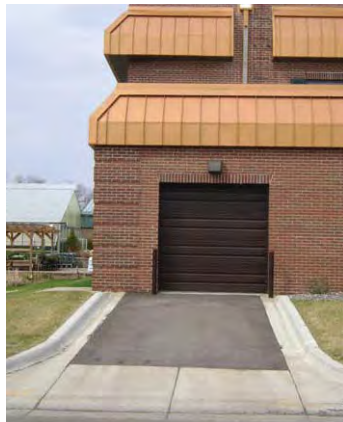
Parking shall be located to the side or behind the building



Vehicular circulation shall be clearly organized to facilitate movement and parking areas shall be safe and convenient for vehicles and customers

g) Circulation and parking for service areas shall be designed to minimize disruption to the flow of vehicular and pedestrian traffic.

h) Development sites where uses require multiple deliveries shall provide separate customer and service access drives where possible.



Service areas shall be located in the rear of the property, outside of view from public rights-of-ways



Parking shall be screened through landscaping, berms or low walls



Exterior storage:

All exterior storage of material and equipment related to, located on, and used by any business shall be stored within a building or screened, as required herein, so as not to be visible from streets, highways, or neighboring property, with the exception of the following:

- a) Merchandise being displayed for sale or rental;
- b) Materials and equipment currently being used for construction on the premises;
- c) Merchandise located on service station pump islands and along the front length of the building.



Merchandise being displayed for sale or rental may be stored outside of the building

NEIGHBORHOOD COMMERCIAL DISTRICT (NC) - §153.326



Purpose:

The purpose of the Neighborhood Commercial (NC) District is to allow single multi-use commercial buildings containing convenience retail and service commercial uses at major intersections on small neighborhood scale sites where public sewer is available and sites are designated in the City of Forest Lake Comprehensive Plan. The district is intended to accommodate the basic needs of neighborhoods that would not otherwise have convenient access to retail areas in the City.

Design Character:

The character of this district shall reflect the character of surrounding residential neighborhoods. Building scale, setback, and design should be consistent with existing neighborhoods. Because this district is intended to serve surrounding residential areas, pedestrian connectivity to existing neighborhoods is also important. Design in this district should foster a welcoming pedestrian environment through pedestrian scale buildings, street furniture, and pedestrian and bike facilities.

Design Standards:

In addition to the minimum design standards applicable to all commercial districts, Neighborhood Commercial districts shall also be subject to the following standards to reflect the character of the Neighborhood Commercial District.

Building Design:

New buildings adjacent to existing buildings or residential neighborhoods shall appear to have similar scale and design elements as the neighboring buildings at a residential scale and character. Buildings fronts shall include three of the following elements:



Facades should be articulated into house-size segments

- a) Articulation of facades into house-size segments
- b) Residential scale building modules similar to adjacent buildings
- c) Similar façade proportions to those on neighboring buildings
- d) Residential scale building components such as porches, decks, columns and balconies



Neighborhood commercial buildings should include residential scale components such as porches, decks, columns and balconies

- e) A roof configuration which reflects traditional residential structures and is pitched such as gable, hip, or shed.
- f) Display windows a minimum of six feet in height shall exist along at least fifty percent of the linear length of the building front.



Roof configuration may reflect traditional residential structures such as gabled, hip or shed



Display windows shall existing along at least 50% of the building front

Landscape Design:

Landscaping shall be used to unify, soften, and screen neighborhood commercial projects. Landscaping in the Neighborhood Commercial District shall incorporate the following elements in addition to the requirements in Landscaping Regulations - § 153.230 through §153.238.

- a) Incorporate unique and significant existing trees into the landscape design. See § 153.295 Woodland Preservation Regulations.
- b) Use a wide variety of plants in informal arrangements
- c) Landscaping shall be arranged and grouped to signify key site locations, such as building and site entrances, walkways, and around monuments.
- d) Use layering to promote informality with a variety of plants with differing mature heights.
- e) Use of plants or trees that have seasonal color.



Landscaping shall be grouped to signify parking and pedestrian walkways



A variety of unique and existing vegetation can be used to define walkway areas.



Landscaping shall be used to unify, soften and screen neighborhood commercial projects with a wide variety of plants offering seasonal color and interest



Use layering to promote informality with a variety of plants

Lighting:

In addition to the lighting requirements presented in Lighting Regulations-§153.185, lighting in the NC District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative lighting appropriate to this district is illustrated in the Commercial Design Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.



Shoe-box style lighting shall only be permitted in parking areas



Decorative lighting with a maximum height of 14' shall be used to illuminate site areas

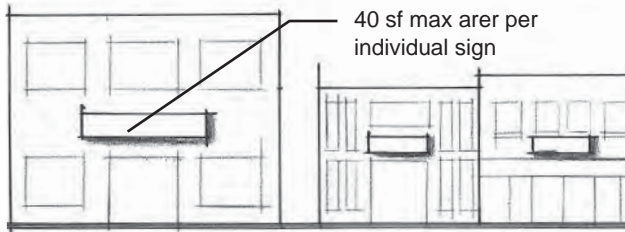


Wall mounted lighting shall be used to illuminate entry points and highlight architectural features

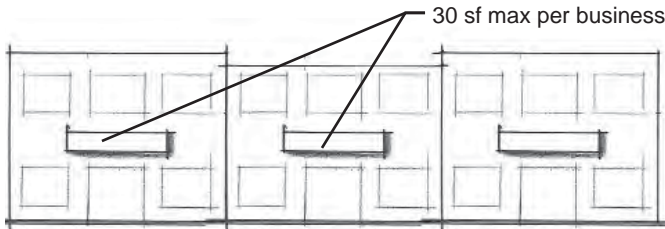
Signage.

Within the NC District, nameplate signs and business signs are permitted subject to the following regulations.

- a) On a parcel(s) with a building containing 1 principal use, the total aggregate square footage of all sign space per parcel shall not exceed the sum of 3 square feet for each front foot of building. The maximum area per individual sign placed on a building shall not exceed 40 square feet. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign shall be allowed with a surface area not to exceed 40 square feet (may include up to 50% of the total area as changeable electronic or non electronic copy). The maximum height for all signs shall be the lowest point of the roof or parapet of the building associated with the sign. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

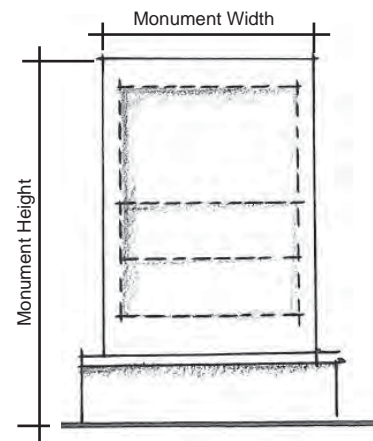


For a building containing 1 principal use, the sf of all sign space per parcel shall not exceed the sum of 3 square feet for each front foot of building. The maximum area per sign placed on a building shall not exceed 40 sf.



For buildings with more than 1 principal use, the total sign area for such a parcel shall not exceed 3 sf per front foot of building. The maximum total sf of signage per businesses is 30 sf.

- b) On parcel(s) with a building containing more than 1 principal use, the owner of the building must submit a master sign plan for the total building signage for approval by the Planning Commission. The total sign area for such a parcel shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 30 square feet per individual sign. In the case of an existing multi-tenant building the property owner may elect to propose a master sign plan. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign shall be allowed with a surface area not to exceed 40 square feet, not including the sign base, for a multi-tenant building or development unless part of an approved PUD. The maximum height for all signs shall be the lowest point of the roof or parapet of the building associated with the sign. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.



One freestanding monument sign shall be allowed with a surface area not to exceed 40 sf for a multitenant building or development unless part of an approved PUD

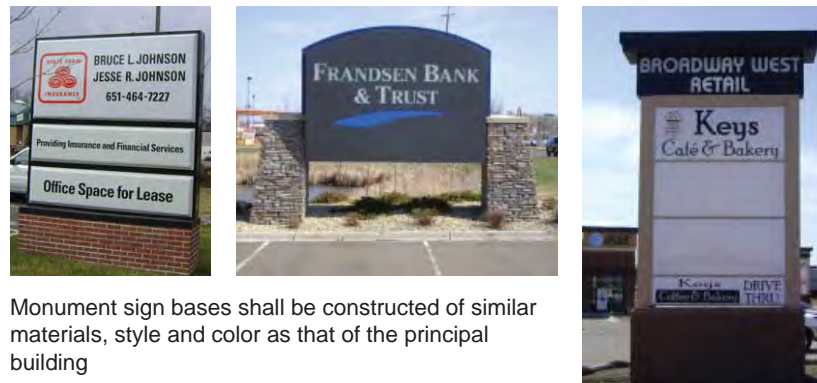


To reduce visual clutter, signage shall be distinct and minimal

- c) No sign, or any part thereof, shall be located closer than 20 feet to any property line.
- d) No sign, or any part thereof, shall be located closer than 35 feet when abutting an Residential - R District.
- e) Awning signs are permitted but calculated as a wall sign.

In addition to the sign requirements presented in Signs - § 153.205, signs in the NC District shall also be subject to the following requirements:

- f) To reduce visual sign clutter, signage shall be distinct and minimal.



Monument sign bases shall be constructed of similar materials, style and color as that of the principal building

- g) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- h) Signage shall be designed in a manner that is consistent with the requirements of this chapter and as illustrated in the Forest Lake Design Requirement Manual.



Wall mounted signs and projecting signs are examples of signage often found at a scale and aesthetic appropriate to the NC district

BROADWAY BUSINESS (B-1) DISTRICT - §153.324

Purpose:

The Broadway Business (B-1) District is intended to establish areas for the location and development of professional offices, administrative offices, limited neighborhood and community-oriented retail, and healthcare services and facilities which are expected to develop with a high level of amenities such as landscaping and architectural controls; to encourage a complex of compatible and mutually supportive health care services and facilities; to allow a transitional reuse of existing buildings until market conditions warrant redevelopment; to enhance redevelopment potential by prohibiting uses that would impede redevelopment; to capitalize on the high volume of traffic and potential customers; to ensure an appropriate physical relationship with the surrounding neighborhood, including acceptable traffic operations on local streets; and to provide a district which is related to and may reasonably adjoin high density or other residential districts.

Design Character:

Due to the high visibility of this area, the character of this district shall reflect well-designed and attractive businesses. Development in this district shall be unified through building architecture and landscaping. The design character of this district shall also take into account the relationship of the site to surrounding residential areas and the retail area surrounding the interchange at I-35. Development shall be designed to provide for appropriate transitions and connections to surrounding residential areas and to the more dense pedestrian oriented Downtown Mixed Use District (MU-1) §153.334 and the less dense auto-oriented Highway Business District (B-2) -§153.328. Pedestrian connections within this district will be essential.

“A strong and vital economic district provides the base for the long term well being of the community”



The Broadway Business District is intended for development of a variety of retail and office uses. A high level of amenities and architecture aims to encourage a complex of compatible and mutually supportive services.

Design Standards:

In addition to the minimum design standards applicable to all commercial/business districts, the Broadway Business District shall also be subject to the following standards to reflect the character of the District.

Site Layout

- a) Orient and consolidate structures to complement existing, adjacent development and to create a coordinated and visually attractive commercial district setting.
- b) Site planning shall respect the relationship of the site to existing and proposed buildings and streets.
- c) Buildings with frontage on a primary street shall orient front facades to parallel the primary street.
- d) Align the building front façade with adjacent buildings to promote visual continuity from the public right-of-way, unless site or use constraints are prohibitive.
- e) Buildings shall have a clearly defined primary pedestrian entrance at street level.
- f) Parking orientation shall minimize visual and noise impacts on adjacent properties.

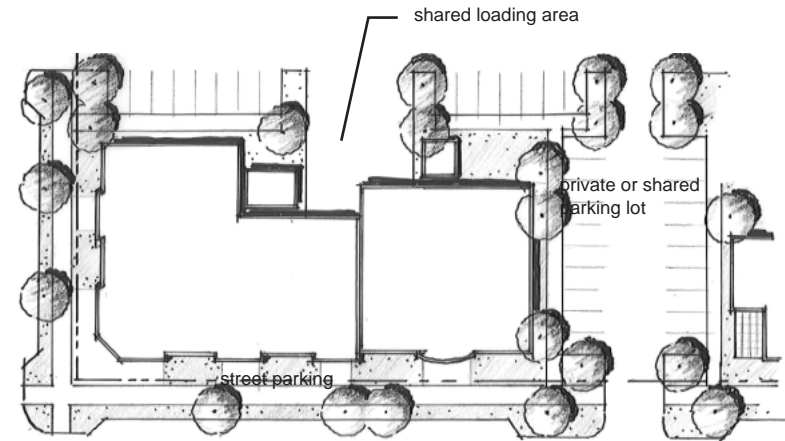


Buildings shall have clearly defined entrances at the street level



g) To the maximum extent feasible, parking shall be located behind or to the side of a building in a landscaped parking area and screened from view from public rights-of-way and adjacent residential districts.

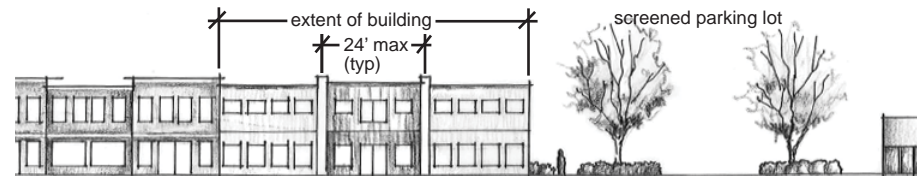
h) On corner lots, parking shall not be located on the corner.



Site layout diagram shows how buildings are located to address the street and parking and loading are on the side or back. Street trees define the sidewalk and are used for screening and shading of the hardscape.

Building Design

Bay widths of more than 24 feet shall be designed with architectural detailing to achieve an appearance of bay widths of no more than 24 feet. Building articulation, column spacing, width of window bays, placement of windows and variation in roof height lines and setback and similar design can be used to achieve this requirement.



Bay widths shall be designed to achieve an appearance of bay widths of no more than 24'

Landscaping:

In addition to the landscaping requirements presented in Landscaping Regulations - § 153.230 through § 153.238, landscaping in the B-1 District shall also be subject to the following requirements:

- a) Use predominately native materials and well-adapted plant species to create an attractive environment along the edges of each development parcel.
- b) Use landscaping to buffer objectionable views, to break up the apparent size and monotony of parking areas, and to screen service areas and ground mechanical equipment.



Shade trees and planted medians buffer objectionable views and break up the size and monotony of parking areas



Parking shall be screened from public right-of-way through landscaping, berms or low walls

- c) Parking shall be screened from the public right-of-way through landscaping, berms, or low walls.
- d) Window boxes, hanging flower baskets, and planters shall be used to identify primary entrances.



Window boxes, hanging flower baskets and planters shall be used to identify primary entrances



Use predominantly native materials and well-adapted plant species to create an attractive environment

Lighting:

In addition to the lighting requirements presented in Lighting Regulations § 153.185, lighting in the B-1 District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative lighting appropriate to this district is illustrated in the Forest Lake Design Requirement Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.



Shoe-box style lighting shall only be permitted in parking areas



Decorative lighting with a maximum height of 14'



Wall mounted lighting shall be used to illuminate entry points and highlight architectural features

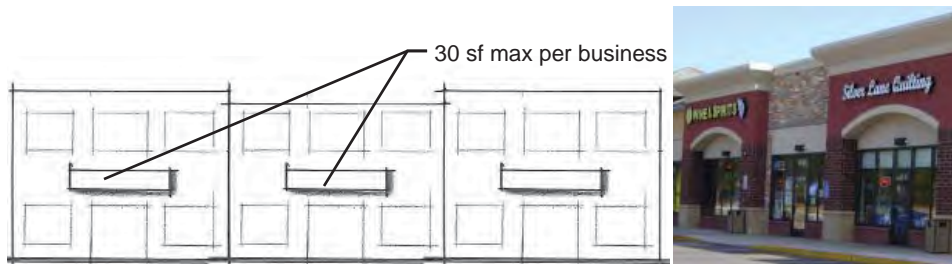
Signage.

