



## Savannah Historic District Board of Review

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### JUNE 13, 2018 SAVANNAH HISTORIC DISTRICT BOARD OF REVIEW REGULAR MEETING

#### Title

Petition of CED Architecture | 17-007046-COA | Berrien and Purse Streets | New Construction Part II: Design Details

#### Description

The petitioner is requesting approval for new construction revisions to Part I: Height and Mass and Part II: Design Details of a new four-story building on a vacant lot consisting of three parcels and bounded by Berrien Street to the south, Jones Lane (unopened) to the north, Purse Street to the east, and Wilson Street (unimproved) to the west. The corner parcel at the intersection of Berrien and Purse Streets is not part of this development.

The project includes apartments on the upper floors, retail on the ground floor, and parking also on the ground floor accessed from Jones Lane. The building consists of three distinct masses on the upper floors with a screened courtyard in the center of the site.

Part I: Height and Mass was approved by the Board of February 14, 2018 with conditions.

Additionally, the Board recommended approval of the following variances to the Zoning Board of Appeals:

*-Parking within the ground floor of a building shall be setback a minimum of 30 feet from property lines along all public rights-of-way (not including lanes).*

*-Maximum height shall not exceed two stories within 20 feet of a lane.*

The project has been further revised as follows:

1. The overall height has increased by one foot.
2. The south elevation (Berrien Street) has been revised from a five bay rhythm to a six bay rhythm.
3. Ground floor entrances have been revised.
4. Roof shape on the vestibules on the fourth floor has been revised.

There are several pending governmental actions which are currently under review which will have to be successfully completed for the project to move forward. These include a recombination of the existing lots, rezoning from P-RIP-B to RBC, and a text amendment to the Historic District Ordinance to allow a bonus story in an "R" district outside the boundaries of the Landmark District. Any Certificate of Appropriateness issued for the project will be contingent on those petitions being successful.

### Recommendation

**Staff recommends approval with the following conditions to be submitted to staff for review and approval:**

- 1. All other pending government actions, including rezoning and a text amendment, are approved.**
- 2. Ensure that precast concrete panel finish is as smooth as possible.**
- 3. Reduce the height of the metal roof seam to a maximum of one inch.**
- 4. Revise the scoring pattern to more closely resembles stone.**
- 5. Incorporate additional articulation, particularly at the ground level on the blank facades on the south and east elevations.**
- 6. Provide a specification for the doors located on the north elevation.**
- 7. Ensure that the storefront window type meets the standards and is operable.**
- 8. Revise the storefronts to extend from a sill or from an 18-24 inch tall base of contrasting materials.**
- 9. Incorporate a stringcourse on all elements of the building.**
- 10. Should it be determined during construction that the HVAC units are visible, screening will be required.**
- 11. Install a Sample Panel per the HDBR's Sample Panel policy.**

**Because the project is otherwise visually compatible and meets the design standards.**

### Contact

Ellen I. Harris

### Financial Impact

### Review Comments

### Attachments

- 📎 [17-007046-COA Staff Recommendation.pdf](#)
- 📎 [Submittal Packet - Narrative.pdf](#)
- 📎 [Submittal Packet- Materials List.pdf](#)
- 📎 [Submittal Packet- Product Specs.pdf](#)
- 📎 [Submittal Packet- Drawings.pdf](#)
- 📎 [aerial.pdf](#)
- 📎 [Context - Sanborn Maps.pdf](#)

