

MIDDLEBURG HTS., OH  
**DEVELOPMENT DESIGN GUIDELINES**

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NOVEMBER, 2006

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## PURPOSE AND INTENT

The purpose of these Design Guidelines is to establish development criteria and procedures for office and commercial parcels and uses within the City. The criteria is intended to provide standards for the development of the various portions of the site, including but not limited to buildings, sidewalks, parking, site furniture, lighting, signs, and landscape.

The objectives of the Design Guidelines are:

- To enhance the City by ensuring well-planned and constructed developments;
- To create a pleasant urban environment through sound land use planning and design principles; and
- To ensure a harmonious relationship and design continuity between uses through architecture, signage, and landscaping.

## SITE PLANNING

The layout of buildings, parking and open spaces are essential to creating the overall character of an entire project. Thoughtful consideration of the following aspects is essential.

**Access.** Access drives to the buildings and parking areas should be located so their construction results in minimal disruption of the streetscape landscaping and utilities. Access drives should be coordinated with adjacent lots so as not to impact the efficient flow of peak period traffic. Consideration should be given to adequate separation of adjacent access drives and the use of common drives.

**Building Location.** Building location and orientation should provide visually attractive focal points that are appropriate to their surroundings.

**Parking.** On-site parking shall be provided in accordance with off-street parking standards of the City of Middleburg Heights. Adequate convenient parking should be provided adjacent to tenants in proportion to their parking requirements. Parking lots should be configured to provide convenient vehicular access, and arranged to allow easy pedestrian movement from the parking fields to the user's destination. Shared parking among varying uses is encouraged.

Parking lot construction standards shall be in compliance with the codes of the City.

Handicapped parking shall be provided in accordance with applicable codes. All sidewalks shall include handicapped ramps at curbs designed in conformance with barrier free design code requirements ("ADA").

**Ancillary Structures.** Ancillary structures, service areas, and trash enclosures should be carefully planned as part of the project, and placed in positions of low visibility and screened.

**Service/Loading/Storage.** Each project shall provide loading/service components. Adequate circulation should be provided so that loading activities do not conflict with normal onsite traffic flow.

Loading docks and/or service areas should be screened so as to minimize visibility from neighboring properties and public right-of-ways.

**Trash/Refuse Collection.** Garbage, trash and refuse should be stored in garbage/trash containers located within a minimum six (6) foot high enclosure. External enclosure/surfaces should be designed to blend with the building architecture. Materials and methods used for the construction of such enclosures should be architecturally compatible with the building architecture and materials.

**Utilities/Communications.** All utilities including drainage systems, sewer, gas and water lines, electrical, telephone, and communications should be installed and maintained underground.

Electric transformers, utility pads, cable TV and telephone boxes should be located underground or screened with walls, fences or landscape vegetation in a manner harmonious with the overall character of the development.

## **BUILDINGS**

Natural materials with natural finishes are encouraged. Landscaping, lighting and signage shall be carefully employed and closely integrated into the site and building design of each project.

**Location.** Site planning should create visually attractive facilities that are appropriate to their surrounding neighborhood context.

**Height.** Building height requirements shall be in accordance with the Middleburg Heights Zoning Code. Building massing and heights should be in harmony with adjacent structures and the overall development.

**Services.** All mechanical/electrical equipment (including but limited to, TV and Cable TV antennas, outdoor transformers, HVAC and telephone, plumbing, heating, cooling, and ventilating systems and telephone) should be located as not to be visible from public areas or from adjacent property.

Exterior components of mechanical/electrical and plumbing equipment (e.g., piping, tacks and ductwork, fans and compressors) should not be mounted on any exterior building wall unless they are an integrated architectural design feature.

Roof mounted mechanical equipment should be screened from view by building parapets, or an integral architectural feature serving as a penthouse screen.

## ARCHITECTURE

While it is not intended that all buildings be exactly the same materials and design, it is important that all buildings create a harmonious and high quality image. All buildings should be designed to be compatible in scale with one another and demonstrate "four-sided" architecture. Superior design and durable quality masonry materials are required.

**Theme/Character/Style.** The overall design concept is to create an attractive low-density office/commercial environment.

**Massing/Form.** Building form should be of simple geometry of traditional rectangular forms appropriate to the site. Offsets and building articulation should reflect the organization of the floor plan. Recesses that create interplay of light and shadow, and openings that create interest are encouraged.

Creative use of architectural elements such as projecting cornices and glazed corners are likewise encouraged.