Within this B-1 District, nameplate and business signs are permitted subject to the following:

- a) On parcel(s) with a building containing 1 principal use, aggregate square footage of sign space per lot shall not exceed the sum of 3 square feet per front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 40 square feet, nor shall 2 or more signs be so arranged and integrated as to cause an advertising surface exceeding 80 square feet. One freestanding monument sign with a surface area not to exceed 40 square feet shall be allowed (may include up to 50% of the total area as changeable electronic or non-electronic copy). The maximum height for



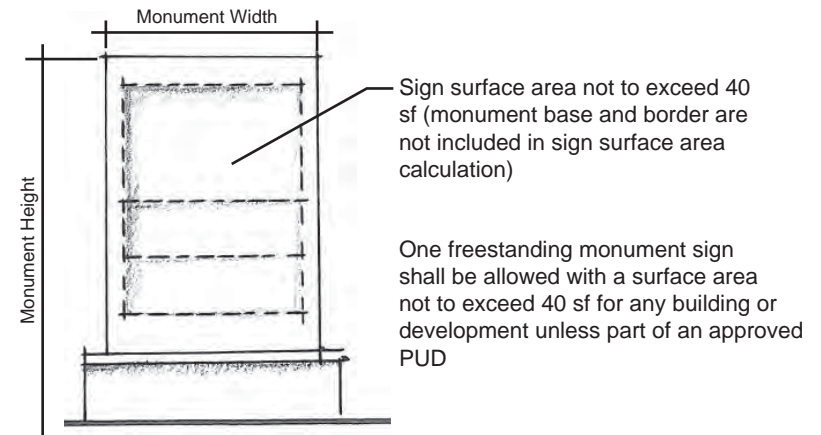
For a building containing 1 principal use, the sf of all sign space per parcel shall not exceed the sum of 3 square feet for each front foot of building. The maximum area per sign placed on a building shall not exceed 40 sf.



For buildings with more than 1 principal use, the total sign area for such a parcel shall not exceed 3 sf per front foot of building. The maximum total sf of signage per businesses is 30 sf.

all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

- b) On parcel(s) with a building containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The signage area for such a building shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 30 square feet per individual sign. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign shall be allowed for a multi-tenant building or development not to exceed 40 square feet not including the sign base. Freestanding signs must be monument signs. Pylon signs are not allowed. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.





Monument sign bases shall be constructed of similar materials, style and color as that of the principal building

No sign shall be located closer than 20 feet from a public right-of-way or 10 feet from all other lot lines.

Exceptions:

- a) 35 feet when abutting an R District;

Projecting signs are permitted with the following requirements:

- a) Projecting signs may extend 5 feet into a required yard setback.
- b) Projecting signs must be at least 8 feet above a sidewalk.
- c) The maximum area of a projecting sign is 8 square feet.

Awning signs are permitted but calculated as a wall sign.

Awning signs are permitted, but calculated as a sign



Projecting signs must be at least 8' above the sidewalk with a maximum size of 8 sf



Signage shall be distinct and minimal

In addition to the sign requirements presented in Sign Regulations - § 153.205 through § 153.219, signs in the B-1 District shall also be subject to the following requirements:

- a) To reduce visual sign clutter, signage shall be distinct and minimal.
- b) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- c) Signage shall be designed in a manner that is consistent with code requirements and as illustrated in the Forest Lake Design Requirement Manual.

HIGHWAY BUSINESS (B-2) DISTRICT - §153.328

Purpose:

The Highway Business (B-2) District is intended to accommodate an adequate supply of businesses and services that primarily serve the community and regional needs; to keep retail and service businesses that are oriented to motorists in close proximity to thoroughfares and access from regional highways in areas that are appropriately designated on the Comprehensive Plan; and to encourage grouping of compatible and mutually supportive business uses and services.



Big box retail uses provide services to the community and region.

Design Character:

Design standards within this district are intended to support a high standard of development and design that portrays a positive visual image and minimizes the effects of traffic congestion, noise, odor, and glare from surrounding uses. Given the area's proximity to the Interstate and the auto-oriented uses permitted in this district, development will be primarily auto-oriented. However, pedestrian access and safety will still be achieved through design features within the district and to provide connections to surrounding areas. High quality design is required in this area because of its highly visible location.



Development in the B-2 district will be primarily auto-oriented, however pedestrian access and safety and high quality design are important



Design Standards:

In addition to the minimum design standards applicable to all commercial/business districts, the B-2 District shall also be subject to the following standards to reflect the character of the District.

Site Layout

- a) Building entries shall face the primary street adjacent to the project and face the parking areas serving the site.
- b) Decorative and/or landscaped cart corrals should be placed throughout the parking lot so that parking spaces are not used to store shopping carts.
- c) Multiple entries to the site should be consolidated.
- d) The majority of parking shall be located on the side of buildings or in front. Employee parking and loading shall be in the rear.

Lighting:

In addition to the lighting requirements presented in Lighting Regulations-§153.185, lighting in the B-2 District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative lighting appropriate to this district is illustrated in the Forest Lake Design Requirement Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.



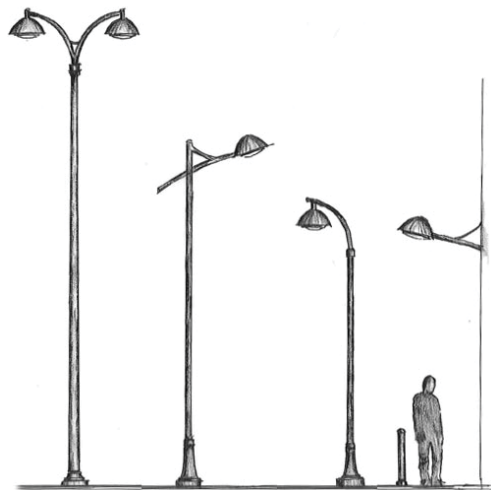
Shoe-box lighting or other downcast fixtures to be used in large parking areas



Wall mounted lighting shall be used to illuminate entry points and highlight architectural features



Fixtures should be decorative and appropriate in size to the B-2 District

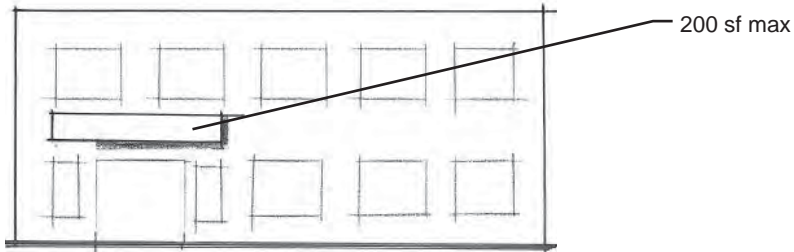


Lighting of appropriate size and scale shall be provided for all outdoor parking, walkways and public spaces

Signage:

Within the B-2 Highway Commercial District nameplate and business signs are permitted subject to the following:

- e) On parcel(s) with buildings containing 1 principal use, the aggregate square footage of sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 200 square feet. One freestanding monument sign shall be allowed with a surface not to exceed 100 square feet (not including the sign base) The sign area may include up to 25% of the total area as changeable electronic or non electronic copy, except for parcels in the I or BP zoning districts. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.



For a building containing 1 principal use, the sf of all sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. The maximum area per individual sign placed on a building shall not exceed 200 square feet.

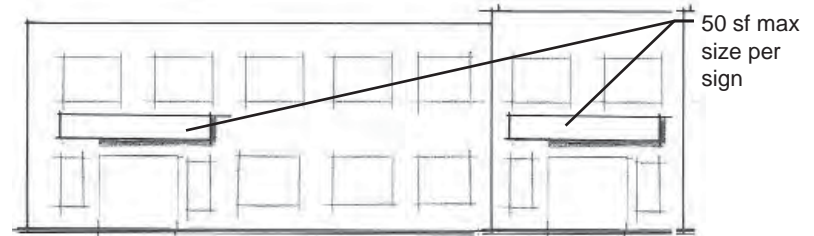


One freestanding monument sign shall be allowed with a surface not to exceed 100 square feet and may include up to 25% of the total area as changeable electronic copy.

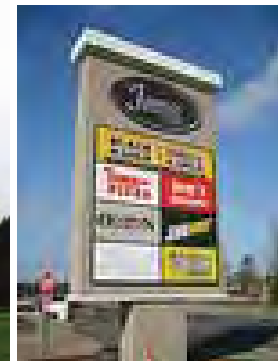
f) On parcel(s) with buildings containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The total signage for such a building shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 50 square feet per individual sign. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign not to exceed 100 square feet shall be allowed to serve a commercial development regardless of the number of buildings or uses in the development. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

g) Parcels within 500 feet of Interstate Highway 35 are allowed 1 additional freestanding monument or pylon sign not to exceed 100 square feet and a height of 30 feet. Changeable Electronic Copy signs shall not be permitted.;

1. No sign shall be located closer than 20 feet to the public right-of-way or 10 feet from any other property line.
2. Exceptions: 35 feet when abutting a residential district.



For buildings with more than 1 principal use, the sf of all sign space per building shall not exceed the sum of 3 square feet for each front foot of building. The maximum size of an individual sign is 50 sf and no business shall have more than 1 sign per building elevation.



Pylon signs are not to exceed 100 sf and a height of 30 feet

In addition to the sign requirements presented in Sign Regulations - §153.205 through §153.219, signs in the B-2 District shall also be subject to the following requirements:

- a) To reduce visual sign clutter, signage shall be distinct and minimal.
- b) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- c) Signage shall be designed in a manner that is consistent with code requirements and as illustrated in the Forest Lake Design Requirement Manual.



Signage should be distinct and minimal



Monument sign bases should be constructed of similar materials, style and color as that of the principal building



The identification sign shall be flush on the primary building wall facing the major arterial roadway

Limited Industrial Business District (B-3) - §153.329

Purpose:

Limited Industrial Business District (B-3) District is to provide a district that supports a mix of industrial and commercial development.

Design Character:

The overall character of the Limited Industrial Business District (B-3) is intended to have a low impact manufacturing/warehouse character. Industrial uses in this district shall be limited to those that can compatibly exist adjacent to both lower intensity business uses and high intensity manufacturing uses and can have limited amounts of truck traffic in comparison to high intensity industrial districts. Because this district abuts residential neighborhoods, B-3 uses are regulated in height, lot coverage, setbacks, landscaping, loading and use type, so as to facilitate compatibility between these uses and residential development.

Design Standards:

In addition to the minimum design standards applicable to all commercial/business districts, the Limited Industrial Business District shall also be subject to the following standards to reflect the character of the District.



The overall character is intended to have a low impact manufacturing/warehouse character



B-3 uses are regulated in height, lot coverage, setbacks, landscaping, loading and use type so they are compatible with surrounding residential uses

Site Layout

- a) Building entries shall face the primary street adjacent to the project. An additional entry should face the parking lot.
- b) The majority of parking shall be located on the side of buildings or in front. Employee parking and loading shall be in the rear.
- c) Landscaped cart corrals should be placed throughout the project so that parking spaces are not used to store shopping carts.
- d) Multiple entries to the site should be consolidated.

Lighting:

In addition to the lighting requirements presented in Lighting Regulations-§ 153.185, lighting in the B-3 District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative lighting appropriate to this district is illustrated in the Forest Lake Design Requirement Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.

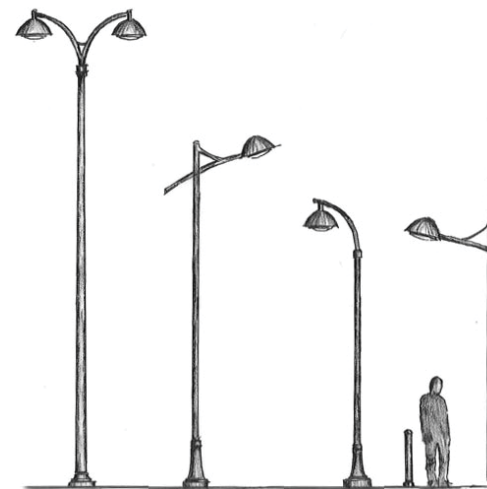


Wall mounted lighting shall be used to illuminate entry points and highlight architectural features

Decorative style lighting shall be used to illuminate all site areas with the exception of parking areas. Wall mounted lighting shall be used on building fronts, entry points and architectural features.



Fixtures should be appropriate in size and character to the B-3 District



Lighting of appropriate size and scale shall be provided for all outdoor parking, walkways and public spaces

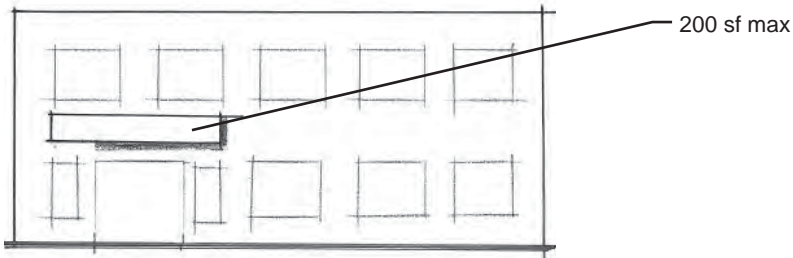


Shoe-box lighting or other downcast fixtures to be used in large parking areas

Signage:

Within the B-3 Limited Industrial District nameplate and business signs are permitted subject to the following:

- a) On parcel(s) with buildings containing 1 principal use, the aggregate square footage of sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 200 square feet. One freestanding monument sign shall be allowed with a surface not to exceed 100 square feet (not including the sign base) The sign area may include up to 25% of the total area as changeable electronic or non electronic copy, except for parcels in the I or BP zoning

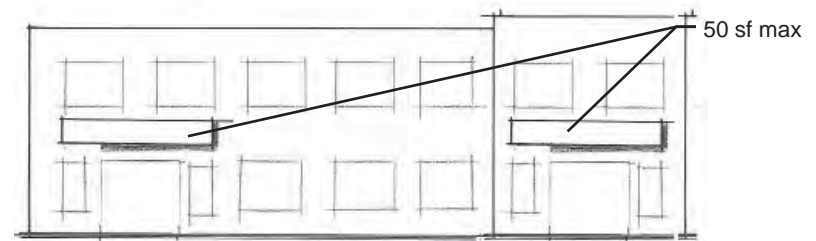


For a building containing 1 principal use, the sf of all sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. The maximum area per sign placed on a building shall not exceed 200 square feet.



districts. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

- b) On parcel(s) with buildings containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The total signage for such a building shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 50 square feet per individual sign. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign not to exceed 100 square feet shall be allowed to serve a commercial development regardless of the number of buildings or uses in the development. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.



For buildings with more than 1 principal use, the total signage shall not exceed 3 sf per front foot of the building. No business shall have more than 1 sign per building elevation.

e) Parcels within 500 feet of Interstate Highway 35 are allowed 1 additional freestanding monument or pylon sign not to exceed 100 square feet and a height of 30 feet. Changeable Electronic Copy signs shall not be permitted.;

1. No sign shall be located closer than 20 feet to the public right-of-way or 10 feet from any other property line.
2. Exceptions: 35 feet when abutting a residential district.