**CITY OF SAVANNAH  
HISTORIC DISTRICT BOARD OF REVIEW  
REQUEST FOR CERTIFICATE OF APPROPRIATENESS**

**BOARD DECISION**

**PETITIONER:** Jodie Quinter  
CED  
50 Cornus Drive  
Savannah, GA 31401

**FILE NUMBER:** 17-007046-COA

**ADDRESS:** 0 Berrien Street and Purse Street

**PIN:** 2-0031-33-003; 2-0031-33-005; 2-0031-33-006

**ZONING:** P-RIP-B (current), RBC (proposed)

**STAFF REVIEWER:** Ellen I. Harris

**DATE:** June 13, 2018

|  |                      |
|--|----------------------|
| Certificate of Appropriateness   |                      |
| Historic District:   | Savannah             |
| File No:   | 17-007046-COA        |
| Approval Date:   | 6/13/18 w/conditions |
| I hereby certify that these permit plans and elevations are consistent with the approved plans and elevations. |                      |
|                              | 6/14/18              |
| Preservation Officer   | Date                 |

**NATURE OF REQUEST:**

The petitioner is requesting approval for new construction revisions to Part I: Height and Mass and Part II: Design Details of a new four-story building on a vacant lot consisting of three parcels and bounded by Berrien Street to the south, Jones Lane (unopened) to the north, Purse Street to the east, and Wilson Street (unimproved) to the west. The corner parcel at the intersection of Berrien and Purse Streets is not part of this development.

The project includes apartments on the upper floors, retail on the ground floor, and parking also on the ground floor accessed from Jones Lane. The building consists of three distinct masses on the upper floors with a screened courtyard in the center of the site.

Part I: Height and Mass was approved by the Board of February 14, 2018 with the following conditions:

1. *Revise the spandrel or false openings on the Berrien Street (south) elevation to be transparent or incorporate an alternate material.*

The condition has been met. The proposed windows are transparent or infilled with another material.

2. *Incorporate additional details or design on the blank facades at the southeast corner of the project.*

The condition has partially been met. Minimal details have been incorporated.

3. *Incorporate additional voids on all floors on the Wilson Street (west) elevation, and on the fourth floor of the south, west and east elevations.*

The condition has partially been met. Some additional voids have been incorporated.

4. *Ensure the storefronts extend from a sill or from an 18-24 inch tall base of contrasting material, a stringcourse is incorporated, and the bays are not less than 15 nor more than 20 feet in width.*

The condition has not been met. The storefronts do not appear to extend from a sill or base. A stringcourse has not been incorporated in all areas. The intent of the standard is met regarding bays.

5. *Incorporate additional distinction on the fourth floor on the northeast building mass.*

The condition has been met. A decorative cornice line has been added and the windows and doors are lower height than the fenestration on lower floors.

6. *Relocate the electric and water meters to Jones Lane.*

The condition has been met. The meters are located on Jones Lane.

7. *Incorporate additional active use space along Wilson Street where parking is not proposed.*

The condition has been met. Additional commercial space and stair access is proposed along Wilson Street.

8. *Incorporate additional variation in the roofline on the south façade.*

The condition has been met. Additional variation in the roofline has been incorporated.

Additionally, the Board recommended approval of the following variances to the Zoning Board of Appeals:

- *Parking within the ground floor of a building shall be setback a minimum of 30 feet from property lines along all public rights-of-way (not including lanes).*
- *Maximum height shall not exceed two stories within 20 feet of a lane.*

The project has been further revised as follows:

1. The overall height has increased by one foot.
2. The south elevation (Berrien Street) has been revised from a five bay rhythm to a six bay rhythm.
3. Ground floor entrances have been revised.
4. Roof shape on the vestibules on the fourth floor has been revised.

There are several pending governmental actions which are currently under review which will have to be successfully completed for the project to move forward. These include a recombination of the existing lots, rezoning from P-RIP-B to RBC, and a text amendment to the Historic District Ordinance to allow a bonus story in an "R" district outside the boundaries of the Landmark District. Any Certificate of Appropriateness issued for the project will be contingent on those petitions being successful.

**CONTEXT:**

The project site is outside the Landmark Historic District boundaries but within the local boundaries. Historically, the site was developed with one and two-story wood frame dwellings, likely railroad worker cottages. These cottages existed prior to 1888 and several were still extant by 1954. By 1973, all had been demolished.

