

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

ADOPTED -7 APRIL 2008
(by Ordinance 2008-2)

THE MAYOR AND COUNCIL OF ODESSA, DELAWARE

ORDINANCE 2008-02

AN ORDINANCE TO ADOPT THE ARCHITECTURAL DESIGN GUIDELINES FOR THE TOWN OF ODESSA.

Whereas, the purpose of the Architectural Design Guidelines is to provide for consistent, complementary standards to maintain the character of the neighborhood and protect and enhance existing as well as future development in Odessa; and

Whereas, the Odessa Historic Commission drafted the Architectural Design Guidelines with input from the public and the Planning Commission and recommended on February 21, 2008 that the Town Council adopt the Architectural Design Guidelines;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ODESSA THAT THE TOWN HEREBY ADOPT THIS, THE ARCHITECTURAL DESIGN GUIDELINES, A COPY OF WHICH IS ATTACHED HERETO AND MADE PART OF THIS ORDINANCE.

This ordinance shall take effect immediately upon its enactment by the Mayor and Council of Odessa.

First reading on March 3, 2008

By Council Member Kathy Hawley

Final passage on April 7, 2008

Vote : 3 in favor, none opposed

Kathleen H. Harvey
Kathleen H. Harvey, Mayor

Attest:

Jessica Norton
Jessica Norton, Secretary



THE MAYOR AND COUNCIL OF ODESSA, DELAWARE

ORDINANCE 2008-03

AN ORDINANCE TO AMEND ORDINANCE 2008-02, AN ORDINANCE TO ADOPT THE ARCHITECTURAL DESIGN GUIDELINES FOR THE TOWN OF ODESSA.

THE MAYOR AND COUNCIL OF ODESSA DO HEREBY ORDAIN THAT ORDINANCE 2008-2 SHALL BE AMENDED AS FOLLOWS:

By deleting from #2 on page 11 "or upon review and approval by the Historic Commission."

All other parts of Ordinance 2008-02 shall remain.

This ordinance shall take effect immediately upon its enactment by the Mayor and Council of Odessa.

First reading on May 5, 2008.

By Council Member Kathy Harvey

Final passage on 6/2/08

Vote: 5 in favor, none opposed

Kathleen H. Harvey
Kathleen H. Harvey, Mayor

Attest:

Jessica Norton
Jessica Norton, Secretary



STAPLES

C

Town of Odessa

THE MAYOR AND COUNCIL OF ODESSA, DELAWARE

ORDINANCE 2011-01

AN ORDINANCE TO AMEND ORDINANCE 2008-02, AS AMENDED BY 2008-3, AN ORDINANCE TO ADOPT THE ARCHITECTURAL DESIGN GUIDELINES FOR THE TOWN OF ODESSA.

THE MAYOR AND COUNCIL OF ODESSA DO HEREBY ORDAIN THAT ORDINANCE 2008-2 AMENDED BY 2008-3, SHALL BE AMENDED AS FOLLOWS:

Add #18 page 12 to read as follows:

New construction/in fill in established neighborhoods outside the historic district

- It is the intent of these Architectural Standards that any new structure's Appearance be in keeping with the architectural style, scale, appearance and aesthetic of the homes and structures adjacent to the new structure. Any new structure should complement and adhere to the overall architectural language of the street on which it resides.

All other parts of Ordinance 2008-02, amended by 2008-3 shall remain.

This ordinance shall take effect immediately upon its enactment by the Mayor and Council of Odessa.

First reading on July 11, 2011.