Pylon signs are allowed within 500 feet of I-35 and are not to exceed 100 sf and a height of 30 feet



Signage shall be distinct and minimal



In addition to the sign requirements presented in Sign Regulations- §153.205 through §153.219, signs in the B-3 District shall also be subject to the following requirements:

- f) To reduce visual sign clutter, signage shall be distinct and minimal.
- g) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- h) Signage shall be designed in a manner that is consistent with the code requirements and as illustrated in the Forest Lake Design Requirement Manual.



Monument signage shall be constructed of similar materials, style and color as that of the principal building.



MINIMUM STANDARDS APPLICABLE TO ALL INDUSTRIAL DISTRICTS (I AND BP) - § 153.330

To ensure attractive commercial development, the City has a set of industrial design standards applicable to all industrial development. This is applicable to following districts: I-Industrial - §153.332, BP-Business Park - §153.333.

Visual Interest and Building Materials

All new building fronts and refacing of an existing building, shall include a minimum of three (3) of the following elements

- a) Accent materials;
- b) A visually pleasing front entry that, in addition to doors, shall be accented a minimum of one hundred fifty (150) square feet around the door entrance for single occupancy buildings and a minimum of three hundred (300) square feet total for the front of multi-tenant buildings (this area shall be counted as one (1) element);
- c) Twenty five percent (25%) window coverage on each front that faces a street;
- d) Contrasting, yet complementary material colors;
- e) A combination of horizontal and vertical design features;
- f) Irregular building shapes, or
- g) Other architectural features in the overall architectural concept.

25% window coverage is required along the street



A visually pleasing front entrance shall be accented around the door area



All buildings must incorporate a combination of vertical and horizontal features



No wall shall exceed 75' in length without at least one visual interest element

No wall shall exceed seventy-five hundred feet (75') in length without at least one visual interest element, such as a window, horizontal or vertical façade articulation, contrasting materials colors, or vertical or horizontal patterns.

Accent Materials: Accent materials shall be wrapped around walls visible from public view. Accent material shall consist of materials comparable in grade and quality to the primary exterior material. Such materials may include glass and prefinished decorative metal. Fiber cement trim, soffit and fascia may be used as accent materials.

Major exterior materials of all walls including face brick, stone, glass, stucco, synthetic stucco, fiber cement vertical panel siding, architectural concrete and precast panels shall be acceptable as the major exterior wall surface when they are incorporated into an overall design of the building. No more than twenty five percent (25%) of any exterior wall on a building shall be fiber cement siding, wood or metal accent material.

Fiber cement seam lines: shall be architecturally integrated into the building design so that they are not visible. Seam lines can be filled, covered by other accent material or other method thereby making the seam lines invisible. Color impregnated decorative block shall also be allowed as a major exterior wall material, and shall be required to be sealed. All materials shall be color impregnated with the exception of allowing architectural concrete precast panel systems (only within the I District) and fiber cement siding to be painted.



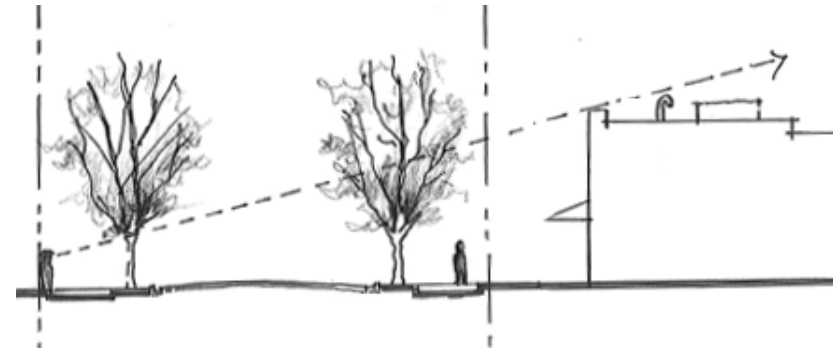
Accent materials shall consist of materials comparable in grade and quality to the primary exterior material



Accent materials shall be wrapped around walls visible from public view

Restricted Exterior Materials: Unadorned pre-stressed concrete panels, whether smooth or raked, non-decorative concrete block, sheet metal unfinished metal and/or galvanized or unfinished aluminum surfaces (walls or roofs) shall not be used as exterior materials. This restriction shall apply to all principal structures and to all accessory buildings.

Roofs: Roofs which are exposed or an integral part of the building aesthetics shall be constructed only of commercial grade shingles, wood shingles, standing seam metal, slate, tile, or copper. Flat roofs, which are generally parallel with the first floor elevation, are not subject to these material limitations.



The view of all rooftop equipment shall be screened from the ground level view defined as *the view of the building from the furthest point of the width of the right-of-way from the property lines(s) that abut a street*. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Screening:

Rooftop mechanical equipment: The view of all rooftop equipment and related piping, ducting, electrical and mechanical utilities abutting a street on buildings shall be screened from the ground level view. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain link with slats shall not be used for screening. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Ground Mechanical Equipment: Ground mechanical equipment shall be one hundred percent (100%) screened from contiguous properties and adjacent streets by opaque landscaping, or a screen wall shall be provided to be compatible with the architectural treatment of the principal structure.



Ground mechanical equipment shall be screened in a way that is compatible with the architectural treatment of the principle structure

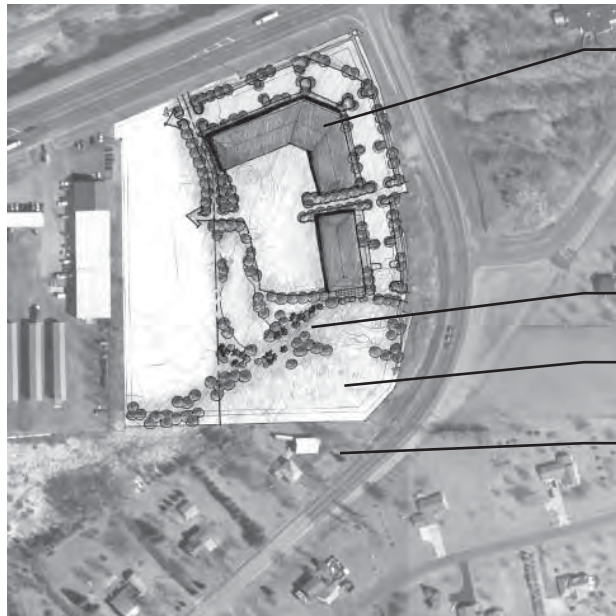


Screening adjoining residential use: Wherever an Industrial or Business Park use abuts, or is across the street from an R Residential District, a berm, fence or screening comprised of compact evergreen trees or hedge or combination thereof, not less than eighty percent (80%) opaque at time of installation, nor less than six feet (6') in height, except adjacent to a street where it shall be not less than three feet (3') nor more than four feet (4') in height shall be erected or installed and maintained. The light from automobile headlights and other sources shall be one hundred percent (100%) screened whenever it may be directed onto adjacent residential window. All screening shall comply with Screening-§153.146 of this Chapter.

Trash Enclosure Service Structure: All trash, recyclable materials, and trash and recyclable materials handling equipment and compactors shall be screened from public view. Any trash enclosure shall be constructed of the same materials as the principal building.



The light from automobile headlights and other sources must be 100% screened whenever it may be directed onto adjacent residential windows



Site layout for proposed office warehouse allows one row of customer parking in front and screens the loading area from the street

Berming and landscape screen

Preserved floodplain area

Existing residential area

Whenever an Industrial District abuts or is across the street from a Residential district, a berm, fence or compact evergreen screen shall be erected and maintained



Any trash enclosure shall be constructed of the same materials as the principal building



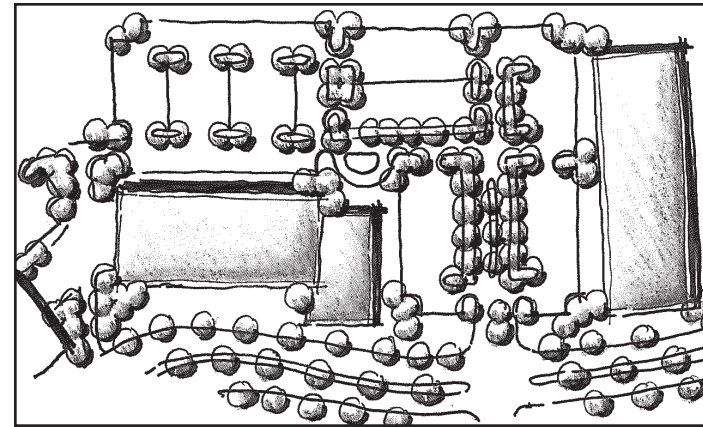
All trash and recyclable materials must be totally screened from public view

Parking and Vehicular Circulation:

Parking areas in all Industrial Districts shall be subject to the following design standards:

- a) Parking orientation shall minimize visual and noise impacts on adjacent properties.
- b) To the maximum extent feasible, parking shall be located behind or to the side of a building in a landscaped parking area and screened from view from public rights-of-way through landscaping, berms, or low walls.
- c) Structured parking, integrated with the building's architectural design, is encouraged.
- d) Parking areas shall be safe and convenient for both the movement of vehicles and customers.
- e) On corner lots, parking shall not be located on the corner.
- f) Vehicle circulation on-site shall be clearly organized to facilitate movement into and throughout parking areas.
- g) Service access areas shall be located in the rear of the property, outside of view from public rights-of-ways. Buildings within a development should share services areas to the extent practical.
- h) Circulation and parking for service areas shall be designed to minimize disruption to the flow of vehicular and pedestrian traffic.
- i) Development sites where uses require multiple deliveries shall provide separate customer and service access drives where possible.

Parking areas shall be screened from view from public rights-of-way through landscaping, berms or low walls



Vehicle circulation on-site shall be clearly organized to facilitate movement into and throughout parking areas.



To the extent feasible, parking shall be located behind or to the side of a building in a landscaped parking area and screened from the public right of way



Exterior storage:

All exterior storage of material and equipment related to, located on, and used by any business shall be stored within a building or fully screened, as required herein, so as not to be visible from streets, highways, or neighboring property, with the exception of the following:

- a) Materials and equipment currently being used for construction on the premises;



All exterior storage of material and equipment related to, located on, and used by any business shall be stored within a building or fully screened.

Loading and Service Areas:

All external loading and service areas accessory to industrial buildings must be completely screened from the ground level view from contiguous residential or commercial properties and adjacent streets, except at access points. Whenever an industrial use abuts a residential district, there shall be no loading docks on any building elevation that is either directly facing or oriented towards a single-family residence.



Loading docks shall be located at the rear of the property and screened from adjacent streets except at access points



Whenever an industrial use abuts a residential district, there shall be no loading docks directly facing or oriented towards a single family residence



INDUSTRIAL (I) DISTRICT - § 153.332



The Industrial District is intended to attract new development that will provide a range of employment opportunities and present a positive image to the community

Purpose:

The Industrial (I) District is intended to provide an area where industrial, business service, and office uses may locate to provide a range of employment opportunities; to attract new development that will present a positive image to the community; and to provide locations with traffic management capabilities that can adequately handle the traffic generated within the district without disrupting traffic flows on nearby thoroughfares.

Design Character:

The overall design character of the Industrial (I) District is to present the least amount of impact on adjacent, less intensive land uses and to display a positive community image. Given the area's proximity to the Interstate and heavy industrial activity and truck traffic in these areas, development will be primarily auto-oriented. High quality design is required in this area because of its highly visible location.

Design Standards:

In addition to the minimum design standards applicable to all industrial districts, the Industrial (I) District shall also be subject to the following standards to reflect the character of the District.

Site Layout:

Whenever such developments abut residential districts, their interior road patterns shall be arranged in such a way as to route service vehicle traffic away from residential neighborhoods.



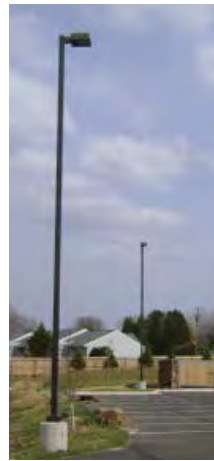
Example service drive layout is self contained and can be screened from nearly public and residential areas

The interior road pattern of an industrial development shall be arranged to route service vehicle traffic away from residential neighborhoods

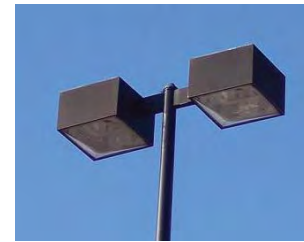
Lighting:

In addition to the lighting requirements presented in Lighting Regulations-§153.185, lighting in the I District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative poles and fixtures shall be consistent with the Forest Lake Design Requirement Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.

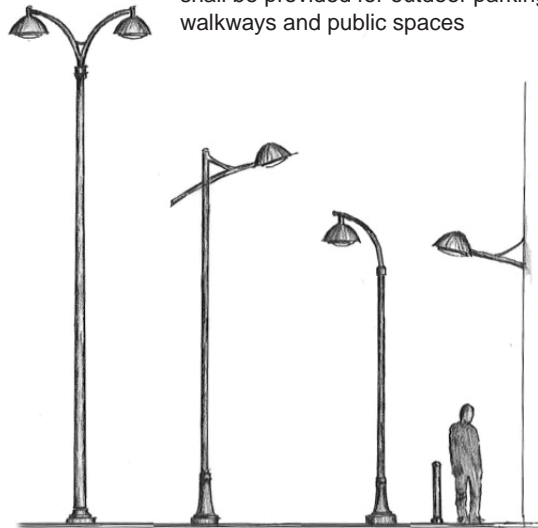


Light fixtures shall be downcast and cutoff. Shoebox style lighting shall be only permitted in parking areas.