The historic context in this area, sometimes called Frogtown, is very limited. Most historic buildings in this area were demolished subsequent to the I-16 flyover construction. Notably, the Central of Georgia Landmark Historic District is located to the north of the project site, across Jones Street. There are a number of non-contributing buildings and surface parking lots in the immediate context.

**FINDINGS:**

The following standards from the Historic District Section (8-3030) of the City of Savannah Zoning Ordinance revised apply:

***Visual compatibility factors.** New construction and existing buildings and structures and appurtenances thereof in the historic district which are moved, reconstructed, materially altered, repaired or changed in color shall be visually compatible with structures, squares and places to which they are visually related. The following factors shall be considered in determining the visual compatibility of such a building, structure or appurtenance. These factors shall not be the basis for appeal of an adverse decision. Greater weight shall be given to adjacent historic structures.*

***Height.** New construction shall be permitted to build to the number of stories as shown on the Historic District Height Map [see Height (n)(2)] and the Height of a building and the height of individual components of a building shall be visually compatible to the contributing structures to which it is Visually Related.*

The proposed building has increased in height from 53 feet to 54 four feet and remains at four stories tall at its highest point. The site is within a three-story height zone and the petition includes a request for a bonus story. The historic context of the site is very limited. The proposed height is visually compatible.

***Rhythm of solids to voids in front facades.** The relationship of solids to voids in the facades visible from the public right-of-way of a structure shall be visually compatible with the contributing structures to which the structure is Visually Related.*

The north elevation (Jones Lane) features large expanses of glass above the first floor. While this is atypical for a lane façade, there is little historic context. This façade will be visible from Jones Street, as a surface parking lot is located to the north. The rhythm of solids to voids is visually compatible.

The south elevation (Berrien Street) has been revised from a five-bay rhythm to a six-bay rhythm.

The west elevation (Wilson Street) has been revised to include additional voids along this façade.

The east elevation (Purse Street) features storefront and glass on the north mass, but not on the south mass. This is due to the adjacent parcel which is not part of this development.

The Board requested additional articulation on the blank facades on the south and east elevations. While some additional articulation has been incorporated, staff recommends additional articulation, particularly at the ground level.

***Rhythm of entrance and/or porch projection.** The relationship of entrances, porch projections, and walkways to structures shall be visually compatible with the contributing structures to which they are Visually Related.*

The entrances have been revised slightly but primary entrances are proposed along Purse and Berrien Streets. Secondary entrances are proposed along Wilson Street and Jones Lane. The entrances are visually compatible.

Juliet balconies are proposed on the west elevation in addition to the north, south, and east elevations as previously proposed. The balconies facing Jones Lane feature triple sliding glass doors, while the doors on the Berrien elevation are swing doors. Because the sliding doors are only located along the lane, these are visually compatible.

***Roof shapes.** The roof shape of a structure shall be visually compatible with the contributing structures to which it is Visually Related.*

The proposed roof shape on the majority of the building is flat with parapet. The roof shape on the “vestibules” on the fourth floor have been revised to shed with a significant overhang. The roof shapes are visually compatible.

***Relationship of materials, texture and color.** The relationship of materials, texture and color of the facade of a structure shall be visually compatible with the predominate materials, textures, and colors used on contributing structures to which the structure is Visually Related.*

The proposed materials are as follows:

Walls: Myrtle Sand brick with white mortar- four story NE mass and 2<sup>nd</sup> and 3<sup>rd</sup> stories on Berrien

Cast-in-place sealed concrete- base, stair tower, privacy walls at Jones Lane

Stucco in Burnt Ash- Berrien recess and verticals

Stucco in Sto white- courtyard

Red cedar wood nickel gap siding- upper floors, elevator lobby mass, accepts

Screening: 2” wire mesh aluminum

Storefronts: YKK, YHS 50 TU in black

Canopies: Mapes Super Lumideck in black

The proposed materials are visually compatible.