By Council Member KATHLEEN HARVEY

Final passage on 8/1/11

Vote : LINDSAY RICE, BETTS JACKSON, JOHN FREEMAN, KATHY HARVEY
4 AYES, 0 NAYS

Kathleen H. Harvey
Kathleen H. Harvey, Mayor

Attest:

Barbara Roberts
Barbara Roberts, Secretary



TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted – 7 April 2008

TABLE OF CONTENTS

Architectural Standards: Building Walls	3
Architectural Standards: Building Elements.....	4
Architectural Standards: Roofs.....	6
Architectural Standards: Windows and Doors.....	7
Architectural Standards: Gardens and Fences	9
Architectural Standards: Miscellaneous	11
Appendix 1: Definitions.....	14
Appendix 2: Storefront Standards.....	15

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted – 7 April 2008

ARCHITECTURAL STANDARDS: BUILDING WALLS

MATERIALS

1. Building walls shall be:
 - a. Smooth cut cedar shingles (4" to 6" exposure)
 - b. Wood clapboard siding (4" to 6" exposure)
 - c. Wood beaded siding (exposure)
 - d. Lightweight cementitious siding with smooth or pine texture (8" maximum exposure)
 - e. Brick
2. Exposed Foundation walls shall be:
 - a. Brick
 - b. Fieldstone
 - c. Parged block – (least desirable)
 - d. Poured concrete with a parged finish – (least desirable)
3. Trim shall be:
 - a. Wood, cellular PVC (e.g. Azek or approved equal), or cementitious boards at wood walls
 - b. Lightweight cementitious boards or cellular PVC at lightweight cementitious walls
 - c. Cellular PVC
 - d. Brick or precast concrete at brick walls

COMPOSITION AND TECHNIQUES

1. Building walls of shingles or siding shall have all openings trimmed in boards 2" to 4" nominal width and corners trimmed in boards of 4" to 6" nominal width. Doors may have wider trim. Butt joints between siding pieces may be caulked or covered, but must be painted.
2. Brick shall be in a horizontal running bond pattern with raked mortar joints of not greater than ½" height. When brick is used on a building wall, it must return onto the adjacent elevation entirely, or until a point at which it meets another wall or structure.
3. Facades and elevations of any one principal building and outbuilding(s) shall be made of the same materials, similarly detailed. A lower level of detail may be used for the outbuildings not at a frontage.
4. Walls constructed of more than one material shall only change material along a horizontal line (not vertical or diagonal line). Additionally, the heavier material shall always go beneath the lighter material.
5. Foundation walls of parged block at frontages shall be exposed no more than 18" above the ground.
6. Gables atop brick walls shall be finished in siding, or brick.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

ARCHITECTURAL STANDARDS: BUILDING ELEMENTS

MATERIALS

1. Piers and arches shall be brick.
2. Porch floors at frontages shall be tongue-and-groove wood, or approved synthetic decking (must be tongue-and-groove) or brick.
3. Porch foundations at frontages shall be brick piers with framed wood, wood boards or cellular PVC
4. Stoops shall be made of brick, stone, or concrete faced on all exposed sides with brick or stone. Wood, or cellular PVC, may be used at secondary entrances.
5. Posts and columns shall be wood or fiber-reinforced composite.
6. Porch railings (all components) shall be a single material, either wood, cellular PVC, steel or wrought iron.
7. Deck floors shall be wood.
8. Deck railings shall be a single material, wood or wrought iron.
9. Chimney enclosures at frontages shall be brick. Chimneys two stories or more above grade and not within 4' of an exterior wall may be simulated brick or stucco. Flues shall be tile or metal.

COMPOSITION AND TECHNIQUES

1. Masonry arches shall not be less than 8" in thickness.
2. Keystones in masonry arches shall be centered on the arch and have sides radial to the arch.
3. Piers of masonry shall be no less than 12" in width and 8" in depth.
4. Wood trim material, at frontages must be painted with the exception of flooring and treads, which may be painted, stained or left unfinished. Cellular PVC trim material that are white in color are not required to be painted.
5. Wood, or accepted simulated material, posts shall be no less than 6" nominal in width or depth and chamfered at the corners.
6. Columns, pilasters, etc., shall be of the Tuscan or Doric order as prescribed in The American Vignola.
7. Balusters shall not exceed 4-1/2" on center.
8. Porch openings shall be vertical in proportion.
9. Pre-cast concrete lintels shall extend horizontally beyond the window opening a dimension equal to the height of the lintel. Brick soldier lintels shall extend a minimum of one brick beyond the opening.
10. Decks shall be of a scale compatible with living unit(s) and with the lot. Decks are prohibited at frontages.
11. Uninhabitable space below porches and decks shall be skirted by wood, lattice with not greater than 1-1/2" spaces between the boards.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