Fixtures should be appropriate in size and character to the Industrial District

Lighting of appropriate size and scale shall be provided for outdoor parking, walkways and public spaces



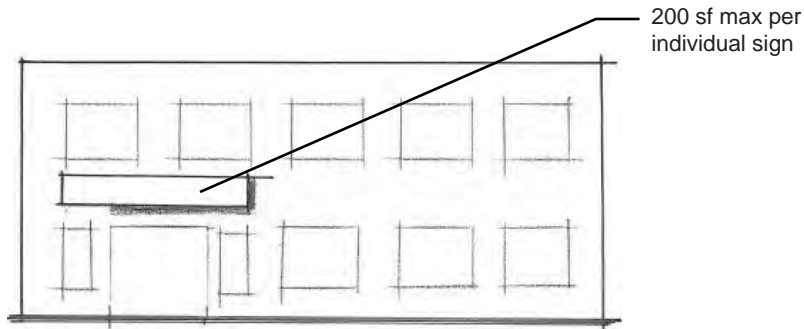
Decorative style lighting shall be used to illuminate all site areas with the exception of parking areas. Wall mounted lighting shall be used on building fronts, entry points and architectural features



Signage:

Within the Industrial District (I) nameplate and business signs are permitted subject to the following:

- a) On parcel(s) with buildings containing 1 principal use, the aggregate square footage of sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 200 square feet. One freestanding monument sign shall be allowed with a surface not to exceed 100 square feet (not including the sign base) The sign area may include up to 25% of the total area as changeable electronic or



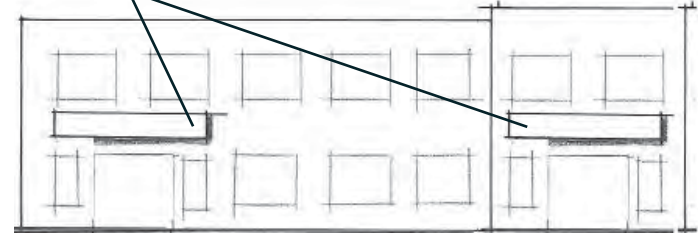
For a building containing 1 principal use, the sf of all sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. The maximum area per sign placed on a building shall not exceed 200 square feet.



non electronic copy, except for parcels in the I or BP zoning districts. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

- b) On parcel(s) with buildings containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The total signage for such a building shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 50 square feet per individual sign. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No “box” style signs shall be permitted. One freestanding monument sign not to exceed 100 square feet shall be allowed to serve a commercial development regardless of the number of buildings or uses in the development. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

1 sign per business on each building elevation

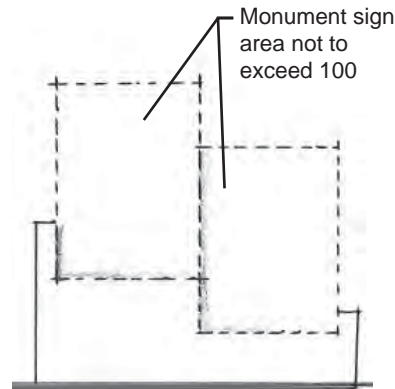
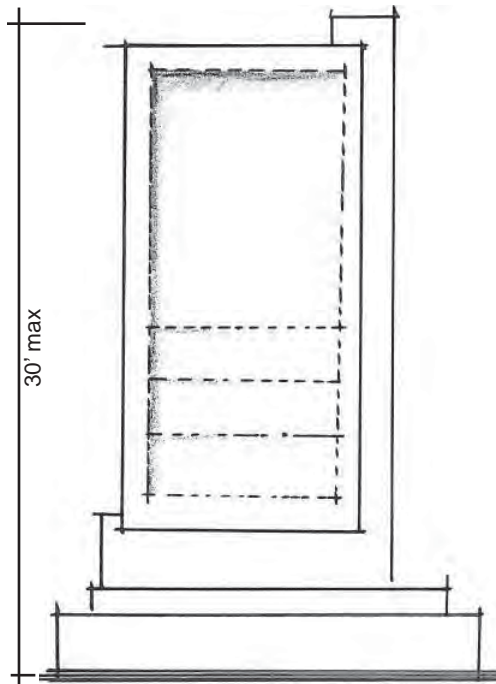


For buildings with more than 1 principal use, the sf of all sign space per building shall not exceed the sum of 3 square feet for each front foot of building. No business shall have more than 1 sign per building elevation.

- c) Parcels within 500 feet of Interstate Highway 35 are allowed 1 additional freestanding monument or pylon sign not to exceed 100 square feet and a height of 30 feet. Changeable Electronic Copy signs shall not be permitted.;
- d) No sign or any part thereof shall be located closer than 20 feet to the front property line, 5 feet to the side property line*, or 5 feet to the rear property line.*

e) Exceptions:

- 6) No sign shall be located closer than 20 feet to the public right-of-way or 10 feet from any other property line.
- 7) Exceptions: 35 feet when abutting a residential district.



Parcels within 500 feet of I-35 are allowed 1 additional freestanding monument sign, not to exceed 100 sf and a height of 30 feet



Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.



Signage shall be distinct and minimal



In addition to the sign requirements presented in Sign Regulations- §153.205 through §153.219, signs in the I District shall also be subject to the following requirements:

- a) To reduce visual sign clutter, signage shall be distinct and minimal.
- b) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- c) Signage shall be designed in a manner that is consistent with the code requirements and as illustrated in the Forest Lake Design Requirement Manual.

BUSINESS PARK (BP) DISTRICT - § 153.333

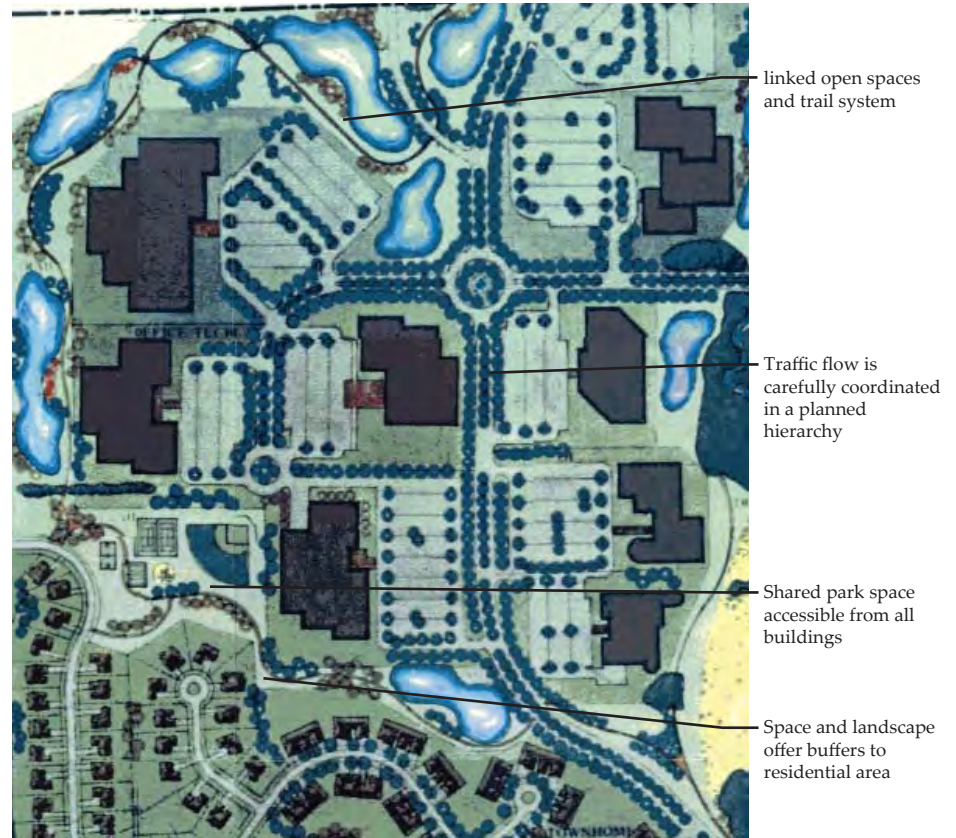
Purpose:

The purpose of the Business Park (BP) District is to:

- a) Reserve larger areas for multi-use buildings, offices, wholesale showrooms, light manufacturing, research and development, training, limited retail uses and uses accessory to conducting business within a coordinated, well-defined campus environment
- b) Protect business from incompatible and unrelated land uses intruding into the work environment
- c) Create an area to provide opportunities for higher technology business and other industries that may benefit from the accommodation of both office and light industrial uses on site with internal and external amenities to benefit employees
- d) Provide for accessible business park opportunities near major highways and future transit corridors
- e) Preserve and utilize natural environmental features for office sites that are located next to or overlook public open space and trail uses, woodlands and wetlands.

Design Character:

Development in this district shall establish and maintain high standards of site design, spatial relationships, proportions, building architecture and landscape design that will create a high quality environment attractive to major employers. The design character of this district will be characterized by a high level of design, site amenities such as trails or open space, storm water management, and other modern techniques used to create a high-end office and industrial park.

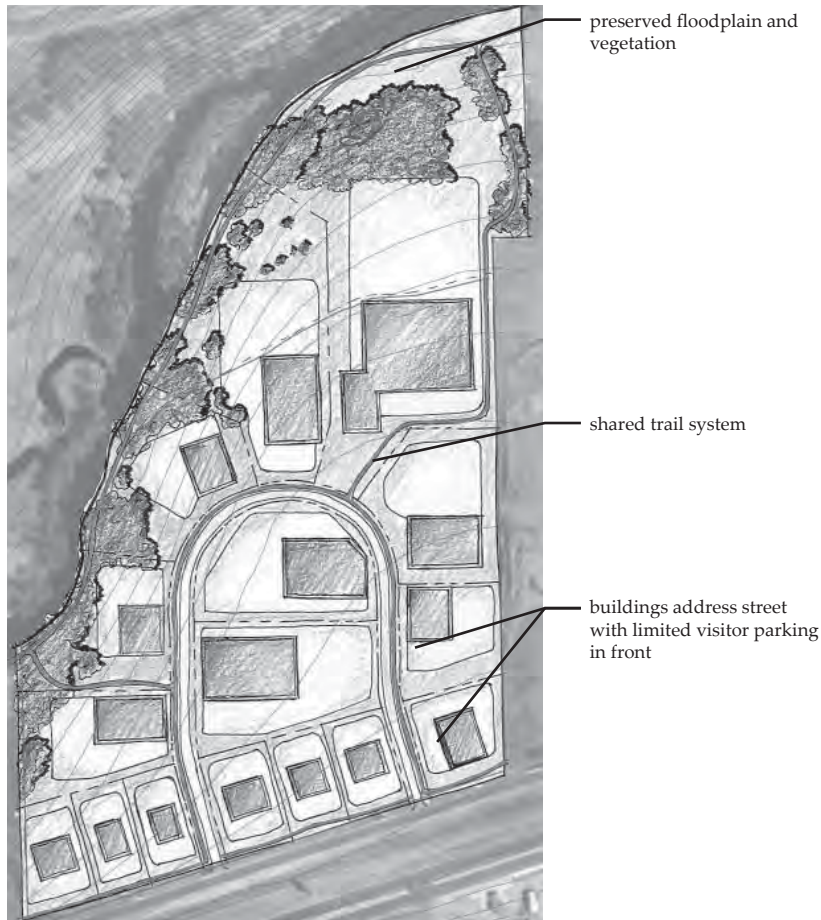


The design character of this district will be characterized by a high level of design, site amenities such as trails or open space, storm water management, and other modern techniques used to create a high-end office and industrial park.



Design Standards:

In addition to the minimum design standards applicable to all industrial districts, the Business Park (BP) District shall also be subject to the following standards to reflect the character of the District.



Buildings with frontage on a primary street shall orient front facades to parallel the street

Site Layout:

- a) Orient and consolidate structures to complement existing, adjacent development and to create a coordinated and visually attractive business park setting.
- b) Site planning shall respect the relationship of the site to existing and proposed buildings and streets.
- c) Buildings with frontage on a primary street shall orient front facades to parallel the primary street.
- d) Buildings shall have a clearly defined primary pedestrian entrance at street level.
- e) Where feasible, the development shall be arranged to preserve and integrate natural environmental features into the site design.

Building Design:

- a) A minimum of 30 percent of the ground level façade shall be transparent.
- b) Visual continuity shall be created by designing buildings to exhibit complementary height and massing to adjacent buildings.



A minimum of 30% of ground level facade shall be transparent

- c) Buildings shall be designed in an architectural style and constructed of materials that are compatible, and complementary to surrounding buildings in the Business Park District.



Landscaping:

In addition to the landscaping requirements presented in Landscape Regulations-§153.230 through § 153.238, landscaping in the BP District shall also be subject to the following requirements:

- a) Use predominately native materials and well-adapted plant species to create an attractive environment along the edges of each development parcel.
- b) Use landscaping to buffer objectionable views and to break up the apparent size and monotony of parking areas.
- c) Landscaping shall be clustered into features areas, such as corners, entryways, buffer zones, and screening rather than distributed thinly throughout the site.



Use predominately native materials and well-adapted plant species to create an attractive environment

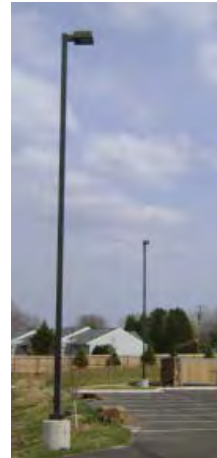


Large islands help to buffer objectionable views and to break up the apparent size and monotony of parking areas.

Lighting:

In addition to the lighting requirements presented in Lighting Regulations-§153.185, lighting in the BP District shall be subject to the following regulations:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Decorative lighting appropriate to this district is illustrated in the Forest Lake Design Requirement Manual.
- d) Lighting fixtures shall be compatible with the architecture of the building.
- e) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.

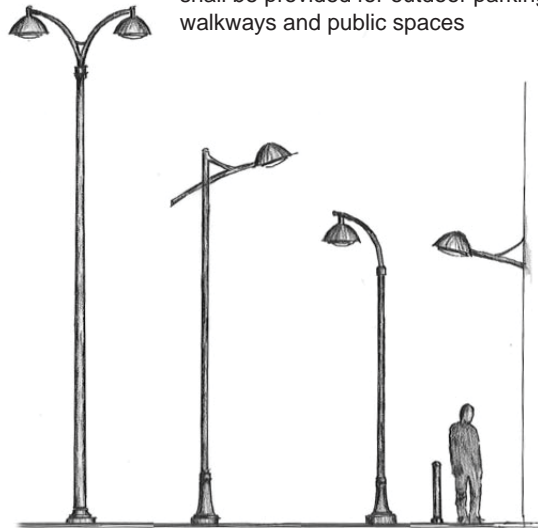


Light fixtures shall be downcast and cutoff. Shoebox style lighting shall be only permitted in parking areas.



Fixtures should be appropriate in size and character to the Industrial District

Lighting of appropriate size and scale shall be provided for outdoor parking, walkways and public spaces

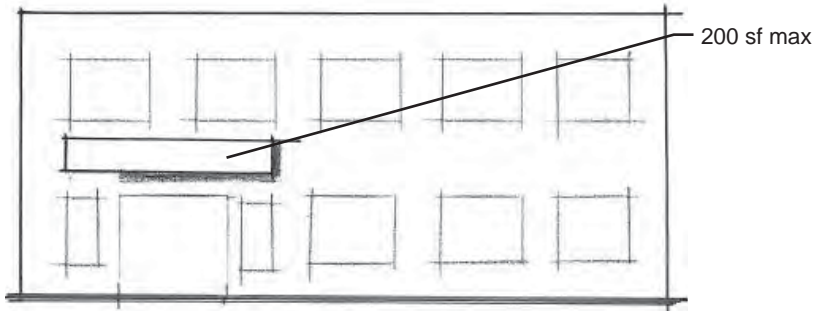


Decorative style lighting shall be used to illuminate all site areas with the exception of parking areas. Wall mounted lighting shall be used on building fronts, entry points and architectural features

Signage:

Within the Business Park District (BP) nameplate and business signs are permitted subject to the following:

- a) On parcel(s) with buildings containing 1 principal use, the aggregate square footage of sign space per parcel shall not exceed the sum of 4 square feet for each front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No "box" style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 200 square feet. One freestanding monument sign shall be allowed with a surface not to exceed 100 square feet (not including the sign base) The sign area may include up to 25% of the total area as changeable electronic or



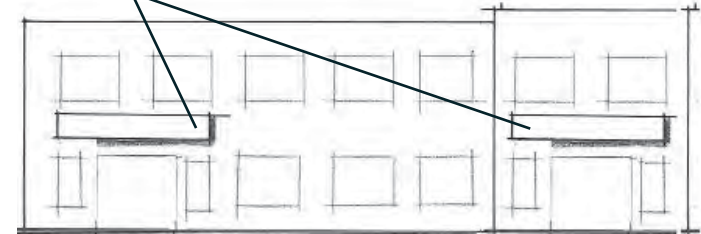
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- b) On parcel(s) with buildings containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The total signage for such a building shall not exceed 3 square feet per front foot of the building. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 50 square feet per individual sign. No business shall have more than 1 sign per building elevation. Attached wall signage shall consist of individual letters or script logos mounted on the building. No "box" style signs shall be permitted. One freestanding monument sign not to exceed 100 square feet shall be allowed to serve a commercial development regardless of the number of buildings or uses in the development. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-story building the monument sign shall be no taller than the lowest floor.