***Design standards.** The following design standards shall apply to new construction, additions, and alterations to historic and non-historic buildings and structures. Though*

*certain building materials are prescribed herein, the Board may approve alternative materials that are not listed as prohibited upon a showing by the applicant that the material or product is visually compatible with historic building materials and has performed satisfactorily in the local climate.*

**Height.** *The number of stories as shown on the Historic District Height Map (illustrated in Figure 3) shall be permitted. Provided, however:*

*Subdivide the façade horizontally into base, middle, and top. The first story shall be separated from the upper stories by an architectural feature such as a string course (ie. projecting horizontal band) or change in material. Such feature may be placed at the top of the second story when the first and second stories have the visual appearance of a unified exterior expression.*

The standard is met- the building is subdivided into a base, middle and top.

*The exterior visual expression of the top story of buildings over three stories shall be distinctive from the stories below the top story.*

The standard is met. The fourth story is differentiated.

**Entrances.** *Building entrance locations shall comply with the following:*

**Materials.**

*Permitted: Doors shall be made of wood, clad wood, glass, or steel. For commercial storefronts see Section (n)(7).*

*Prohibited: Vinyl doors; steel-pressed doors simulating wood grain; half-moon, semi-circular, diamond or similar glass insets in doors; boarded-up doors or entrance ways.*

The standards are met. The proposed doors are metal and glass. Staff requests a specification for the doors located on the north elevation.

**Exterior walls.** *Exterior walls of new construction shall comply with the following:*

*Commercial exterior walls shall be finished in brick, concrete formed or assembled as stone, precast concrete panels with finish to simulate stucco texture, polished stone and glazed brick or tile where similar historic examples exist along the same block front.*

Precast concrete panels are proposed on the ground floor. Ensure that finish is as smooth as possible.

**Windows, Shutters, and Commercial Storefronts.** *The following standards shall apply to all development.*

**Windows.**

*Windows facing a street shall be double or triple hung, awning, casement or Palladian.*

It's not clear if the standard is met. The upper stories utilize storefront system as windows and it appears they are fixed. Ensure that the storefront window type meets the standards and is operable.

*Window sashes shall be inset not less than three inches from the exterior facade of a building, excluding exterior surfaces with wood siding.*

The standard is met. The windows are inset 5 ¼ inches.

*The distance between windows shall be not less than for adjacent historic buildings, nor more than two times the width of the windows. Paired or grouped windows are permitted, provided the individual sashes have a vertical to horizontal ratio of not less than 5:3.*

The standard is met.

*In new construction windows shall be constructed of wood or wood clad or metal. Solid vinyl windows shall be prohibited.*

The standard is met. The windows are aluminum storefront.

#### ***Commercial Storefronts.***

##### *Storefront windows and doors*

*Retail storefront area glazing shall be not less than 55 percent. Such glazing shall be transparent; provided, however, black glass may be used in the sign area above the storefront window transoms. Storefront glazing shall extend from the sill or from an 18 to 24 inch tall base of contrasting material, to the lintel.*

The percentage of glazing meets the standard. However, the storefront does not extend from a sill or from an 18-24 inch tall base of contrasting materials.

*Storefront glazing in subdivided sashes shall be inset a minimum of four inches from the face of the building; provided, however, that continuously glazed storefronts may be flush with the face of the building.*

The standard is met. The glazing is inset 5 ¼ inches.

##### *Materials*

*Storefronts shall be constructed of wood, cast iron, Carrera glass, aluminum, steel or copper as part of a glazed storefront system; bronze, wood, masonry, glazed brick or tile as a base for the storefront.*

The standard is met. The storefronts are aluminum.

*Exterior burglar bars, fixed or roll-down security shutters, or similar security devices shall not be installed in any commercial storefront.*

This is not proposed.

***Awnings.*** *Awnings shall be subject to the following criteria:*



*Awnings extending above the public right-of-way shall have a minimum vertical clearance of eight feet (8') above the sidewalk.*

The standard is met. The awnings extend eight feet above the sidewalk.