**Facades.** The proper proportion and detailing of the facades is critical in creating an appropriate building character and scale. The architecture should achieve a balance between complexity and simplicity in form and massing. Buildings should be designed to express a richness and complexity of detail at the pedestrian scale. Buildings should also express a clarity and simplicity of form from a distance. Articulated elevations and corners above the building base are encouraged.

**Building Entries.** Entrances should be clearly and prominently expressed. Accordingly, ornamentation, articulation, contrasting materials and canopies are all encouraged to further define building entries.

**Openings.** Windows, storefronts, and wall penetrations are focal points on building facades and are critical in maintaining and highlighting the architectural character.

Sills should be of durable material and so detailed to eliminate water staining and water infiltration into building.

Continuing similar materials on returns on jambs can help carry architectural patterning through the opening.



Window mullions should be designed to carry through a pattern and reflect a specific style.

Window and wall penetration spacing should be in keeping with the established style.

**Elements/Details.** Architectural detailing/moldings, in keeping with the established style, should be incorporated into the design at parapets, eaves and soffits.

Moldings and details should complement the overall color scheme. Cap and cornice elements should be detailed with integral drips, etc. to eliminate water staining of building surfaces.

Quality materials for base treatments enhance the building both visually in tying the building to the ground plane and functionally by reducing damage due to impact and weathering.

Exposed pipe columns or applied veneers on columns should be avoided. Materials, craftsmanship and details consistent with the architectural theme, scale and proportion of the building are paramount.

All flashing, sheet metal, vent stacks should be finished to match adjacent building surfaces.

**Materials.** Materials having natural durable, low maintenance surfaces such as stone, brick, tile, pre-cast concrete, curtainwall, glass and metal should be used. Materials with non-integral finishes are discouraged. Materials such as plywood, corrugated metal panels, unfinished concrete masonry units, composite building panels and EIFS are not considered appropriate materials.

Exterior building colors should be used as a unifying theme compatible with the architectural style, natural site setting and surrounding buildings.

Masonry materials are the materials of choice.

Building materials may include the following:

**Walls.** Brick, in the red/brown and buff range; cast stone, natural limestone or sandstone; granite; marble; pre-finished metal panels and curtainwall.

**Windows.** Clear, tinted and Low-E glass is preferred for windows. Reflective glass or blue tinted glass should be avoided.





**Exterior Paving (Except in Parking Lot).** Should be broom finished concrete; slate; pre-cast unit pavers; brick, stone.

**Mechanical Equipment.** All rooftop and ground mounted mechanical systems and units should be visually screened from public view with materials and colors that blend with the overall character of the primary structure and the development. Screen walls for rooftop mechanical equipment should be pre-finished corrugated metal or better.

**Roofs.** . Well designed sloped roofs are preferred.

Skylights, if utilized, should be designed as an integral part of the roof and with a location and form compatible with the building.

Roof ladders, and related elements should be located internal to the building. Where exposed, these various elements shall be designed/ painted in order to blend with the building's architecture and compliment the color scheme of the building's trim and detail.

## SIGNAGE

The specific design and construction details of the signs, including materials and configuration, must conform to the Middleburg Heights sign ordinance.

The overall objective is to provide an integrated system of onsite and offsite signs that combine marketing and information effectiveness with an integrated design compatible with the overall development. Specific goals include:

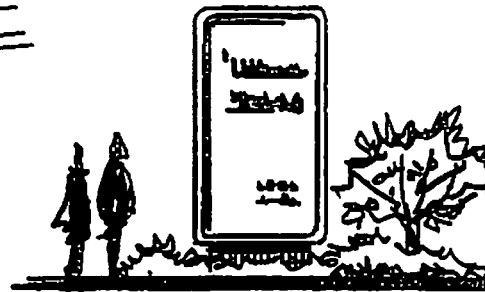
1. Provide clear identification of the business/office project;
2. Provide main entry signage that identifies the entry and contributes to the unique nature and scale of the development;
3. Provide the opportunity for controlled identification of each business to potential customers; and
4. Provide for the safety and convenience of customers, employees and visitors through a thoughtful, integrated system of directional, informational and regulatory signage.

Placement of all signs should be based on visibility and legibility. The following types of allowable signs are described below.