1 sign per business on each building elevation



For buildings with more than 1 principal use, the sf of all sign space per building shall not exceed the sum of 3 square feet for each front foot of building. No business shall have more than one sign per building elevation.

c) Parcels within 500 feet of Interstate Highway 35 are allowed 1 additional freestanding monument or pylon sign not to exceed 100 square feet and a height of 30 feet. Changeable Electronic Copy signs shall not be permitted.;

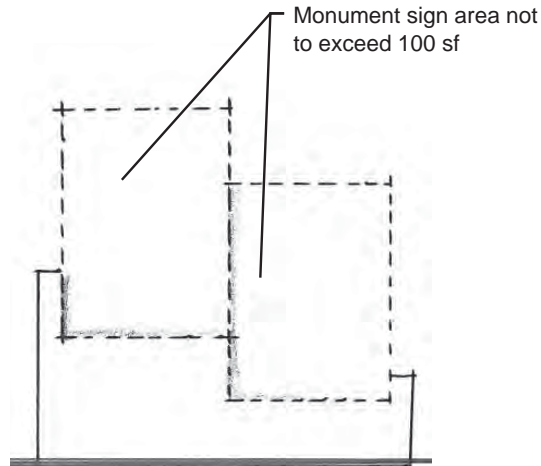
- 1) No sign shall be located closer than 20 feet to the public right-of-way or 10 feet from any other property line.
- 2) Exceptions: 35 feet when abutting a residential district.

In addition to the sign requirements presented in Sign Regulations-§153.205 through §153.219, signs in the BP District shall also be subject to the following requirements:

- a) To reduce visual sign clutter, signage shall be distinct and minimal.
- b) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- c) Signage shall be designed in a manner that is consistent with code requirements and as illustrated in the Forest Lake Design Requirement Manual.



Signage shall be distinct and minimal



Parcels within 500 feet of I-35 are allowed 1 additional freestanding monument sign, not to exceed, 100 sf and a height of 30 feet



Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.

DOWNTOWN MIXED USE DISTRICT (MU-1) - § 153.334

The purpose of the Downtown Mixed Use District is to establish a strong identity for downtown Forest Lake and provide for high density, compact mixed use development. The intent of the City is to preserve and enhance the downtown appearance with storefronts adjacent to the sidewalks and parking in the rear or side of the buildings. The City desires to encourage urban living options by allowing a full range of mixed uses within the downtown.

Design Character

This district is characterized by a mix of older commercial and residential buildings and newer high density housing and retail buildings. New development in this district shall create a unifying identity and transition between different uses through high quality design, pedestrian amenities, compact development, and connections to public spaces.



The purpose of the Downtown Mixed Use District is to establish a strong identity for downtown Forest Lake and provide for high density, compact development.



The intent of the City is to preserve and enhance the downtown appearance with storefronts adjacent to the sidewalks and parking in the rear or side of the buildings



New development shall create a unifying identity and transition between different uses through high quality design, pedestrian amenities, compact development and connections to public spaces

Site Design:

Building Frontage: At least 65% of the street frontage of any lot shall be occupied by building facades at the property line. In addition, on corner lots, a minimum of the first 50 feet of the lot frontage on either side of a street intersection must be occupied by buildings set at the property line. Parking or other space open to the sky is not allowed within this first 50 feet.

- a) On lots with more than one street frontage (corners), the building shall be located to meet the 65% street frontage requirement on both streets.
- b) The building frontage requirement may be met either with an enclosed building or an arcade constructed with a permanent roof of the same materials as the remainder of the building.
- c) At least the first and second floor must meet the building frontage requirement. Arcades at street level and terracing of building facades above the second floor are encouraged.

At least 65% of the street frontage of any lot shall be occupied by building facades at the property line. In order to meet this requirement, the following formula should be used:

$$\text{building lot frontage} / \text{total lot frontage} = 65\% \text{ or greater}$$

All lots shown in this example meet the 65% building street frontage requirements. Lots 1 and 4 have met the requirements on both sides that front the street.

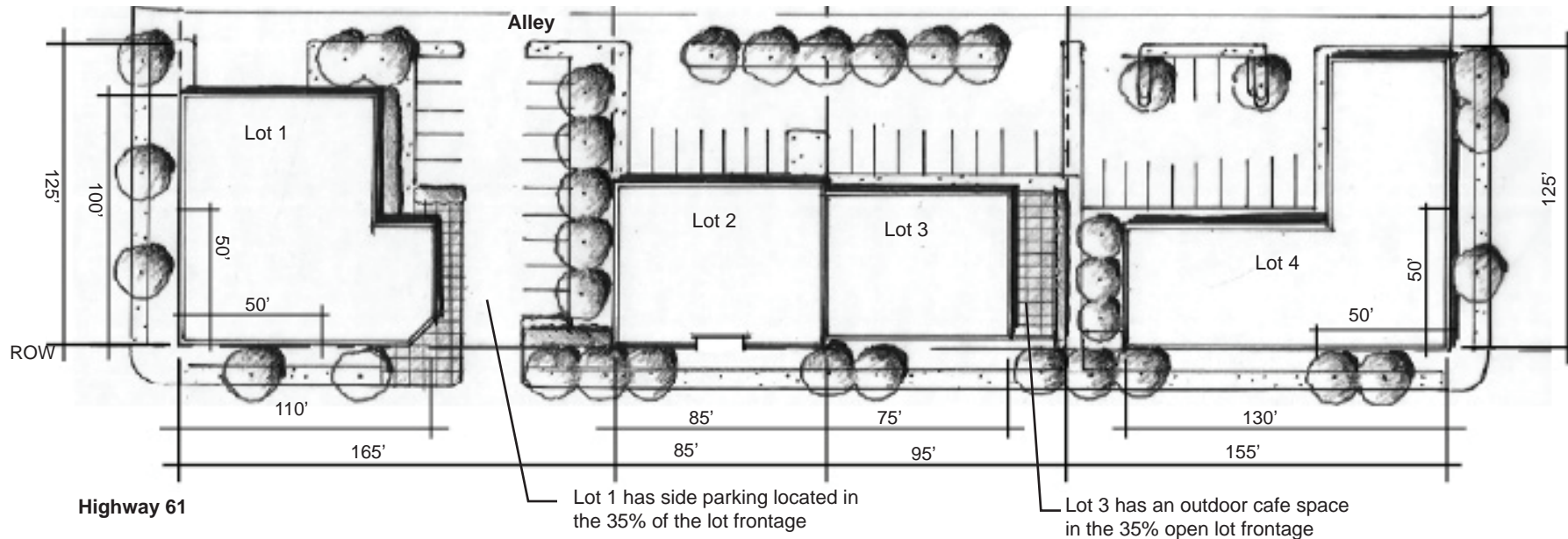
Lot 1: $110' / 165' = 65\%$
 $100' / 125' = 80\%$

Lot 2: $85' / 85' = 100\%$

Lot 3: $75' / 95' = 78\%$

Lot 4: $125' / 125' = 100\%$
 $130' / 155' = 84\%$

Lots 1 and 4 also meet the required building presence within the first 50' of the property line on either side of the street intersection.

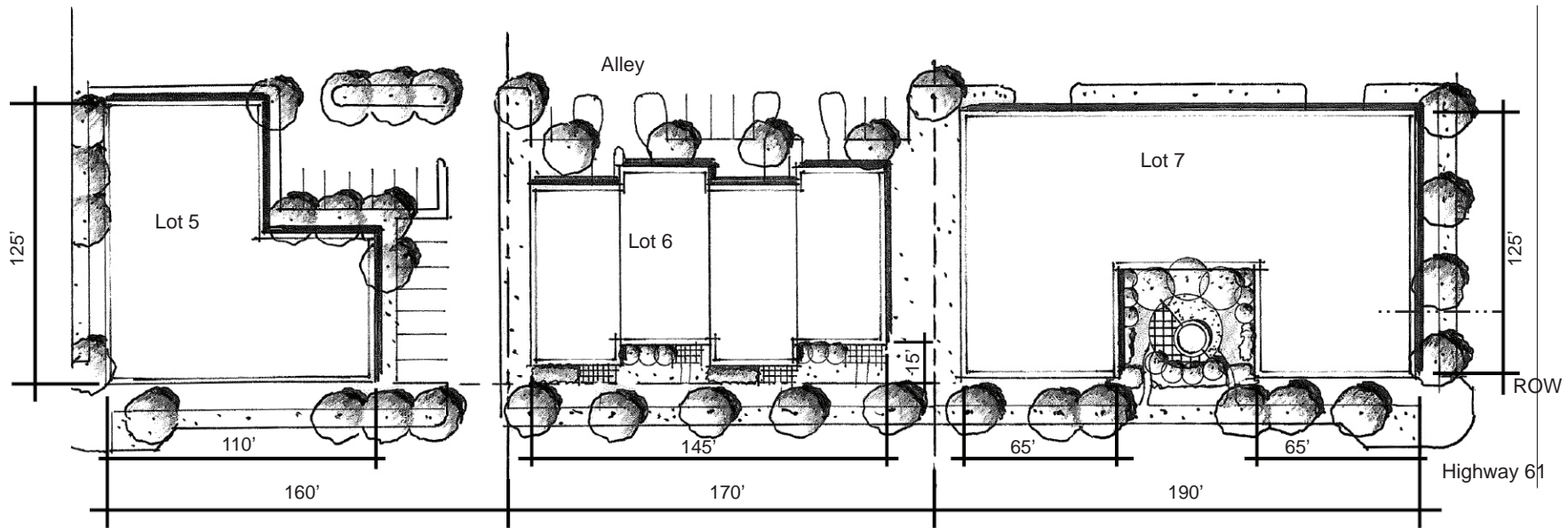


35% of any lot linear frontage does not need to be composed of a building set at the property line. This space may be used for parking, a recessed entrance or courtyard, outdoor cafe space or other uses selected by the developer.



A minimum of the first 50 feet of the lot frontage on either side of a street intersection must be occupied by buildings set at the property line

- d) Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge, or a combination of these elements to a minimum height of 2 ½ feet and a maximum height of 3 ½ feet above the level of the parking lot at the build to line.
- e) Drive-through or drive-in lanes are not allowed within the build-to-line or in front of any building; but must be located to the side or rear of a building.
- f) To provide linkages to parking and the lakefront, all businesses shall provide a primary entrance at both the front and the rear of the building.
- g) Rear facing windows and doors shall be provided on all structures to promote use of off-street parking lots and create connections to the Hardwood Creek Trail and the lakefront.



Lot 5 is an example of how a commercial or mixed use building might incorporate parking to the side and back while still meeting the 65% building frontage requirement

Lot 6 shows how a building with residential uses on the first floor may be setback from the property line 5'-15' in order to create a more private entryway

Lot 7 is an example of a courtyard residential development that still meets the building frontage requirement



Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge or combination



Rear facing windows and doors must be provided on all structures



Drive-through lanes must be located to the side or rear of a building



Building Heights: The minimum building height shall be 25 feet or two stories while the maximum building height on all buildings shall be 45 feet or four stories.

Building Design Requirements: To maintain the character of the downtown area the MU-1 District is subject to the following standards to reflect the character of the District.

All new building fronts and 100% refacing of existing buildings shall include a minimum of four (4) of the following elements:

- a) Architectural detailing, such as cornice, awning, parapet, or columns;
- b) A minimum of thirty (30) percent window coverage on each front that faces a street;
- c) Contrasting, yet complementary material colors;
- d) A combination of horizontal and vertical design features;
- e) Irregular building shapes;

- h) Horizontal offsets of at least 4 feet in depth;
- i) Vertical offsets in the roofline of at least four feet;
- j) Fenestration at the first floor level which is recessed horizontally at least 1 foot into the façade;
- k) Using remaining 35% street frontage (if available based on building design) provide a variation in setback of the at a minimum of 5 feet to provide open plaza, seating area or expanded building entry.
- l) Other architectural features in the overall architectural concept.



High quality architecture shall use details, irregular shapes and contrasting materials



A variety of complimentary architectural materials shall be used as well as the use of horizontal and vertical design features.



Irregular building shapes and horizontal offsets at least 4 feet in depth helps to define the different uses or businesses within one structure.



Visual Interest and Building Design:

Buildings may be designed in a variety of styles but must relate to surrounding buildings and the overall downtown character.

Architectural styles, materials, color, and detailing should be used to provide continuity of design elements.

Building massing, scale, and height will be varied within a block.

Bay widths of more than 24 feet shall be designed with architectural detailing to achieve an appearance of bay widths of no more than 24 feet. Building jogs, column spacing, width of window bays, placement of windows and variation in roof height lines, and setback and similar design can be used to achieve this requirement.

Buildings shall be finished in acceptable tones and colors, such as dark earth tones and muted colors. Brighter colors shall be used sparingly only for trim and details.



Photo shows an example of how a franchise store complies with the design requirements and can be integrated into the overall character of the downtown and/or nearby buildings



Contrasting, yet complimentary colors present a striking street facade





Buildings shall be finished in acceptable tones and colors, such as dark earth tones and muted colors. Brighter colors used sparingly help to emphasize entrances and signage.

Multi-story buildings shall have the ground floor distinguished from the upper floors (used to identify separate tenants) by having one or more of the following:

- a) Awning
- b) Trellis
- c) Arcade
- d) Window lintels
- e) Intermediate cornice line
- f) Brick detailing such as quoins or corbels

Building fronts: Building fronts shall include a minimum of two (2) of the following elements:

- a) Recessed entries
- b) Canopies
- c) Window boxes
- d) Narrow (4 feet or less) windows
- e) Recessed or projected windows and transoms

Building roofs: Acceptable building roof designs include flat, pitched or curved. Buildings shall include a variety of roof lines within a block Mansard roofs and mansard style roofs are not permitted except for mansard styled cornices. Building roofs shall incorporate a minimum of one (1) of the following elements:

- a) Parapets or cornices
- b) Varying building heights
- c) Sloped roofs where the historical character of the original building dictates.

Residential Uses on First Floors: Whenever residential uses are included on the first floor of a building the first floor elevations shall be a minimum of two feet six inches (2'6") above the sidewalk elevations immediately adjacent to the front of the residential unit to ensure the residential unit is raised from the public space. In addition, each first floor unit must have an individual private entrance at the street level with private courtyard enclosure.



Acceptable building roof designs may be flat (shown above) pitched or curved and shall incorporate a parapet, cornice or other architectural element

Residential uses on the first floor shall be a minimum of 2'-6" above the sidewalk to ensure the unit is raised from the public space

Each first floor unit must have an individual private entrance with a private courtyard enclosure



Accent Materials: Accent materials shall be wrapped around walls visible from public view. Where a mixed use building is visible from a public road all elevations shall be architecturally treated. Accent material shall consist of materials comparable in grade and quality to the primary exterior material. Such materials may include glass, prefinished decorative metal, and fiber cement trim, soffit and fascia.

Major exterior materials of all walls including face brick, stone, glass, stucco, synthetic stucco, fiber cement vertical panel siding, architectural concrete and precast panels shall be acceptable as the major exterior wall surface when they are incorporated into an overall design of the building. Major materials must cover at least 60% of the exterior. Brick shall not be painted.

Fiber cement seam lines shall be architecturally integrated into the building design so that they are not visible. Seam lines can be filled, covered by other accent material or other method thereby making the seam lines invisible. Color impregnated decorative block shall also be allowed as a major exterior wall material and shall be required to be sealed. All materials shall be color impregnated except that architectural concrete precast panel systems and fiber cement siding may be painted.

Restricted Exterior Materials: Unadorned pre-stressed concrete panels, whether smooth or raked, non-decorative concrete block, sheet metal, unfinished metal and/or galvanized or unfinished aluminum surfaces (walls or roofs) shall not be used as exterior materials. This restriction shall apply to all principal structures and to all accessory buildings except those accessory buildings not visible from any property line. No more than twenty five percent (25%) of any exterior wall on a building shall be fiber cement siding, wood or metal accent material.