*Non-residential awnings shall be constructed of canvas, other equivalent cloth, metal, or glass.*

The standard is met. The awnings are metal.

*Awnings shall be integrated structurally and architecturally into the design of the façade and not obscure the character-defining features of historic façades.*

The standard is met.

*The following shall be prohibited:*

*A single continuous awning that connects two buildings.*

*Back-lit or internally lit awnings.*

The standard is met.

*Awnings within the public right-of-way shall be required to obtain an encroachment license from the City of Savannah.*

An encroachment license will be required.

**Roofs.** *Roofs shall comply with the following:*

*Parapets shall have a string course and a coping.*

The standard is not met. The project does not incorporate a stringcourse on several areas of the building.

*Roofs shall be covered with standing seam metal, slate, tile or asphalt shingles.*

The standard is met. The only visible roofing material will be on the vestibules which are proposed to be metal. Staff recommends reducing the height of the seam to a maximum of one inch.

**Balconies, stairs, stoops, porticos, and porches.** *Balconies, stairs, stoops, porticos, and porches shall be subject to the following criteria:*

*Wrought iron brackets shall not be used with wood balcony railings.*

*Balusters shall be placed between upper and lower rails, and the distances between balusters shall not exceed four inches. For one and two family dwellings the height of the railing shall not exceed 36".*

The standards are met. Juliette balconies are proposed with metal mesh infill.

**Service Areas, Utilities and Mechanical Systems.** *Service Areas, Utilities and Mechanical Systems shall comply with the following:*

*Electrical vaults, meter boxes, and communications devices shall be located on secondary and rear facades and shall be minimally visible from view.*

The standards are met. The electric meters are located along Jones Lane.

*HVAC units shall be screened from the public right-of-way.*

HVAC units are located on the roof and will be screened by the parapet wall. Should it be determined during construction that they are visible, screening will be required.

*Refuse storage areas shall be located within a building or shall be screened from the public right-of-way.*

The standard is met. The refuse storage is located within the building and will be accessed from the lane.

***Large Scale Development.*** *Large-Scale Development [see Definitions (a)] shall comply with the following standards. New construction on Factors Walk and monumental buildings shall be exempt from Large-Scale Development standards.*

*Visual Compatibility Factors [Section (m)].*

*Design Standards [Section (n)]. Should there be a conflict, the large-scale development standards shall take precedence.*

***Mass.*** *A minimum of two (2) of the following devices shall be incorporated into the design:*

*Subdivide Horizontally.* *Subdivide the façade horizontally into base, middle, and top (Figure 4). The first story shall be separated from the upper stories by an architectural feature such as a string course (i.e., a projecting horizontal band) or change in material. Such architectural feature may be placed at the top of the second story when the first and second stories have the visual appearance of a unified exterior expression.*

The standard is met. The building is subdivided into a base, middle and top.

*Multiple Volumes.* *Use multiple detached volumes made up of two or more separate forms to break up the building into two or more structures (Figure 5).*

*Roofline Variation.* *Frontage may be continuous, provided that the roofline shall be varied through the use of volumetric forms and roof shapes of varying heights. The roofline shall provide a minimum one-half story height variation within the street fronting façade (Figure 6).*

The project meets the roofline variation criteria.

*Setback Standard.* *Incorporate setbacks within the façade.*

*Setbacks between street fronting walls shall be at least 24 feet wide and eight (8') feet deep and contain windows in the walls perpendicular to the street (Figure 7). Setbacks shall extend to the ground or begin immediately above the ground floor.*

*Recess Standard.* *Incorporate recesses within the wall plane. Building frontage shall be limited to 30 feet with recesses of at least 12 feet in width*

*and four feet (4') in depth (Figure 8). Recesses shall extend to the ground or begin immediately above the ground floor.*

### ***Height***

#### ***"R" Zoning Districts:***

*Maximum frontage of 60 linear feet of continuous height shall be permitted before a minimum one-half story variation is required. This variation shall be expressed in the roofline [see Definitions (a)].*

The standard is met.

