

University East

B u s i n e s s P a r k

Design Guidelines

January, 1997

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A. INTRODUCTION

The architectural concept established for University East Business Park is **Transitional Georgian**. This style of architecture pays homage to the Historical Georgian style, while allowing flexibility to incorporate more contemporary details and vocabulary. This style of architecture represents Charlotte's history of being incorporated in 1768 during the height of the American Georgian period (Queen Charlotte of Mecklenburg - Strelitz Germany was married to King George III of England). The Transitional Georgian style also illustrates the dynamics and progressiveness of the city, encouraging innovation and the entrepreneurial spirit necessary to move into the 21st century.

This design concept should produce building designs that invoke traditional Georgian elements such as formal symmetry, buildings predominately of brick construction, geometrical proportions and simple well portioned detailing. The Georgian style of architecture lends itself well to being supplemented and embellished with transitional detailing that will allow design flexibility incorporating a more contemporary vocabulary. These guidelines are meant to serve as a guide for the planning and design of new facilities within University East Business Park. These guidelines provide specific detail on planning and design issues and the review process which will help expedite the design review and approval process.

B. DESIGN ISSUES

1. Site Elements and Restrictions

a. Zoning

University East Business Park is zoned BP in accordance with the Mecklenburg County zoning ordinance. Minimum and maximum standards as set forth by the Mecklenburg County Zoning Ordinance shall apply to all properties within University East Business Park. Minimum setbacks and yards are as follows:

Buildings

Setback (from street frontage property lines):	40'
Side Yard:	20'
Rear Yard:	20'

Parking

In Setback:	20' from street curb line
Side yard:	5'
Rear Yard:	5'

Open Space

Required Site Area	20% of each site area
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b. ***Building Placement and Loading Dock Areas***

Buildings should be located to take advantage of the maximum exposure along the main streets within the University East Business Park. Considerations should also be made to placement of buildings relative to other buildings already in the Park in an effort to create a consistent street frontage. All loading dock areas should be placed to the rear or side of the building so as to not be visible from the main streets and care should be taken to limit visibility from adjacent properties.

c. ***Parking and Driveways***

Minimum off street parking should be provided by each individual property owner. Minimum parking requirements shall be set forth by the Mecklenburg County Zoning Ordinance. In an effort to create a pedestrian friendly environment, projects are encouraged to not locate all required parking in front of the building. Efforts should be made to distribute the parking to allow for maximum building frontage. Parking areas are prohibited within 10' of the building structure on the front and sides. All driveways should be located to provide clear unobstructed traffic flow. Consideration shall be given to adjacent driveway locations to improve overall business park circulation. All parking areas and loading areas, driveways and pedestrian walks shall be constructed of asphalt or concrete. All parking areas and drives to be banded by concrete curb and gutter. As the main streets in University East Business Park are public roads, driveway permits will be required. Sidewalks shall be provided along all street frontage on each property. Sidewalks shall be concrete and a minimum of 4' wide and shall conform to the Charlotte/Mecklenburg Development Standards.

d. ***Entrance Paving***

All driveway entrances to building sites shall be constructed of asphalt and lined with concrete curb and gutter. All main driveway entrances shall include the paving detail that is included in Section E, Detail 1 with this guideline. This detail involves the construction of a band of brick colored, stamped concrete paving in a brick basketweave pattern.

e. ***Site Lighting***

All parking lot lighting shall be consistent throughout the Business Park. Parking lot lighting shall consist of a metal pole with a shoe box type fixture similar to Lithonia Type KSF with metal halide type lamps. Both pole and fixture are to be dark bronze duranodic. Maximum fixture height above ground to be 30'. Detailed information of the light fixture to be

used on specific projects shall be submitted during the design review process.

f. Monument Sign

Site signage will be allowed per the Mecklenburg County Zoning Ordinance in accordance with the enclosed design drawing. The actual letters and/or logo to be placed on the monument sign may be lighted. The design of the sign must be approved during the design review process.

g. Mailboxes

If an on-site outdoor mail receptacle is required or desired by the property owner, it shall be located in the parking area and the design shall be as per the detail included with these guidelines. Location of mailboxes is to be approved by UEARC.