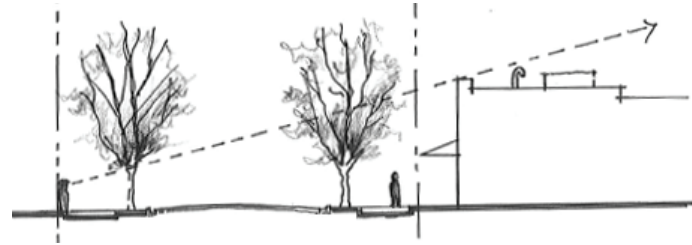


Accent materials shall be wrapped around walls visible from public view. All visible elevations shall be architecturally treated.



Screening:

Rooftop mechanical: The view of all rooftop equipment and related piping, ducting, electrical and mechanical utilities abutting a street on buildings shall be screened from the ground level view. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain link with slats shall not be used for screening. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.



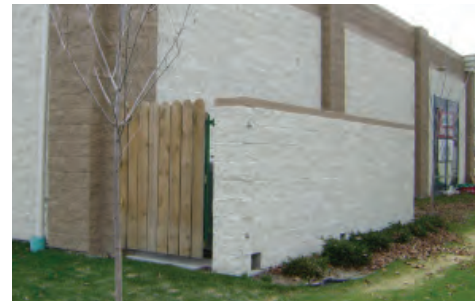
The view of all rooftop equipment shall be screened from the ground level view defined as *the view of the building from the furthest point of the width of the right-of-way from the property lines(s) that abut a street*. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Screening adjoining residential use: Wherever a MU-Mixed Use District abuts, or is across the street from an R Residential District, a berm, fence or screening consisting of compact evergreen trees or hedge or a combination thereof, not less than eighty percent (80%) opaque at time of installation, nor less than six feet (6') in height, except adjacent to a street where it shall be not less than three feet (3') nor more than four feet (4') in height shall be erected or installed and maintained. All screening shall comply with Screening-§153.146 of this chapter.



Wherever a Mixed Uses District abuts a Residential District, a berm, fence or hedge or some combination shall be erected and maintained to guideline standards.

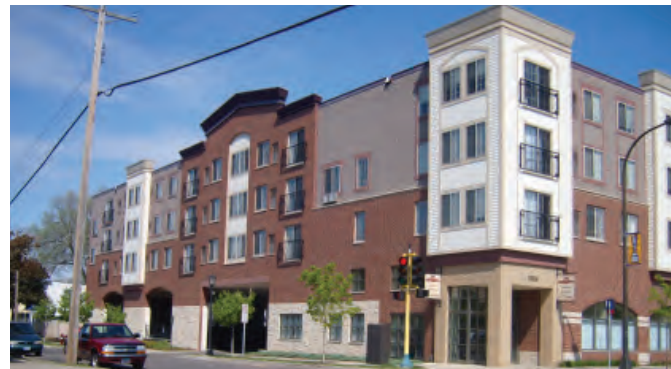
Screening adjoining nonresidential parking and driveways: Any off-street parking area for business, industrial, or other nonresidential use containing more than 6 parking spaces shall be screened as required herein.



Trash Enclosure Service Structure: All trash enclosures or other accessory structures shall be constructed of the same materials and colors as the principal building.



Trash enclosure service structures shall be constructed of the same materials and colors as the principal building.



Parking for residential units may be incorporated into the building architecture



Plant materials shall be designed to avoid visual interference with public signage and private commercial communication



Plant materials shall be located so that no impacts occur to overhead or underground utilities, traffic flow and internal circulation, emergency and maintenance access



Plant materials shall be arranged to provide focal points on the site and concentrated to signify key site locations



Exterior storage:

All exterior storage of material and equipment related to, located on, and used by any business or other nonresidential use shall be stored within a building or fully screened, as required herein, so as not to be visible from streets, highways, or neighboring property, with the exception of the following:

- a) Materials and equipment currently being used for construction on the premises;

Landscape Design:

All landscaping shall comply with Landscape Regulations-§153.203 of this chapter. Plant materials shall be used to enhance and delineate the existing downtown environment, to enhance the pedestrian environment, and to improve the connection between Lake Street and the lakefront.

Plant materials used shall demonstrate an adaptability to urban conditions, including salt spray, stormwater runoff, and reflected pavement glare and heat.

Plant materials shall be free of hazards such as thorns, fruit, or nuts that may pose safety, or maintenance concerns for this pedestrian-oriented environment.

Plant materials shall be located so that no impacts occur to overhead or underground utilities, traffic flow and internal circulation, and emergency and maintenance access.

Planting areas should be located and designed to avoid visual interference with public signage and private commercial communication.

Plant materials shall be arranged to provide focal points on the site, and concentrated to signify key site locations such as the primary building entrance, site entrance, around signage and along pedestrian walkways.



Pedestrian Environment:

Pedestrian connections to the surrounding neighborhood shall be incorporated into Downtown Mixed Use Development.

Pedestrian amenities shall be included in places where people typically gather, including but not limited to, transit stops, building entrances, street corners and abutting bike or pedestrian trail connections. These spaces must include at least two of the following:

- a) Patterned materials on walkways
- b) Benches
- c) Decorative trash receptacles



- d) Drinking fountains
- e) Pedestrian lighting
- f) Fountains, sculptures, mobiles or kiosks.
- g) Street trees, flower boxes, or container landscaping

Parking:

Parking lots and driveways, including alleys, shall be developed with alternative paving materials, colors, or textures to create a sense of separateness from the public street and encourage slower speeds.



— Pedestrian connection

Pedestrian connections to the surrounding neighborhood can be incorporated through buildings.

Sidewalks should be provided to all mixed use buildings.



Pedestrian amenities, such as benches, street trees, and specialty pavement shall be included in places where people gather

Lighting:

In addition to the lighting requirements presented in Lighting Regulations- §153.185 lighting in the Downtown Mixed Use District shall be used to increase visibility, security, and aesthetic appeal of nighttime landscapes. Light fixtures will be used to unify the downtown area

- a) Lighting fixtures shall be compatible with the architecture of the building.
- b) Shoe-box style lighting shall only be permitted in parking areas (private).
- c) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.



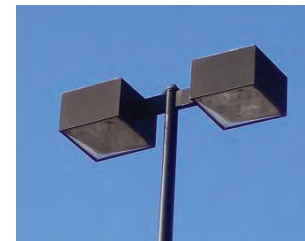
Lighting fixtures shall be compatible with the architecture of the building. Wall mounted lighting shall be used to highlight architectural features.



Lighting fixtures shall be compatible with the architecture of the building



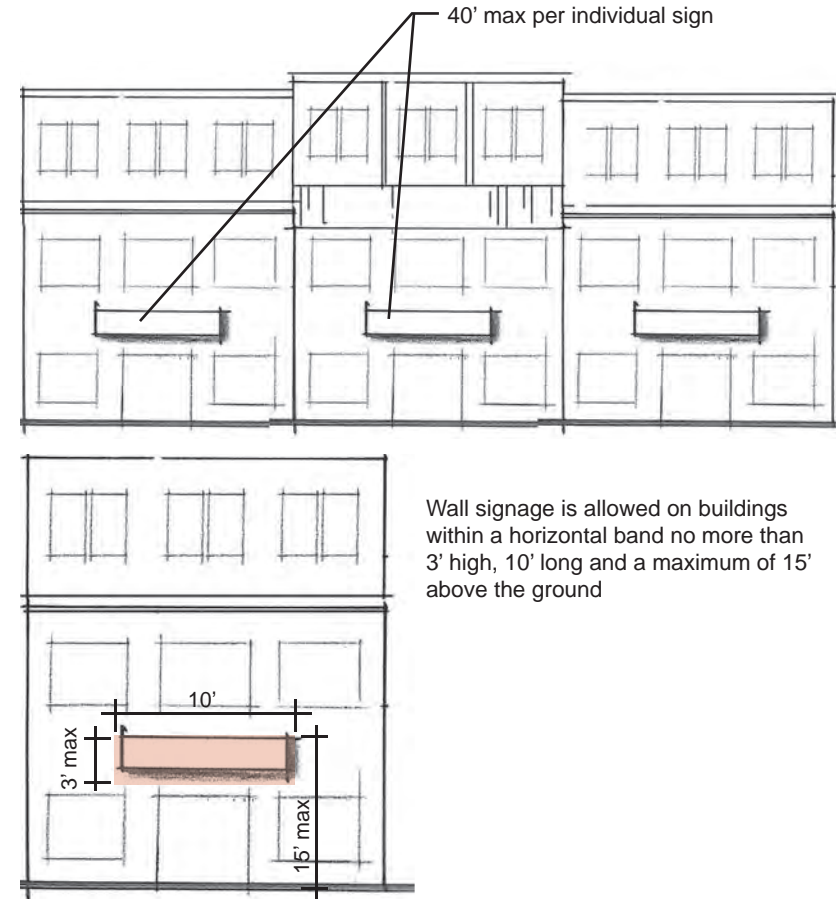
Shoebox style lighting shall be only permitted in parking areas.



Signage:

Within the MU-1 Mixed Use District nameplate and business signs are permitted subject to the following:

Wall signage is allowed on buildings in the MU-1 District within a horizontal band no more than three feet (3') in height, and such sign shall be located at least ten feet (10') and no more than fifteen feet (15') above the ground. The allowable area of wall signs is 3 square feet per front foot of building frontage. The maximum area per individual wall sign placed on a building shall not exceed 30 square feet, nor shall 2 or more signs be so arranged and integrated as to cause an advertising surface exceeding 60 square feet. No more than two signs identifying any one business shall be permitted. The owner of the building must submit a plan for total building signage for approval by the Planning Commission. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any existing multi-tenant building that does not have an approved master sign plan in place at the time of the adoption of this Chapter shall be allowed shall be 30 square feet per individual wall sign. Wall signage shall be located directly above the storefront window. Attached wall signage shall be flat and parallel to the surface of the building and projecting no more than one foot (1') from it. Attached wall signage shall consist of individual letters or script logos mounted on the building. No "box" style signs shall be permitted.



Projecting signs are permitted within the following requirements:

- Projecting: perpendicular to the surface of the building and no more than one foot (1') thickness.
- Projecting signs may extend five (5) feet into a required yard setback.
- Projecting signs must be at least eight (8) feet above a sidewalk.
- The maximum area of a projecting sign is eight (8) square feet.



Projecting signs must be perpendicular to the surface of the building, a minimum of 8' above the sidewalk and no more than 1' thickness. The maximum area is 8 sf.

Awning signs are permitted but calculated as a wall sign.

No freestanding signage is permitted in the MU-1 District.

In addition to the signage requirements presented in Sign Regulations- §153.205 - §153.219 signage in the Downtown Mixed Use District shall:

- e) Be distinct and minimal to reduce visual sign clutter.
- f) Be designed in a manner that is consistent with other signage in the district to reflect a unified district character.



Attached signs must be flat and parallel to the surface of the building and no more than 1' from the surface of the building



Signage shall be designed in a manner that is consistent with the other signage in the district to reflect a unified district character

GENERAL MIXED USE DISTRICT (MU-2) - § 153.335

Purpose:

The purpose of the General Mixed Use District (MU-2) is to provide an area for compact, walkable, mixed-use development along key community corridors and to support high quality development and site flexibility due to the unique site conditions in these areas. The mixture of land uses within the district is essential to establishing the level of vitality and intensity needed to support retail and service uses. A combination of retail, office, service and residential uses are encouraged although not required. Buildings may also be entirely residential. The mix of uses can occur vertically and horizontally. The placement of building and the relationship of the building, parking, landscaping, and pedestrian spaces is essential to creating the pedestrian-friendly environment envisioned for the MU-2 District. The standards in this section are reinforced within the Design Manual through pictures and graphics representing the intent of this section.



The General Mixed Use District shall provide an area for compact, walkable development along key corridors and to support high quality development



General Mixed Use District shall reflect high quality design due to the high visibility of the areas

Design Character:

The character of the General Mixed Use District shall reflect high quality design due to the high visibility of these areas. Although development in this mixed-use district will be more auto-oriented in design than the traditional Downtown Mixed Use District, pedestrian connections and amenities will still be required to provide connections to existing and future planned trails and to provide for safe pedestrian circulation within the site. Landscaping, signage, and architectural details shall be used to unify sites within each of the General Mixed Use areas in Forest Lake.

Site Design:

Orient and consolidate structures to compliment existing, adjacent development to create a coordinated and visually attractive mixed use setting.

Site planning shall respect the relationship of the site to the existing and proposed buildings and streets and major roadways including Highway 61.

Buildings with frontage on a primary street shall orient front facades parallel to the primary street.

Align the building front façade with adjacent buildings to promote visual continuity from the public right-of-way, unless site or use constraints are prohibitive.

Buildings shall have a clearly defined primary pedestrian entrance at street level.



Orient and consolidate structures to compliment existing development



Surface parking areas shall be screened with a decorative wall, railing, hedge, or a combination of these elements

Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge, or a combination of these elements to a minimum height of 2 ½ feet and a maximum height of 3 ½ feet above the level of the parking lot at the build to line.

Drive-through or drive-in lanes are not allowed within the front of any buildings. They must be located to the side or rear of a building.

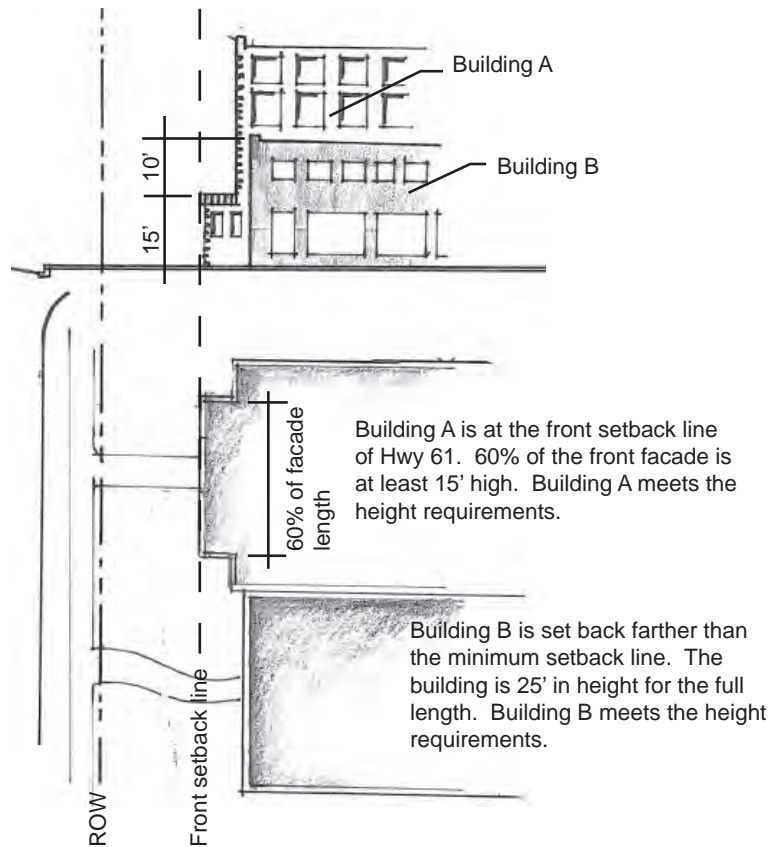
Maximum impervious coverage. The total lot coverage shall not exceed 80% impervious.

Building Heights

Maximum height on all buildings shall be 45 feet or 4 stories.

Where multiple buildings are proposed on a single site the buildings shall be designed with varying heights while meeting the following minimum standards:

Buildings at the front setback line along Highway 61 shall have a minimum height of 15 feet for 60% of the building length with a maximum height of 25 feet. Buildings, set back from Highway 61 (not meeting the minimum front yard setback to Highway 61) shall have a minimum height of 25 feet for 60% of the building length in order to provide visibility.