### ***Exterior Walls.***

#### ***Configuration***

*Exterior building walls shall use window groupings (including curtain walls), columns, and/or pilasters to create multiple bays not less than 15 feet nor more than 20 feet in width.*

The intent of the standard is met. Some bays are within a few inches of meeting the standard.

#### ***Materials***

*Required. Building walls on street fronting façades shall incorporate modular masonry materials in the form of brick, cast stone, stone, concrete formed or assembled as stone to achieve a human scale over a minimum of 75 percent of surface area (excluding windows, doors, and curtain walls). The remainder of wall surface may incorporate other materials [Section (n)(6) Exterior walls].*

The standard is not met. Precast concrete panels are proposed and are scored into an approximately three-foot six inch by three foot six inch stacked square pattern. Staff does not feel this constitutes being formed or assembled as stone to achieve a human scale, as stone would never be assembled in such a way. Staff recommends a revised scoring pattern which more closely resembles stone.

*EIFS (Exterior Insulation Finishing System) shall be prohibited on wall surfaces and exterior details including, but not limited to, cornices, sills, lintels, window hoods, string courses and brackets.*

EIFS is not proposed.

***Entrances.*** *Entrances for large-scale development shall comply with Section (n)(5) (Entrances). When those conditions do not apply, the following standards shall be met.*

*A minimum of one (1) primary entrance shall be provided for every 60 feet of street frontage, excluding lanes. Intervals between entrances shall not be less than 15 feet nor exceed 90 feet.*

The standard is met.

***Windows and Doors.***

*Façades fronting streets shall incorporate windows and doors over the following minimum percentage of surface area:*

*Ground level retail uses – 55 percent;*

The standard is met.

*Upper levels all uses – 20 percent*

The standard is met.

*Window sashes and door frames shall be inset not less than four inches (4") from all façade surfaces.*

The standard is met.

*Materials. Wood, clad wood, and metal windows shall be permitted. Solid vinyl windows shall be prohibited.*

The standard is met.

**BOARD DECISION:**

The Savannah Historic District Board of Review does hereby approve the petition for Part II: Design Details with the following conditions to be submitted to staff for review and approval:

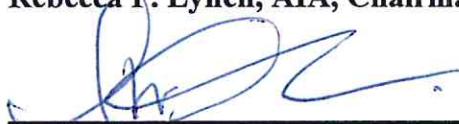
1. All other pending government actions, including rezoning and a text amendment, are approved.
2. Ensure that precast concrete panel finish is as smooth as possible.
3. Reduce the height of the metal roof seam to a maximum of one inch.
4. Revise the scoring pattern to more closely resembles stone.
5. Incorporate additional articulation, particularly at the ground level on the blank facades on the south and east elevations.
6. Provide a specification for the door located on the north elevation.
7. Ensure that the storefront window type meets the standards and is operable.
8. Revise the storefronts to extend from a sill or from an 18-24 inch tall base of contrasting materials.
9. Incorporate a stringcourse on all elements of the building.
10. Should it be determined during construction that the HVAC units are visible, screening will be required.
11. Install a Sample Panel per the HDBR's Sample Panel policy.

Board Decision - Petition of Jodie Quinter for CED  
0 Berrien Street  
File No. 17-007046-COA  
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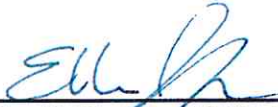
**Because the project is otherwise visually compatible and meets the design standards.**

  
\_\_\_\_\_  
Rebecca P. Lynch, AIA, Chairman

6.14.18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Melanie Wilson, Executive Director  
Chatham County-Savannah Metropolitan Planning Commission

6-14-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ellen I. Harris, AICP, LEED AP  
Director of Urban Planning and Historic Preservation