12. Fireplace vents shall not face frontages.
13. Flues shall be painted the color of the roof, flat black, or left natural.
14. Railings of steel or wrought iron shall be painted black.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

ARCHITECTURAL STANDARDS: ROOFS

MATERIALS

1. Roofs shall be steel standing seam (painted or galvanized), copper, cedar shakes.
2. Gutters and downspouts shall be wood, copper, steel, or aluminum, and shall be half-round in profile (except wood.)
3. Splash blocks shall be stone, brick, gravel, or concrete.
4. Copper-anodized aluminum is prohibited.

COMPOSITION AND TECHNIQUES

1. Roofs shall be simple and symmetrically pitched, and only in the configuration of gables and hips. The pitch of the roof shall be between 9:12 and 14:12.
2. Shed roofs (roofs which pitch in one direction) shall be permitted when the ridge is attached to an exterior wall of a building. The pitch shall be between 4:12 and 14:12.
3. Dormers shall be roofed with a symmetrical gable, barrel or shed roof.
4. Skylights shall be flat in profile.
5. Skylights, solar panels, vent stacks, satellite dishes, and other roof protrusions shall not be placed on a roof facing frontages nor shall they be visibly obtrusive from nearby streets.
6. All gutters on any one building shall be the same profile (section). Metal gutters and downspouts shall be pre-painted by manufacturer or galvanized except copper, which shall be left to age naturally. All gutters other than wood shall have a half-round profile.
7. Roof penetrations (vents, attic ventilators, turbines, flues, etc.) shall be painted to match the color of the roof or flat black except those made of metal which may be left natural. Unless prohibited by building code, all such penetrations shall be located on roofs not facing frontages.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

ARCHITECTURAL STANDARDS: WINDOWS AND DOORS

MATERIALS

1. Windows shall be built of wood, may be clad in aluminum or vinyl, and must be true or simulated true divided light.
2. Glass shall be clear and free of color. Stained, frosted and tinted glass are permitted except at frontages. One stained glass application may be permitted at frontages with the approval of the Odessa Historic Commission.
3. Shutters shall be solid wood or cellular PVC.
4. Awnings shall be canvas or a synthetic woven material resembling canvas, and are not permitted at frontages.
5. Doors shall be wood. Approval by the Historic Commission is required for any glass panels in doors at frontages.
6. Garage doors shall be built of wood embossed steel, or fiberglass. Approval by the Historic Commission is required for any glass panels in garage doors at frontages.

COMPOSITION AND TECHNIQUES

1. Windows shall be square or vertical in proportion. Windows may be circular or semi-circular, in shape, but only one such window may be placed on each façade. Windows may be quarter-circular in shape when paired in a gable end.
2. Windows shall be single-hung, double-hung, or fixed in decorative applications.
3. Bay windows at frontages shall extend to the ground or be visually supported by brackets.
4. Window lights shall be square or vertical in proportion.
5. The use of muntins shall be consistent with the style of the building and consistent throughout the building. Muntins in new or replacement windows, if used, shall create true-divided lights or have a milled face applied to both the exterior and interior surface of the glass and painted to match the sash. "Sandwich" muntins are prohibited.
6. Single glass panes shall be no larger than 9 square feet.
7. Total fenestration (rough window openings) on the front façade shall not exceed 30% of the total surface area.
8. Two or more windows in the same rough opening on a façade (frontage) shall be separated by a minimum 4" wide post.
9. Windows at frontages shall be no closer than 2' to the corners of the building.
10. Shutters shall be applied to all or none of the typical windows on any given façade or elevation. They shall be shaped, sized and proportioned to the opening they serve. Shutters may be fully functional with all necessary hardware. Or, if fixed, shall be hinge mounted to the window jamb or frame and shall have shutter dogs mounted within arms reach from the interior. Shutters shall be painted white or a dark color.
11. Residential awnings shall be triangular in section (not quarter-round) with a free hanging drip edge and a solid color to match the color of the wall or the trim or a dark accent color.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