Parking Requirements:

Parking for residential units in the MU-2 district shall be provided underground and shall be calculated as required under Parking Design Requirements in Business, Commercial, Mixed Use and Industrial Districts -§153.132. The residential parking spaces shall be specifically reserved for the use of residents and visitors only, separate from any commercial, office or other uses on-site or nearby and shall not be counted as part of any shared parking or joint parking arrangement.

Parking for non-residential uses in the MU-2 district shall be calculated under Off Street Parking and Loading Requirements-§153.125 - §153.132. Shared parking arrangements as provided in Parking Provisions in Business Districts- § 153.130 are encouraged provided that such shared parking is fully connected between sites for automobiles and pedestrians.



Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge, or a combination of these elements

Building Design Requirements: To maintain the character of the downtown area the MU-2 District is subject to the following standards to reflect the character of the District.

All new building fronts (single story or multi-story) and 100% refacing of existing buildings, shall include a minimum of four (4) of the following elements:

- a) Architectural detailing, such as cornice, awning, parapet, or columns;
- b) A visually pleasing primary front entrance that, in addition to doors, shall be accented a minimum of one hundred fifty (150) square feet around the door entrance for single occupancy buildings and a minimum of three hundred (300) square feet total for the front of multi-tenant buildings (this area shall be counted as one element). Entrances shall be clearly articulated and obvious from the street;
- c) A minimum of thirty (30) percent window coverage on each front that faces a street;
- d) Contrasting, yet complementary material colors;
- e) A combination of horizontal and vertical design features;
- f) Irregular building shapes;
- g) Horizontal offsets of at least 4 feet in depth;
- h) Vertical offsets in the roofline of at least four feet;
- i) Fenestration at the first floor level which is recessed horizontally at least 1 foot into the façade;
- j) Other architectural features in the overall architectural concept.



All building fronts must include four elements such as 30% first floor window coverage, irregular building shapes, architectural detailing and contrasting colors



High quality architecture shall use details, irregular shapes and contrasting materials



Multi-story buildings shall have the ground floor distinguished by intermediate cornice lines or other architectural detailing as shown

Multi-story buildings shall have the ground floor distinguished from the upper floors by having one or more the following:

- a) Awning
- b) Trellis
- c) Arcade
- d) Window lintels
- e) Intermediate cornice line
- f) Brick detailing such as quoins or corbels



The first floor elevation shall be minimum of 2'-6" above the sidewalk immediately adjacent to the front of the unit to ensure the unit is raised from the public space

Residential Uses on First Floors: Whenever residential uses are included on the first floor of a building the first floor elevation shall be a minimum of two feet six inches (2'6") above the sidewalk elevations immediately adjacent to the front of the residential unit to ensure the residential unit is raised from the public space. In addition, each first floor unit must have an individual private entrance at the street level with private courtyard enclosure

Any exterior building wall adjacent to or visible from a public street, public open space or abutting property may not exceed fifty (50) feet in length without significant visual relief consisting of one of the following:

- a) The façade shall be divided architecturally by means of significantly different materials or textures;
- b) Horizontal offsets of at least four feet in depth;
- c) Vertical offsets in the roofline of at least four feet; or
- d) Fenestration at the first floor level that is recessed horizontally at least one foot into the façade.



Accent Materials: Accent materials shall be wrapped around walls visible from public view. Where a mixed use building is visible from a public road all elevations shall be architecturally treated. Accent material shall consist of materials comparable in grade and quality to the primary exterior material. Such materials may include glass, prefinished decorative metal and fiber cement trim within soffit and fascia areas.

Major exterior materials of all walls including face brick, stone, glass, stucco, synthetic stucco, fiber cement vertical panel siding, architectural concrete and precast panels shall be acceptable as the major exterior wall surface when they are incorporated into an overall design of the building. Major materials must cover at least 60% of the exterior.

Fiber cement seam lines shall be architecturally integrated into the building design so that they are not visible. Seam lines can be filled, covered by other accent material or other method thereby making the seam lines invisible. Color impregnated decorative block shall also be allowed as a major exterior wall material and shall be required to be sealed. All materials shall be color impregnated with the exception of architectural concrete precast panel systems and fiber cement siding which may be painted.



Restricted Exterior Materials: Unadorned pre-stressed concrete panels, whether smooth or raked, non-decorative concrete block, sheet metal, unfinished metal and/or galvanized and unfinished aluminum surfaces (walls or roofs) shall not be used as exterior materials. This restriction shall apply to all principal structures and to all accessory buildings except those accessory buildings not visible from any property line. No more than twenty five percent (25%) of any exterior wall on a building shall be fiber cement siding, wood or metal accent material.

Accent materials shall be wrapped around walls visible from public view

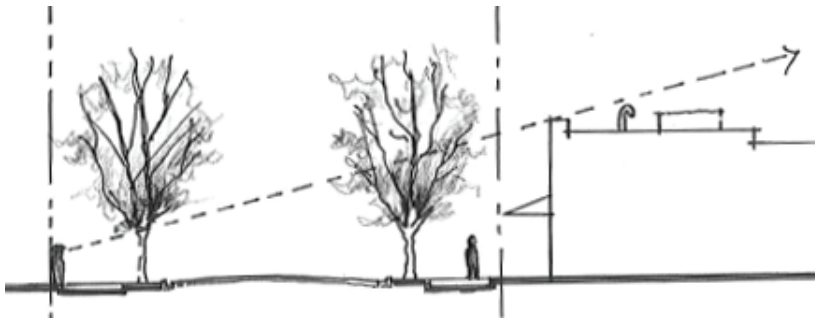


Acceptable roof designs include flat, pitched or cruved and must incorporate parapets, cornices or variety in height and form

Building Roofs:

Mansard or mansard style roofs are not permitted except for mansard style cornices. Acceptable designs include flat, pitched or curved. Building roof styling shall incorporate a minimum of one (1) of the following elements:

- a) Parapets or cornices;
- b) Varying building height and variety of roof lines while (meeting requirements in Section 4, Building Heights)



The view of all rooftop equipment shall be screened from the ground level view defined as *the view of the building from the furthest point of the width of hte right-of-way form the property lines(s) that abut a street*. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Screening

Rooftop mechanical equipment : The view of all rooftop equipment and related piping, ducting, electrical and mechanical utilities abutting a street on buildings shall be screened from the ground level view. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain link with slats shall not be used for screening. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.

Screening adjoining residential use: Wherever a MU-Mixed Use District abuts, or is across the street from an R Residential District, a berm, fence or screening consisting of compact evergreen trees or hedge or a combination thereof, not less than eighty percent (80%) opaque at time of installation, nor less than six feet (6') in height, except adjacent to a street where it shall be not less than three feet (3') nor more than four feet (4') in height shall be erected or installed and maintained. All screening shall comply with Screening-§153.146 of this chapter.



Whenever a MU district is adjacent to a residential district, a berm, fence or screen shall be installed and maintained

Ground Mechanical Equipment: Ground mechanical equipment shall be one hundred percent (100%) screened from contiguous properties and adjacent streets by opaque landscaping, or screen wall compatible with the architectural treatment of the principal structure.



Ground mechanical equipment shall be 100% screened from contiguous properties and adjacent streets



Trash enclosures or other accessory structures shall be constructed of the same materials and colors as the principal building

Trash Enclosure Service Structure: All exterior trash enclosures or other accessory structures shall be constructed of the same materials and colors as the principal building.

Exterior storage:

All exterior storage of material and equipment related to, located on, and used by any business or other nonresidential use shall be stored within a building or fully screened so as not to be visible from streets, highways, or neighboring property, with the exception of the following:

- a) Merchandise being displayed for sale or rental as of the adoption of this section;
- b) Materials and equipment currently being used for construction on the premises;
- c) Merchandise located on service station pump islands.

Lighting:

In addition to the lighting requirements presented in Lighting Regulations -§153.185, lighting in the MU-2 District shall also be subject to the following requirements:

- a) Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.
- b) Shoe-box style lighting shall only be permitted in parking areas.
- c) Lighting fixtures shall be compatible with the architecture of the building.
- d) Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features.



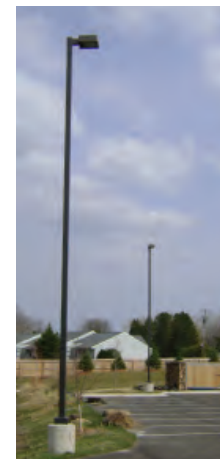
Lighting fixtures shall be compatible with the architecture of the building.



Wall-mounted lighting shall be used on building fronts to illuminate entry points and highlight architectural features



Decorative style lighting a maximum of 14 feet in height shall be used to illuminate all site areas with the exception of parking areas.



Shoobox style lighting shall be only permitted in parking areas.



Landscape Design:

In addition to the landscape requirements presented in Landscape Regulations- §153.230 plant materials shall be used to create a unified and attractive mixed use environment.

- a) Planting areas should be located and designed to avoid visual interference with public signage and private commercial communication.
- b) Plant materials shall be arranged to provide focal points on the site, and concentrated to signify key site locations such as the primary building entrance, site entrance, around signage, along pedestrian walkways, and along the perimeter of the building.



Plant materials shall be arranged to provide focal points on the site, and concentrated to signify key site locations



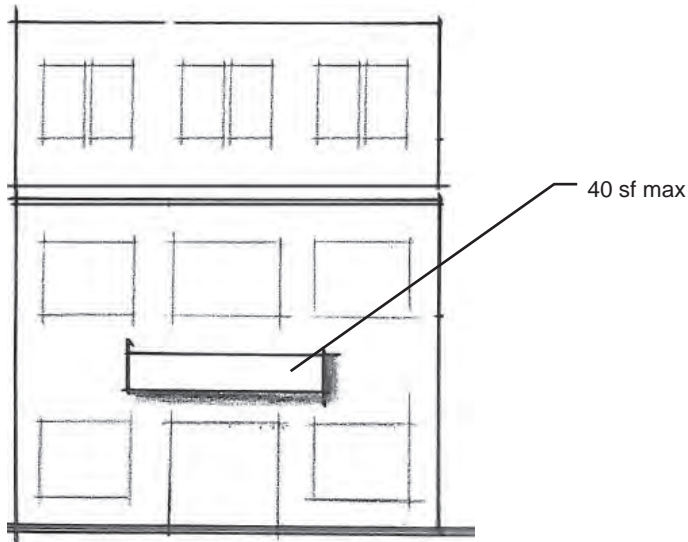
Plant materials shall be located and designed to avoid interference with public signage and private commercial communication



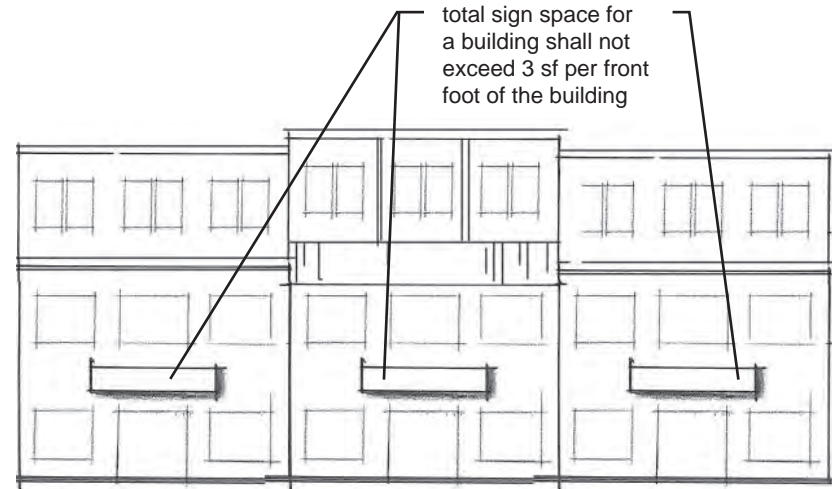
Signage:

Within the MU-2 District, nameplate and business signs are permitted subject to the following:

On parcel(s) with a building containing 1 principal use, aggregate square footage of sign space per lot shall not exceed the sum of 3 square feet per front foot of building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No "box" style signs shall be permitted. The maximum area per individual sign placed on a building shall not exceed 40 square feet, nor shall 2 or more signs be so arranged and integrated as to cause an advertising surface exceeding 80 square feet. One freestanding monument sign with a surface area not to exceed 40 square feet shall be allowed (may include up to 50% of the total area as changeable electronic or non electronic copy). The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-tenant building the monument sign shall be no taller than the lowest floor.



On parcels with a building containing 1 principal use, total sign space per lot shall not exceed the sum of 3 sf per front foot of building. The maximum area per individual sign placed on a building shall not exceed 40 sf



On parcels with a building containing 1 principal use, total sign space per lot shall not exceed the sum of 3 sf per front foot of building. No business shall have more than 1 sign per building elevation.

On parcel(s) with a building containing more than 1 principal use, the owner of the building must submit a plan for total building signage for approval by the Planning Commission. The signage area for such a building shall not exceed 3 square feet per front foot of the building. Attached wall signage shall consist of individual letters or script logos mounted on the building. No "box" style signs shall be permitted. If an existing single tenant building is converted into a multi-tenant building, a master sign plan must be submitted for approval by the Planning Commission. Any new multi-tenant building in which the owner of the building or property chooses to not pursue a master sign plan shall be allowed a total of 3 square feet per front foot of leased or owned tenant space not exceeding 30 square feet per individual sign. No business shall have more than 1 sign per building elevation. One freestanding monument sign shall be allowed for a multi-tenant building or development not to exceed 40 square feet not including the sign base. Freestanding signs must be monument signs. Pylon signs are not allowed. The maximum height for all signs shall be the lowest point of the roof or parapet of the building on which the sign is located or associated with. In the case of a multi-tenant building the monument sign shall be no taller than the lowest floor.

No sign or any part thereof shall be located closer than 20 feet to any property line.

Exceptions:

- a) 35 feet when abutting an Residential (R) District;

Projecting signs are permitted with the following requirements:

- a) Projecting signs may extend 5 feet into a required yard setback.
- b) Projecting signs must be at least 8 feet above a sidewalk.
- c) The maximum area of a projecting sign is 8 square feet.



Projecting signs must be perpendicular to the surface of the building, a minimum of 8' above the sidewalk and no more than 1' thickness. The maximum area is 8 sf.



Signage shall be designed in a manner that is consistent with the other signage in the district to reflect a unified district character

In addition to the sign requirements presented in Sign Regulations-§153.205 through §153.219, signs in the MU-2 District shall also be subject to the following requirements:

- a) To reduce visual sign clutter, signage shall be distinct and minimal.
- b) Monument sign bases shall be constructed of similar materials, style, and color as that of the principal building.
- c) Signage shall be designed in a manner consistent with this chapter, and as illustrated in the Forest Lake Design Requirement Manual.



One freestanding monument sign shall be allowed for a multi-tenant building or development not to exceed 40 square feet not including the sign base



Signage shall be distinct and minimal



Monument sign bases shall be constructed of similar materials, style and color as that of the principal building

SUSTAINABILITY REQUIREMENTS FOR ALL BUSINESS- (§153.324), INDUSTRIAL- (§153.330), MIXED USE- (§153.334-§153.335), AND MULTI-FAMILY RESIDENTIAL DEVELOPMENT (MXR-3, and MF - §153.322-§153.323)

To achieve the principles and objectives presented in the Comprehensive Plan and implement the City’s Sustainability Action Plan, sustainable design and development elements shall be incorporated into all commercial/industrial, mixed use and non-residential development in residential districts, and applied to apartments and multi-family structures. A developer must select a minimum of one item from each of the following categories and provide a detailed narrative as to how this requirement is being satisfied:

Stormwater Mitigation:

The City supports the use of the following techniques for stormwater mitigation; however final approval and permitting authority must be obtained from the appropriate watershed district.