h. Dumpster Screens

If dumpsters or refuse collectors are located on the site, they shall be screened completely on three sides with materials compatible with the building design and shall have gates of solid type material in keeping with the design of the building.

i. Mechanical Screening

Any mechanical, electrical or gas equipment located on the site shall be screened via landscaping or solid materials in keeping with the design of the building.

j. Landscaping and Irrigation

Landscaping is important to the quality image of University East Business Park. The tree lined streets within University East Business Park exemplify the development's commitment to quality landscaping. Minimum landscape requirements will be specified by the Mecklenburg County Zoning and Landscape Ordinances. Additional landscaping is encouraged to create the desired aesthetic image for the Business Park. Landscape plans are required as part of the design review process. Plans should be professionally prepared. The plans should include a site layout showing all plants and specimens, lawn areas and planted bed areas. Plans should have a schedule of all plant and specimens with caliper, size and spacing specifications. Street trees used within University East Business Park will be Shumard Oak (minimum 2" calipers at planting) and are required along all public and private streets. Street trees shall be spaced at thirty (30') on center in accordance with the Charlotte Tree Ordinance (City Code Chapter 21). It is a requirement that these trees be used for the required street planting for each individual property owner.

The ability for each Owner to maintain the landscaping in top condition is important. Irrigation is required on all areas fronting streets and is recommended for all other lawn and planting areas.

2. *Building Elements and Restrictions*

a. *Design Concept / Architectural Details and Style*

The design concept for University Business Park is Transitional Georgian Architecture. This concept will allow the building architecture to reflect historical Georgian styles while allowing the flexibility to incorporate more contemporary details and building masses. Traditional Georgian architecture is a fairly flat style with rigid geometry, axial entrances, geometrical proportions, hipped or gabled roofs, and sash windows aligned vertically. Later variations in the Georgian architectural theme included pilasters and offsets in the plane of the building at the corners and building mid-points to improve the scale and decrease the massiveness of building facades. Often, buildings had a five part composition with the main middle portion of the building being flanked with minor building elements on the ends. Palladian windows became popular in the mid-Georgian period. Buildings in the Georgian style are primarily brick in the rose or salmon colored family with wide joints. Details included brick patterns utilizing a Flemish bond pattern and frequently, a water table delineation. Details added to the new Georgian style included simple, yet well proportioned details around windows and at roof eaves. Georgian architecture generally did not have covered porches, but had pilasters on either side of the entrance, or the entrance was framed with an entablature. Later Georgian architecture (after the Revolutionary War) became more three-dimensional with the addition of porches and robust ornamentation. The combination of transitional elements into the Georgian style will allow for more modern and contemporary vocabulary to be used on the buildings. It is not the intention of the design guidelines to restrict creativity, but to establish a design theme for the Business Park.

b. *Building Massing and Proportion*

Lot and building size will be limited by the Mecklenburg County Zoning Ordinance. It is the purpose of these guidelines to be a vehicle for proportioning the buildings in such a way to reflect a consistency in design within the Park. The plane of a continual facade shall be interrupted at intervals such that a length between a plane or facade break does not exceed five times the height of the building. Buildings within the park, particularly longer buildings, are encouraged to utilize the five part composition which focuses on a middle portion or entry element being

flanked or anchored by elements on either side, at the intermediate points or at the ends of the building mass. Architectural details will also be required and encouraged to create a sense of proportion vertically on the building facade. This can be accomplished utilizing window and door openings, banding of brick and/or other approved materials at water table, door/window head, floor line and eave locations, and/or roof elements.

c. ***Exterior Building Materials / Building Skin***

Building shall be designed such that a minimum of 85% of the skin of the building (excluding window and door openings) is brick. Brick shall be modular size brick in the rose or salmon color range. Bricks that have been approved are as follows:

1. Rose/Salmon Range
 - A. Boral Brick - #431 - Windermere
 - B. Boren Brick - Scarborough
2. Reddish w/Range
 - A. Boral Brick - # 808 - Abingdon
 - B. Boren Brick - Old Guilford