**Primary entrance identification.** Clear identification of the existence and location of access to the development is critical to the success of the project. Accordingly, Primary Entrance Identification signs should be erected at the main entrances to the



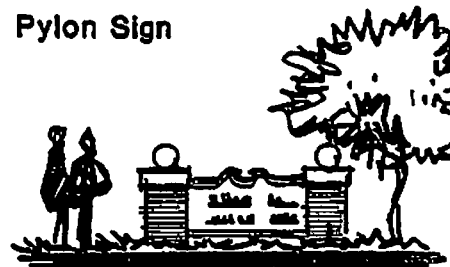
Canopy Sign



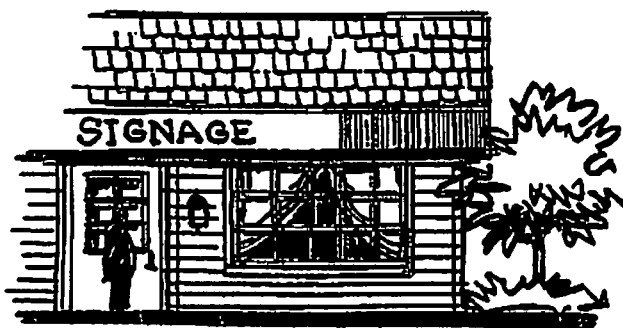
Pylon Sign



Projecting Sign



Ground Sign



Wall or Panel Sign

development. The signs should be ground mounted and illuminated and integrated with the entrance landscaping and/or any architectural feature at the entrance.

**Building mounted (wall) identification.** Each building may contain building mounted identification signage. The location and design of which shall be appropriate in the terms of the overall building design.

**Site directional signs.** Directional signs should be erected to give employees, customers and visitors direction.

**Retail/Restaurant building signage.** In addition to wall signs retail buildings are encouraged to use awnings and awning signs; however, no awning shall be installed with vertical supports. No flashing, animated, or moving sign shall be permitted.