- a) Pervious paving: Use of pervious surface system technology within fifty percent (50%) or more of paved surface area.



Pervious paving can transform a parking lot into an infiltration or storage area for rainwater



Rain garden designed as a landscape feature



Water collection systems integrated into pavement areas

- b) Rain gardens: Move water from building or hardscape runoff on-site into planted areas specifically designed for infiltration
- c) Green roof: Use a vegetated roof or rooftop garden to reduce runoff.
- d) Water collection from building or hardscape surfaces: Retain water on-site for irrigation or building use through cisterns or other containment systems.
- e) Other techniques approved by appropriate Watershed District.

Heat Island Reduction

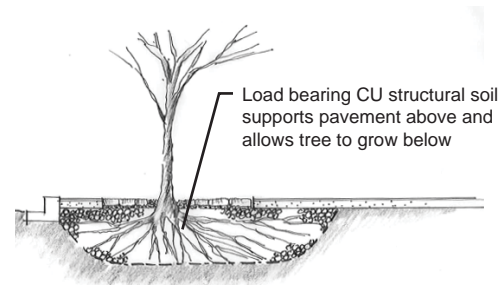
- a) Shade trees over hardscape areas: Use overstory trees in medians and parking lot perimeter planting areas where the canopy will intercept sun from the pavement.
- b) (2) Roofing materials: use white roofing materials or other roofing material solar reflective index meeting acceptable sustainability standards and benefits.

Water Use Reduction

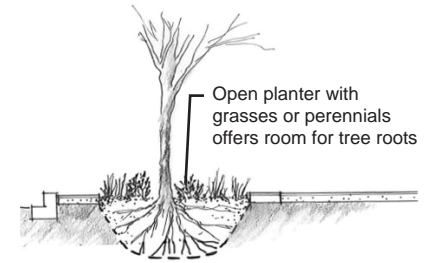
- a) Use native landscaping techniques and a high efficiency irrigation system to minimize long term water usage.
- b) Use captured surface runoff from other areas on-site to serve landscaped areas

Landscaping

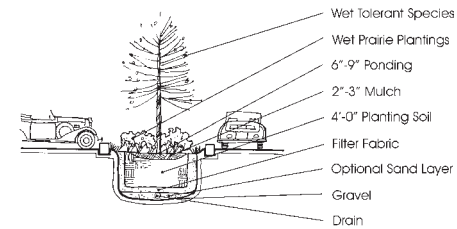
- a) Use best management practices for tree plantings in order to encourage maximum canopy growth. See Landscape Regulations- §153.230 et. seq. for additional landscaping requirements.
- b) Landscaping shall be designed to provide shading and cooling during the summer months while minimizing reduction of solar heat penetration during the winter months. See Landscape Regulations- §153.230 et. seq. for additional landscaping requirements.
- c) Landscaping is to be environmentally sensitive and should include native drought resistant plants and turf, and a reduced need for chemical fertilizers and pest control. See Landscape Regulations- §153.230 et. seq. for additional landscaping requirements.
- d) Where irrigation is required in Landscape Regulations- §153.230 et. seq. use recycled gray water, roof water, collected site run-off or an irrigation system that will deliver up to ninety-five (95) percent of the water supplied.



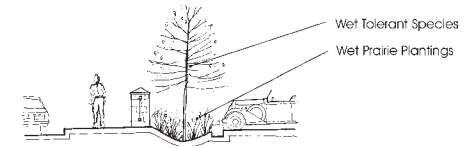
Tree in Structural Soil - CU structural soil is ideally used in areas where hardscape is needed. The load bearing soil is also a growing medium for trees which allows the roots to expand beneath concrete or pavers.



Tree in open plant bed - A plant bed with hardy or native perennial plants around the tree will provide additional color and variety. In the winter when the plants die back the area can be used to store snow.



Bioretention parking median



Vegetated swale



Landscaping should include native drought resistant plants and a reduced need for chemical fertilizers and pest control



Where irrigation is required, use collected site runoff for water supply

Energy Efficiency:

All buildings and sites are to be sited and developed in such a way as to maximize the benefits of the site for solar heating and passive cooling through the following techniques, where feasible:

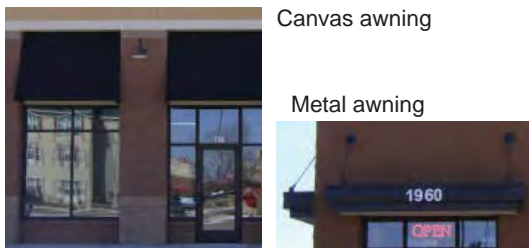
- a) Buildings are to be oriented on the site to optimize passive solar heating and cooling opportunities.
- b) Buildings are to be oriented so as to minimize wind loads on the structure.
- c) Windows are to be placed, and appropriately shaded, to maximize solar penetration during the winter months and minimize solar penetration during the summer months.
- d) Install solar panels in conformance with Solar Energy System Requirements -§153-307 to provide at least 10 percent of the project's estimated electricity demand.
- e) A minimum of fifty percent (50%) of all exterior light fixtures used on site shall be powered by solar panel energy.
- f) All lighting shall be downcast and use LED fixtures meeting requirements in Lighting Requirements -§153.185.
- g) Daylight sensors or timers shall be installed on all exterior lighting.

ARCHITECTURAL DEFINITIONS



Arcade: A series of arches supported by columns, piers, or pillars that may be freestanding or attached to a structure. An arcade may be a roofed passageway between buildings and often has a decorative purpose.

Architrave: The lowest part of a classical entablature or a molding enframing an opening. (see Entablature)



Awning: A projecting device mounted on the outside of a door or window. Often offers shade over adjacent walkways.



Building Bays: A portion of a building defined by vertical elements, such as columns or pilasters. Bays are often openings or recesses in a wall and are often used to give visual interest to facades.



The building shown incorporates three different styles of columns

Columns: A vertical pillar or post. Columns may be load bearing and support a roof or beam, or they may be decorative.



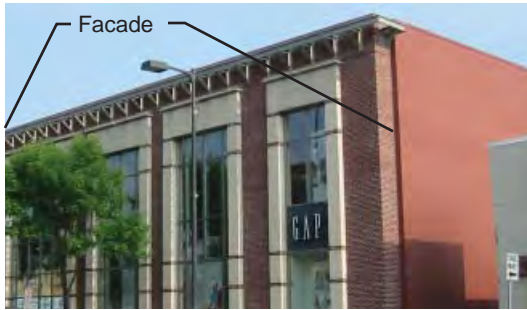
Corbels: An architectural bracket that projects upward and outward from a wall and supports a horizontal element such as a shelf, or beam or roof above it. Some corbels are decorative and do not serve a structural purpose.



Cornice: The highest section of projecting molding along the top of a wall. A cornice is typically found just below a roof, although an intermediate cornice can be a decorative element in a facade that separates one level of a building from another.



Entablature: An architectural element composed of an architrave, a frieze, and a cornice. The cornice is the uppermost portion, the frieze is a horizontal band in the middle and the architrave is a lowest section.



Facade: The main exterior face of a building usually fronting a street or public area. The facade usually defined by ornamentation and detailing.



Fascia: A trim element used to face the eave or rake edges of a pitched roof.

Fenestration: The design and placement of exterior openings in a building, such as windows and doors.

Frieze: The middle member of an entablature, above the architrave and below the cornice. A frieze is typically a flat band, sometimes decorated with carvings or other ornamentation. (See Entablature)



Lintel: A horizontal structural element over an opening, such as a window or door, which supports the weight of the wall above it. Lintels may be used for decorative purposes in a building facade.



Molding: A decorative band of trim, which defines structural elements, walls, and openings.



Parapet: A low wall projecting from the edge of a roof, terrace or wall, that serves as a vertical barrier at the edge. A parapet is often used to screen utilities mounted on rooftops.



Quions: A structural form used at the corners of a building for the purpose of reinforcement. Quions are typically masonry and often a non-structural decorative element is modeled after a quion.



Soffit: The exposed underside of a roof or another architectural element.



Transom: A horizontal bar across a window or door. Often a transom separates a door from a small window directly above it.



Trellis – Open latticework which may offer support for vines or shade for buildings.

ROOF STYLES



Curved Roof: A roofline formed along a curvilinear plane. Often a curved parapet wall gives the impression of a curved roof.



Flat Roof: A roof with no visible slope which is common in commercial areas.



Pitched Roof (Gabled): A roof that slopes downward on either side of a central ridge. A pitched roof has a gable (the triangle formed by a sloping roof) on either end.



Hipped Roof: A roof slopes down on all four sides from a central peak.



Mansard Roof (not allowed): A roof with two slopes on each of the four sides and a lower roof that is more steeply sloped than the upper roof.



Shed Roof: A roof with a single slope.

SIGN DEFINITIONS - §153.230

Abandoned Sign: A sign which no longer identifies or advertises a bona fide business, tenant, service, owner, product or activity, and/or for which no legal owner can be found.

Advertising Copy: The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.



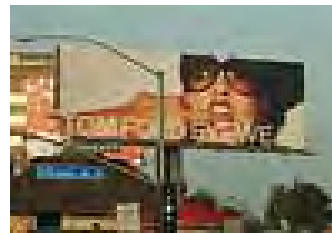
Awning/Canopy Sign: A sign constructed of flexible translucent or fabric-type material that incorporates a written message or logo on the exterior.



Balloon Sign: A sign consisting of a bag or similar device of lightweight material supported by helium, hot or pressurized blown air, which is greater than 18 inches in diameter.



Banners, Pennants, Streamers and Festoons: A temporary sign or attention-getting device generally made of flexible materials such as paper, cloth, plastic, or any non-rigid material with no enclosing framework. National and state flags shall not be included in this definition.



Billboard Sign: An off-premise sign structure advertising an establishment, merchandise, service, social/political statement, or entertainment that is not sold, produced, manufactured, or furnished at the property on which the sign is located.



Changeable Electric Copy Sign: A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged manually.



Changeable Non-Electric Copy Sign: any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also include any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

Community Promotion Sign: An attention-getting device such as a banner or seasonal decorations that are installed and maintained by the City.

Construction Sign: Any sign that displays information regarding the construction or development of the site on which it is displayed.

Directional Sign: A sign that serves primarily to direct traffic to the location of a place, area, or activity.

Freestanding Sign: A sign that is self-supporting and affixed to a frame structure and not attached to a building.

Flashing Sign: (See Changeable Electronic Sign)



Gross Area of Sign:

- a) **Area of Freestanding Sign:** This means the area of the actual sign. It does not include embellishments such as the monument base, pole covers, framing, or decorative roofing, provided there is no advertising copy on or attached to the embellishments. If the freestanding sign is double-faced, only 1 face is used to calculate sign area.



Entire sign counts as Gross Area

Gross Area of Sign:

- a) **Area of Wall Sign:** This means the total area of the sign, including all structures framing the sign, background embellishments or area contained within a rectangle or square drawn completely around the display surface, even if the sign consists of individual letters and/or graphics.



Height of Sign: The vertical elevation of a freestanding sign is measured from the elevation of the ground surface at the base of the sign to the top of the sign structure.

Identification Sign: A sign containing principally the name of the individual or establishment occupying the premises and which also may include the street address, telephone number, or other information identifying the use.

Illuminated Sign: Any sign that has characters, letters, figures, designs, or an outline illuminated by electric lights or luminous tubes as a part of the sign proper.

- a) **Backlit:** A light source contained within the sign element or sign cabinet that illuminates by shining through a translucent surface or sign face, except where only the letters of the sign copy are illuminated.
- b) **External:** A light source outside the sign element or sign cabinet that illuminates by directing light unto the sign surface, such as by floodlights or spotlight.
- c) **Internal:** A light source contained within the sign cabinet or sign element that illuminates by directing light onto the sign surface, or that illuminates only the letters of the sign copy, and which is not backlighting.



- d) **Neon:** A light source supplied by neon or other gas in which the light tube is bent to form letters, symbols, or other shapes.

Neon sign

Institutional Sign: A sign that identifies the name and other characteristics of a public or semi-public institution on the site where the sign is located.



Logo: An identifying graphic which may or may not be a registered trademark but which is the official graphic identifier for a business organization.

Marquee Sign: A building sign painted on or attached to a marquee.

Message Center / Time / Temperature Display Sign: A sign having electrically changing copy that displays current time, temperature, and/or public service announcements.



Monument Sign: A freestanding sign not supported by exposed posts or poles which is architecturally designed and located directly at grade where the base width dimension is at least as wide as the sign and has no more than 2 sides.



Multi-tenant Center: A group of commercial, retail, service, or professional establishments with a designed occupancy of 2 or more tenants with shared parking and visual appearance as a contiguous structure which may or may not be planned, constructed, or managed as a total entity.

Nameplate: A sign indicating the name and address of a building and/or the name of an occupant therein.

Non-Commercial Opinion Sign: Any sign, which is not a commercial sign, which expresses an opinion and which is deemed by the courts to have greater protection under the First Amendment than a commercial sign.

Non-Conforming Sign: A sign that does not conform to the requirements of this section.

- a) **Legal:** A sign which lawfully existed at the time of the passage of this sub-chapter or amendments thereto, but which does not conform to the regulations of this chapter.
- b) **Illegal:** A sign which was constructed after the passage of this sub-chapter or amendments thereto, but which does not conform to the regulations of this chapter, or a sign which existed prior to the adoption of this sub-chapter which did not conform to regulations then in effect.

On-Premises Sign: A sign that directs attention to a business or profession conducted, or to a commodity, service, or entertainment sold or offered on the premises where the sign is located or to which it is affixed.

Onsite Directional Sign: A sign that serves solely to direct traffic to the location of a place, area, or activity on site.

Off-Premises Sign: A sign that directs attention to a business or profession or to a commodity, service, or entertainment not sold or offered upon the premises where the sign is located or to which it is attached.

Portable Sign: A sign with or without copy and/or graphics which is constructed or placed upon a chassis with wheels, legs, or skids in order to be movable from one location to another, such as may be mounted on an automobile or trailer. This definition does not include permanent identification signs painted directly on vehicles, principally used for transportation, but does include such signs if the vehicles are not used for transportation purposes but are intended rather as a structure to support a sign.



Pylong Sign: Any permanent, freestanding sign mounted on posts or columns.

Real Estate Sign: Any sign pertaining to the sale, lease, or rental of land or buildings.



Roof Sign: A sign which is mounted on the roof of a building or which projects above the top of the wall or parapet of a building with a flat, gambrel, gable or hip roof, or deck line of a building with a mansard roof.



Sandwich Board Sign: A freestanding temporary sign with only two sides that are situated adjacent to a business with the intent to attract pedestrian traffic to businesses. Sandwich board signs are not meant to be read by vehicular traffic.

Sign: Any device, structure, fixture, or placard using graphics, symbols, and/or written copy for the primary purpose of identifying, providing directions, or advertising any establishment, product, goods, or services. This includes symbols, flags, pictures, wording, figures, or other forms of graphics painted on or attached to windows, walks, awnings, freestanding structures, suspended by balloons or kites, or on persons, animals, or vehicles.

Temporary Sign: A sign which is designed or intended to be displayed for a short period of time and is not permanently installed. This includes but shall not be limited to banners, sandwich board signs, pennants, and flags other than community promotion signs, garage sale signs and flyers, for-sale real estate signs, and lawn/curb signs.

Wall Mounted Sign: A sign attached essentially parallel to and extending not more than 24 inches from the wall of a building with no advertising copy on the sides or edges.



Projecting Sign: A sign with a face perpendicular to the wall of a building upon which it is attached.

Projection Sign: A sign that is projected by means of a light on an exterior wall or other exterior surface.