Accent brick may be used in a Flemish bond pattern to create architectural interest. Color of accent brick must be approved by the UEARC. No more than 15% of the building face shall be accent or banded brick. Mortar shall be standard color with a grapevine joint. Large buildings over 30,000 sf may utilize a utility size brick as deemed appropriate by the UEARC. Other materials that may be used in conjunction with the brick include precast and/or split faced CMU, manufactured stone, stucco or synthetic stucco, wood, and premanufactured reinforced plaster or fiberglass products. Entry elements that are articulated in such a way to assist with the overall proportioning of the building mass are encouraged. Other building skin elements that would be acceptable within the transitional Georgian style include brick patterning such as Flemish bond and/or brick banding as described above, banding of stone or synthetic stucco (maximum 15% of building face), arched openings, dormers, columns (either of brick or other materials stated above), elements of the trim around doors and windows and on the facades in general, elements at the roof edge, including overhangs, cornices and fascia bands.

d. ***Windows and Glass***

In keeping with the transitional Georgian style, frequent window openings are encouraged in the facade of the building. Window arrangements in geometrical and well proportioned patterns are preferred. Individual punched openings are encouraged over strip type windows. The finish of all windows and opening elements shall be white. If the material being used is an aluminum storefront type material, it shall be a prefinished white color. Residential style windows in a white vinyl finish will be acceptable as long as the quality of the window is acceptable to the

UEARC. All glass used shall be clear or with a light gray tint. All main entry doors visible from the front or sides of the buildings should be in keeping with the overall design concept. Framing around and adjacent to the doors shall be in a white finish. To allow for design flexibility, the UEARC will entertain different colors for the main entry doors subject to approval.

e. Roofing Materials

Due to the nature of University East Business Park, the UEARC understands that buildings will be proposed with both sloped roofs and flat roofs, the decision being necessitated by the size and function of the building. Traditional Georgian style architecture encourages sloping roofs, particularly hipped or gable roofs with dormer elements. Materials that will be approved for sloped roof buildings include architectural style asphalt fiberglass shingles in a charcoal gray color, slate or synthetic slate products in a dark gray or black color, and standing seam metal roofs in a slate gray or charcoal gray color. Any variations from these approved materials will have to be explicitly approved by the UEARC. Gutters and downspouts associated with sloping roofed buildings shall be of a baked on finish. Gutters shall be in keeping with the overall design of the building and shall be either white or bronze tone. Downspouts shall also be prefinished in white or bronze tone.

Flat roofed buildings should be so situated that no portion of the roof is visible from the street or public area. In an effort to screen flat roof areas, parapet walls will be required on all visible sides of each building. On flat roofed buildings that slope to one end or side, the gutter and downspouts should be completely out of view from public streets and/or adjacent property owners. Gutters and downspouts for these roofs shall be as indicated above. Parapet walls that hide the flat roof areas of the building shall be detailed to include architectural delineation and proportion such as brick banding or patterning of material to eliminate a flat expressionless facade.

f. Rooftop Mechanical Screening

All rooftop mechanical and electrical equipment shall be screened from view by all public streets and adjacent property owners utilizing well-proportioned screen walls that are compatible with the design of the building. No portion of the mechanical or electrical equipment shall be visible.

g. Building Signage

Signage will be allowed on the building. Size of the sign will be as permitted by the Mecklenburg County Zoning Ordinance. Box signs will not be allowed. Individual letter type signs, either lighted or non-lighted will be allowed. Company logos will also be allowed subject to review by

the UEARC. All signage, both detached and attached to the building, shall be approved by the UEARC.

C. Authority and Responsibilities

Nothing contained herein, nor any actions by the University East Architectural Review Committee (UEARC), the Landowners Association, or their agents are intended to be, nor shall they be construed to be, an approval on the adequacy, reasonableness, or safety or fitness for the intended use of any plans, products or construction. The information contained herein is meant to supplement the Covenants, Conditions and Restrictions, and to serve as a guide during the planning and design process as it relates to the design restrictions for University East Business Park. It shall be the responsibility of each individual property owner to comply with all applicable zoning and building code issues. The UEARC reserves the right to change, add to, or delete from these guidelines from time to time at their discretion.

D. Review Process

1. Architectural Review Committee

The Architectural Review Committee (UEARC) is established by the University East Business Park Property Owners' Association (POA) and is comprised of members of the POA and representatives from Overcash-Demmitt Architects who will be the administrators of the UEARC.