6/14/18  
\_\_\_\_\_  
Date

**This decision will expire on June 13, 2019.**

**\*\*Petitioner may be required to obtain a building permit and/or encroachment agreement in addition to the Certificate of Appropriateness. (Note: Prior to the issuance of the building permit, both sets of plans submitted for the permit must display the Certificate of Appropriateness stamp certifying that they are consistent with the plans approved by the Savannah Historic District Board of Review. It is the Petitioner's responsibility to submit plans for a permit to the Preservation Officer for the Certificate of Appropriateness stamp.)**

**\*\*The Certificate of Appropriateness approval card must be posted at all times during construction in a location next to the building permit card and clearly visible to the public.**

**EIH**

# CERTIFICATE OF APPROPRIATENESS

Historic District: Savannah Historic District

File #: 17-007046-COA Approval Date: 6/14/18

Address: Berrien and Purse Streets

Work Approved:

**New Construction four story building**

Note: This should be posted in a conspicuous location next to the building permit & visible to the public.



C H A T H A M C O U N T Y - S A V A N N A H  
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# NEXT STEPS

You have received a Certificate of Appropriateness for exterior work within an Historic District ...  
what are the next steps?

## **You may need a building permit.**

Contact the City of Savannah Development Services Department at 912-651-6530 to determine if a building permit is required. If a building permit is required, we will need to stamp your permit plans.

Please submit three sets of permit plans to the Historic Preservation Department of the MPC for a stamp. Two sets of plans will be returned to the applicant to include with the building permit application; the third set will be retained for MPC records.

## **You may need an encroachment permit.**

If your project encroaches into the public right-of-way, you will also need an encroachment permit. Contact the City of Savannah Real Property Department at 912-651-6524 to determine if an encroachment permit is required.

## **You may need to build a Sample Panel.**

Sample panels are required for some new construction projects. If your COA decision states that a sample panel is a condition of the approval, see the Sample Panel Policy for instructions. A copy of the policy is included with your decision and can be found on the MPC's website at: <https://www.thempc.org/Dept/Shd>

## **You will need a final inspection.**

When your project is complete, you must schedule a final COA inspection with the Historic Preservation Department to ensure work was done per the approval. For questions, contact the Historic Preservation Department at 912.651.1440 or [historic@thempc.org](mailto:historic@thempc.org).



S A V A N N A H   H I S T O R I C   D I S T R I C T  
B O A R D   O F   R E V I E W

**HISTORIC DISTRICT BOARD OF REVIEW**  
**SAMPLE PANEL POLICY**  
**Policy Adoption: August 9, 2017**

The purpose of the sample panel is to provide an accurate physical representation of the materials, workmanship, and color palette of the proposed building's final design. It also depicts the relationship of the proposed building within its surrounding context.

The sample panel is required to be reviewed and approved by staff for all new construction projects prior to commencement of construction, with the exception of carriage houses, single, and two-family residential construction, or as otherwise specified by the HDBR.

The sample panel shall include all major components of the building including, but not limited to, the following:

Major Exterior Materials and Material Transitions: This includes, for example, the transition of a building's stone base to its stucco body. The pattern details, joint profiles, and mortar composition shall also be included.

Windows and Doors: Show the head, jamb, and sill details and how the window and door materials and colors will relate to adjacent building components, materials, and colors.

Roof, Cornice, Eave, and Fascia Conditions: Show accurate eave depths, cornice detailing, etc.

Any Special Materials, Finishes, and Details: For example, this could include: decorative grille work, railings, brick patterns or shapes that are repeated and thus have a substantial impact on the building's appearance.

Once the sample panel is complete, contact staff to schedule a meeting to review it on site.

All exterior materials, colors, and configurations are not considered fully "approved" until after review and acceptance of the sample panel by staff. As such, the sample panel shall be built early in the construction process, prior to the installation of any exterior finish materials.

The sample panel is to remain in place until the project has received approval of its Final COA Inspection or as otherwise determined by the staff.