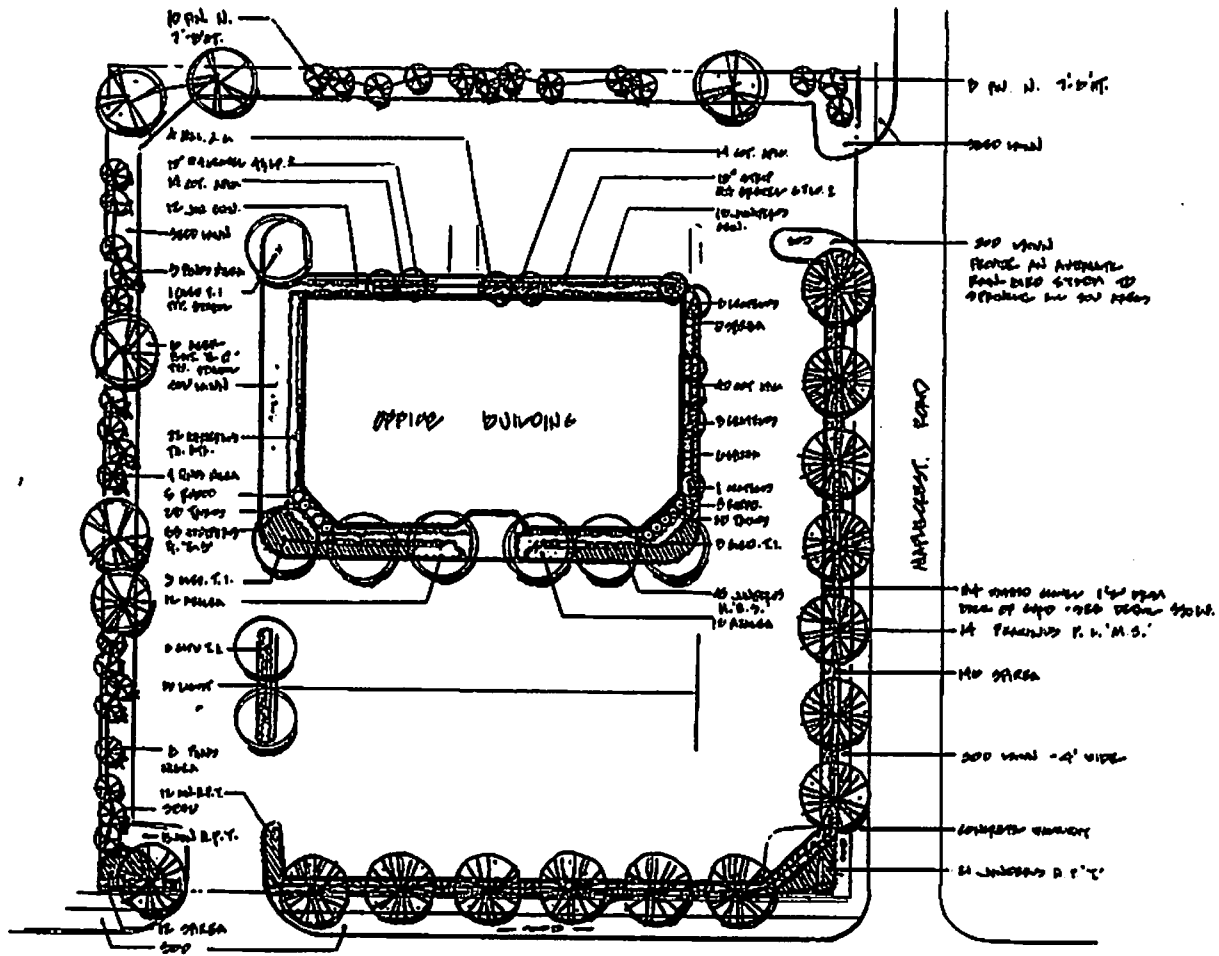
## LANDSCAPE IMPROVEMENTS

Site landscape improvements shall enhance the overall environment while unifying the buildings and the varied site uses. Landscape planting is to provide a framework that strengthens the infrastructure of the development and complements each individual building. Plant material should provide color, texture, shade, and seasonal interest, but also to announce entry, highlight building features, define roadways and pedestrian walks, link buildings, and screen parking and services, and adjacent uses.

**Landscape Features.** Public roadways and internal driveways should be lined with shade tree plantings to provide definition for the site circulation system. Trees should create a streetscape character for each development which shall be complimented with site lighting, signage and special architectural features. Street trees are to be planted at a maximum spacing of 50' on center.

The large courtyard spaces formed by major building clusters should be spatially reinforced by strong landscape design. The configuration of walkways, terraces, and plant material should closely relate to the building design, providing good circulation, outdoor amenity spaces, and a strong sense of cohesiveness.

Building landscape should provide a setting that enhances the architectural style and detail. Groupings and massing of accent color are encouraged for seasonal interest. Special treatment, through the use of plants and other landscape elements, should be used at building entries and other active pedestrian areas. Special elements include the use of seasonal flowers, specimen plants, special paving, walls, lighting, planter pots and site furniture.



CHOCOLIN PLND.

PLANT LIST

STAGE	CODE	ANATOMY NAME	COMMON NAME	REMARKS
100	10	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	20	10' WIDE	10' WIDE	10' WIDE
100	30	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	40	10' WIDE	10' WIDE	10' WIDE
100	50	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	60	10' WIDE	10' WIDE	10' WIDE
100	70	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	80	10' WIDE	10' WIDE	10' WIDE
100	90	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	100	10' WIDE	10' WIDE	10' WIDE
100	110	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	120	10' WIDE	10' WIDE	10' WIDE
100	130	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	140	10' WIDE	10' WIDE	10' WIDE
100	150	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	160	10' WIDE	10' WIDE	10' WIDE
100	170	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	180	10' WIDE	10' WIDE	10' WIDE
100	190	10' DIAMETER 'BUSHY' TREE	10' DIAMETER BUSHY TREE	10' DIAMETER
100	200	10' WIDE	10' WIDE	10' WIDE

**Site Irrigation.** All office/commercial development shall provide automatic irrigation systems for their lawn and other landscape areas.

**Parking Areas.** Landscaping shall be provided within all parking areas. Parking lot end islands should be curbed and planted with shade trees, and long lines of parking spaces should be broken up by additional islands planted with shade trees and ground cover. Parking lots should be screened from view from adjacent roads and adjacent property. Screening shall be accomplished with trees, shrubs and berms or a combination thereof. Shrub planting within parking lots shall have a maximum height of 3' so as not to interfere with driver vision.

Screen walls should be constructed around all dumpster areas and dedicated service areas to provide complete screening on three sides. Additionally, these enclosures are to be planted to soften their appearance with a mixture of evergreen trees, shrubs, and/or vines. Evergreen trees should also be planted adjacent to dumpster/service areas to screen views from adjoining buildings and roadways.

All walls, retaining walls, and fences should be compatible with the surrounding architecture. Chain link or other type wire fences are prohibited.

**General landscape requirements.** Existing plant material shall be protected from damage. Temporary construction fencing shall be provided to prevent compaction of root zones.

All sides of buildings shall be landscaped. The areas between building facades and parking lots shall be landscaped.