2. Review Procedure

The UEARC must review all drawings used in the design and construction of proposed facilities. The UEARC must review drawings at the preliminary stage, final drawing stage, and will review the progress of construction at two intervals. Additional reviews will be available in an effort to stream line and assist in the design process. The UEARC encourages frequent and open dialog during the review process as it is easier to discuss changes while the project is still in the development stages as opposed to issues arising during construction. Following are the various review phases and associated requirements.

a. Preliminary Review

Preliminary review is required as soon as the basic concept and schematic design of the project is complete. At a minimum, the following drawings should be submitted at the Preliminary review.

1. Site plan showing building footprint, parking, entrances and rough grading.
2. Building floor plan(s) showing overall size and configuration.
3. At least two building elevations one of which being the front building elevation with sufficient detail to identify materials, proportions, relief and typical detail. A colored elevation or perspective type rendering is usually very helpful for this purpose.
4. Any other drawings, illustrations or written information that would help describe the project more fully with respect to its conformance with the design guidelines. In particular, the UEARC will be looking for information concerning any features that will have an impact on the outward aesthetics of the project.

b. *Intermediate Reviews*

Although not required, the UEARC will assist in the design process by reviewing the drawings at intermediate phases between the preliminary review and the final drawing review. If questions or concerns arise in the preliminary review that need to be resolved, an intermediate review would be appropriate to resolve those issues prior to the final drawings being prepared.

c. *Final Drawing Review*

The UEARC will review final drawings when they are complete and ready for submittal to local building standards departments and review agencies for permit review. In addition to meeting minimum requirements for permit review, the following are specific items the UEARC will be looking for:

1. driveway entrances, site lighting, landscaping and irrigation, signage, loading docks, dumpster screens and any other site related issues.
2. Complete floor plan or plans showing specific plan configuration.
3. Detailed building elevations showing all materials and details for all exterior elements of the building including facade, trim, windows, doors, roof, etc.
4. Detail drawings that show at a larger scale, the details for the building including banding, cornice/fascia, window and door trim, etc.
5. Detailed door and window elevations and specifications that will show accurately the type of windows and doors being used including their material type, construction and mullion pattern, etc.
6. Additional drawings that would show any of the elements of the building that would affect the outward aesthetics of the project.
7. Samples of materials to be used on the building including brick, roof, windows, trim/detail, mechanical screening materials, etc.

d. *Construction Reviews*

The UEARC will visit the construction site at two separate times during the construction process to establish conformance with the approved construction drawings. These reviews will take place at the discretion of the UEARC based on the appropriate construction sequence.

3. *Approvals*

Approval of the committee is required at each of the phases described above. No construction work is to begin until the UEARC has approved and signed the final documents. Once the final documents have been reviewed and construction is commenced, the UEARC maintains the authority to establish compliance of the documents to actual construction. The UEARC will have the authority to request changes to any items that are being constructed in difference to the approved plans.