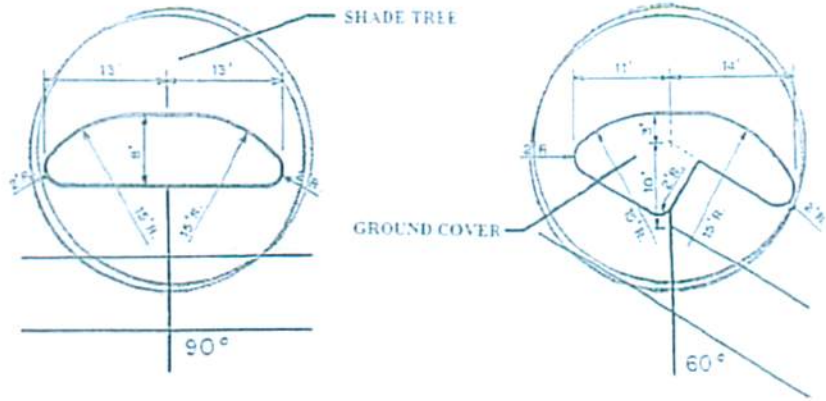
All landscape areas not treated with tree shrubs or ground cover shall be seeded or sodded lawn.

## **LIGHTING**

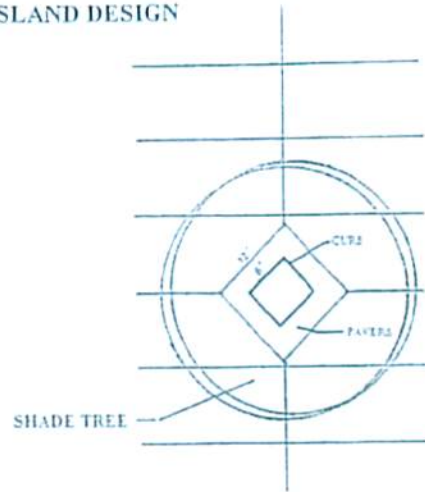
Generally, lighting and lighting system components and hardware should be compatible and harmonious throughout the entire development. Site lighting should be in keeping with the specific function or task and building type served.

**Walkways.** Along pedestrian walkways, the use of low-mounted bollard height standards which reinforce pedestrian scale, and clearly identifies the direction of travel are encouraged.

**Landscape Accent.** Landscape accent lighting should reinforce the overall organization of the site and reflect an appropriate hierarchy of features.



ISLAND DESIGN



**Site.** Site lighting visible from streets and adjacent property should be indirect or incorporate full cut-off shielded type fixtures. All site lighting should be designed and located to confine all direct light distribution to the premises. Any glare, hot spots and inconsistencies should be avoided.

**Building.** Flood lighting of any parts of any building should be avoided. Architectural lighting is encouraged that articulates the building design, facilitates building identification and promotes vehicular and pedestrian safety. Such lighting including wall washing (uplights or downlights), should be provided by a concealed light source not visible from public streets or surrounding areas.

**Parking Lots/Driveways.** Parking areas, drive and building service areas should be illuminated to ensure the public safety. Lighting fixtures should be designed and located so as to not cast direct rays of excessive brightness upon an adjoining property or cause glare hazardous to pedestrians or to drivers of motor vehicles on adjacent streets.

The following information should be included with each outdoor lighting system:

1. Illuminating Engineering Society of North America ("IESNA") recommended illumination values should be used and provided for the design of each lighting system.
2. Photometric test report for each luminaire used to perform the lighting task.
3. Photometric data regarding luminaire brightness control (candela curves cut through the major fixture axis and through the maximum candela axis) or any additional supporting data that may indicate how candle power is controlled by the luminaire.
4. Catalog cuts that indicate the appearance, construction, and features of the luminaires that are specified for the lighting system.

Unless otherwise approved by the City, light fixtures shall be acorn shaped "Victorian" fixtures mounted atop fluted columns.

5. Point-by-point foot-candle values of the lighting plan layout on a maximum grid of 20' x 20', the grid will extend beyond the property lines 25 feet to demonstrate the lighting system has been designed to prevent light trespass on the adjacent properties. Zero candela levels are desired. Adjacent residential properties should be indicated on all site plan drawings.
6. The lighting systems that are submitted should be designed using luminaires that incorporate glare shielding and are designated as full cutoff type luminaires, as defined by the IESNA. Additional shielding should be



provided on luminaries in any area close to adjacent property to effectively eliminate lamp or reflector glare.

7. The use of large lamp source (1000 watt) should be avoided, except in areas where high mounting heights (50' or more) have been approved.
8. Pole heights should not exceed 20' above grade. Poles exceeding this heights shall be approved in advance by the City.
9. Wall mounted fixtures with exposed refractors should not be used.
10. All vertical lamp fixtures with a sag lens and a protruding lamp should not be used.

**ROBERT C. HILL, INC.**

Landscape Architecture  
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