4. *Review Fees*

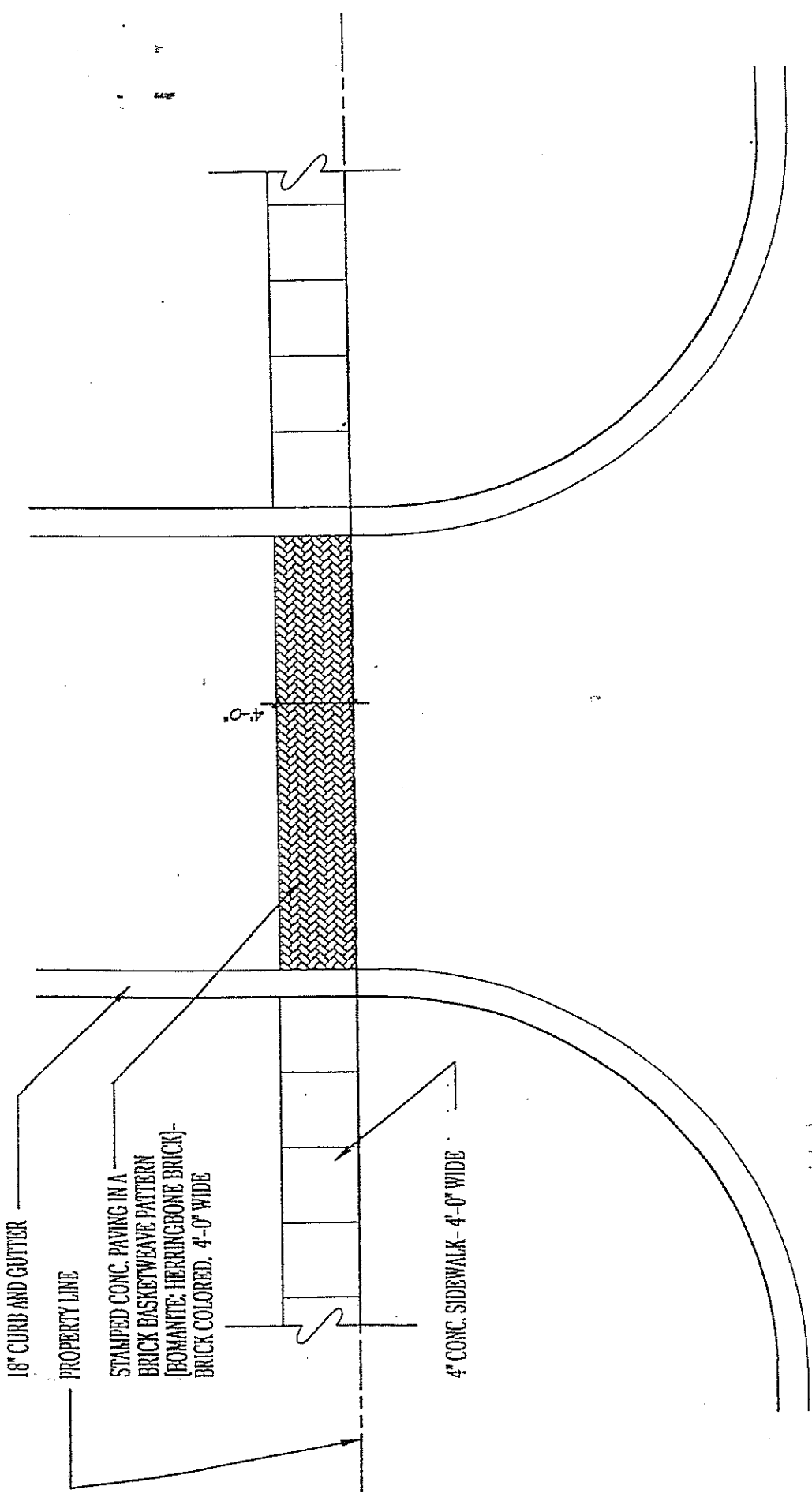
A review fee will be paid by each property owner for the review process. The review fee will be paid to Overcash-Demmitt Architects (227 W. Trade Street, Suite 2060, Charlotte, NC 28202), when plans are first submitted for preliminary review. The review fee is the lump sum amount of **\$1,000.00**. Should a project be disbanded after the preliminary review stage, \$500.00 of the review fee will be refunded to the property owner.

5. *Review Time Table*

All drawings and documents shall be submitted directly to Overcash-Demmitt Architects at the above address with a transmittal or cover letter. The UEARC's intention is to turn all drawings around on a timely basis. The time table at each phase is a maximum of 30 days - if no comments are received within 30 days, the project is deemed approved. The more complete the information is on the drawings, the quicker the review process.

E. *Standard Details*

1. Driveway Entrance Paving Detail (See attached).
2. Building Identification Monument Sign Elevation (See attached).
3. Mailbox Elevation (See attached).



1 Driveway Entrance Paving Detail 3/4"

1'-4"

4' - 10' (max)

4'-8"

PRECAST CONC. TOP CAP

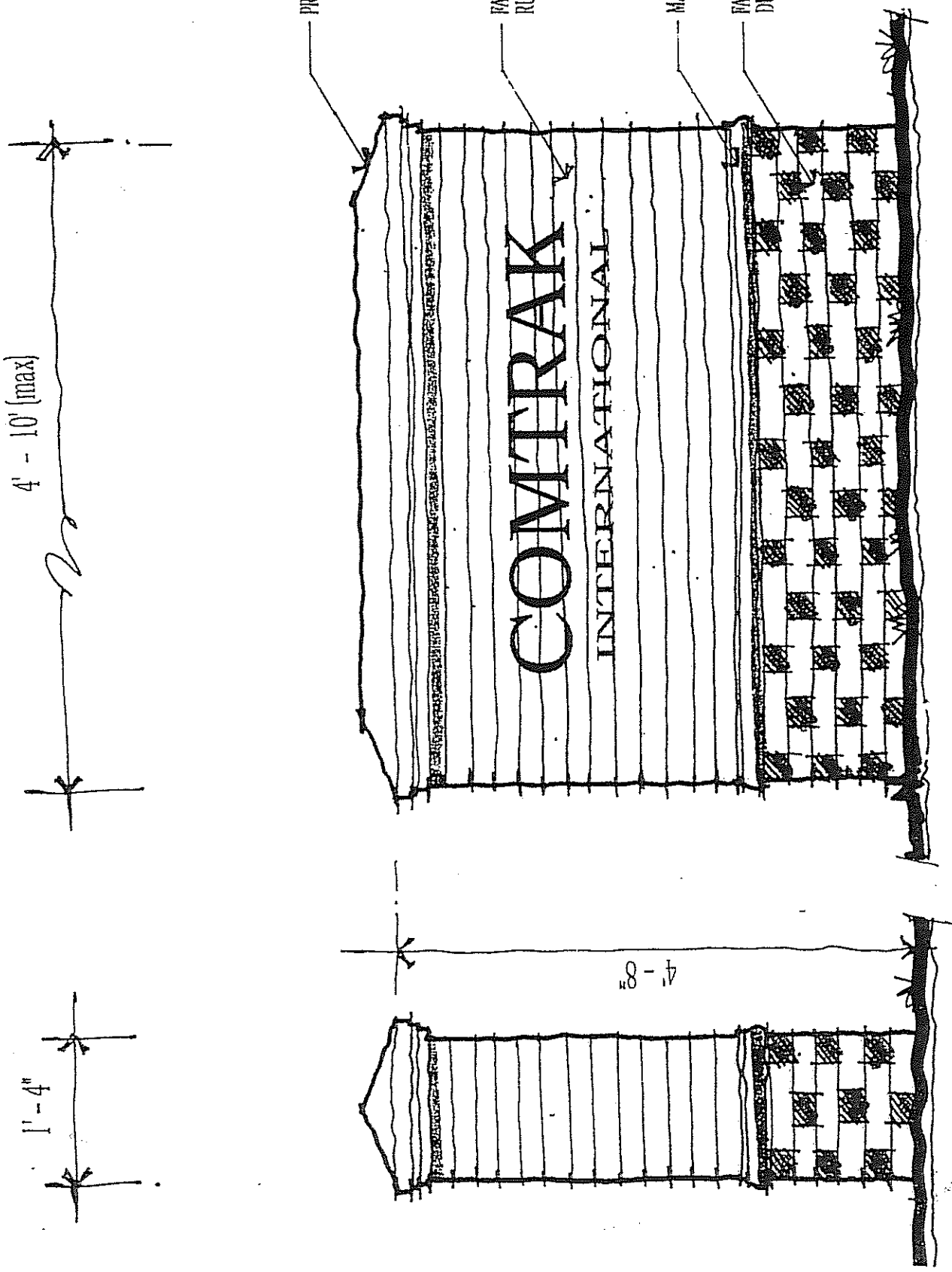
FACE BRICK MASONRY UNIT-
RUNNING BOND

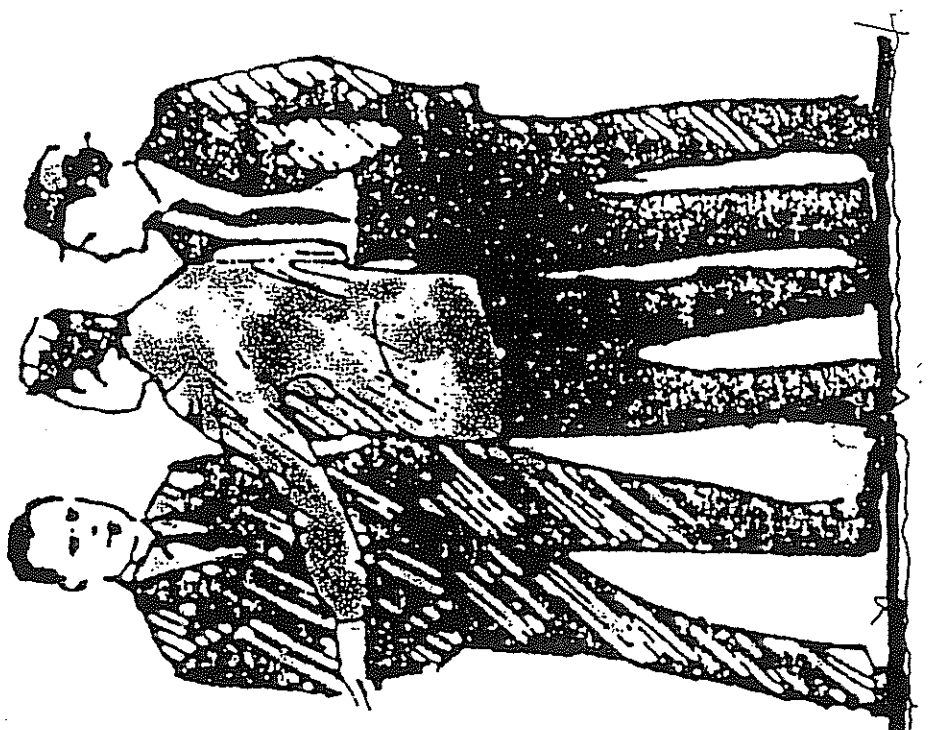
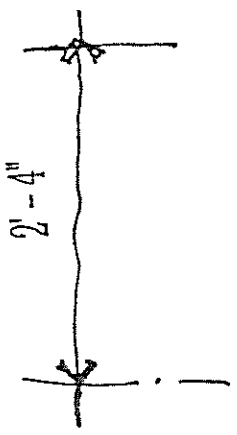
MANUF. STONE BANDING

FACE BRICK MASONRY UNIT-
DUTCH FLEMING BOND

COMTRAK
INTERNATIONAL

2 Sign Elevation 3/4"





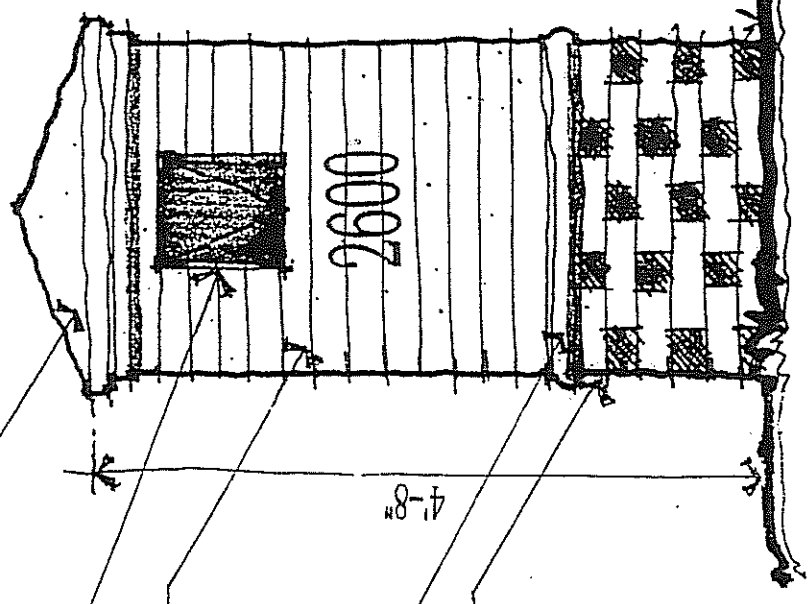
PRECAST CONC. TOP CAP

MAILBOX INSERT

FACE BRICK MASONRY UNIT -
RUNNING BOND

MANUF. STONE BANDING

FACE BRICK MASONRY UNIT -
DUTCH FLEMING BOND



3 Mailbox Elevation 3/4"