12. Double doors shall not exceed 5'-4" in overall width except where intermediate 4" (min) posts are provided.
13. Garage doors shall not exceed 8' in height or 9' in width.
14. Doors, including garage doors, shall have raised panels arranged in a traditional pattern, and in a style consistent with the primary building.
15. Doors may be of the "sliding patio" variety except at frontages. Sliding patio doors must have an appearance of true-divided lights.
16. Storm doors and screen doors shall be full view and free of decorative trim.
17. Storm doors, screen doors, storm windows, and window screens shall be finished to match the window or door they serve or the trim around it.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

ARCHITECTURAL STANDARDS: GARDENS AND FENCES

MATERIALS

1. Fences shall be built of wood pickets, cellular PVC (to look like wood), wood lattice wood board, steel, or wrought iron.
2. Garden walls at frontages shall be brick or stone.
3. Retaining walls at frontages shall be brick or stone.
4. Retaining walls not visible from nearby streets, paths, or public areas, shall be brick, stone, concrete, concrete block or treated wood.
5. Gates in fences, if any, shall be built of the fence material.
6. Gates in garden walls, if any, shall be wood (painted) or cellular PVC, or steel or wrought iron painted black.
7. Walks at frontages shall be brick or stone.
8. Driveways shall be brick, brick pavers, crushed shells, pea gravel or gray granite, or a combination of asphalt and one of the other accepted materials.
9. Patios shall be of brick, brick pavers, stone, slate, concrete pavers, or stone dust.

COMPOSITION AND TECHNIQUES

1. Fence locations and patterns are subject to the approval of the Odessa Historic Commission. Fences at frontages on neighboring lots must be of different design. Terminal posts in fences shall be fatter and taller than typical posts.
2. Fences built of wood or cellular PVC shall be painted white (not off white) at frontages. Fences built of steel or wrought iron shall be painted black.
3. Fences should provide closure. For example, terminal posts should be adjacent to a wall or another post or a gate with the exception of those on either side of a walk, or a driveway at a frontage, where a gate is not required.
4. Fences, garden walls and hedges at frontages and along parks, lakes, wetlands or other open space shall be between waist and chest height.
5. Hedges used in lieu of fences shall meet the hedge requirements at installation and be maintained within the height requirements. A hedge shall be a single type of plant. At installation, plants shall be 18" on center and shall be at least 5-gallons or 24" in height. Hedges shall be maintained to allow light to penetrate to all branches. Taper the hedge slightly to create a base that is wider than the top.
6. Brick walls shall be 8" to 12" wide and capped. The cap shall overhang the wall ½" to 1" on each side.
7. Garden walls of brick or stone shall be capped in a brick rowlock course of brick, curt brick or dressed coping stone 1-1/2" to 3" thick.
8. Walks must be built flush with the ground.
9. Driveways at frontages shall be no wider than 12' at the frontage line.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

10. Patios are permitted except at frontages.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

ARCHITECTURAL STANDARDS: MISCELLANEOUS

1. Where a material is specified, it is that material that is specified not others that may resemble it. For example, "wood" means "wood", not wood chips pressed and glued together, or recycled plastic melted and molded to resemble wood.
2. Materials other than those specified in this document may be used if found on the list of Additional Suitable Materials available from the Town office, ~~or upon review and approval by the Historic Commission.~~ *(by ordinance 2008-03-adopted 6/2/08)*
3. Where previously approved materials have since been prohibited or are no longer permitted, the previously approved material may be used for repairs.
4. The Historic Commission may determine that certain lots or portions thereof may be held to the primary frontage standards "if it is highly and easily visible from the public realm (even if it does not meet the definition of primary frontage)."
5. Mailboxes, newspaper boxes, flower boxes, lettering and numbering shall not be plastic or vinyl.
6. The following items are prohibited at frontages: clothes drying apparatus, air conditioner equipment, electrical or gas meters, solar panels, antennas, satellite dishes, bird baths or statuary, synthetic fauna and flora, permanent grills, in-ground swimming pools, firewood (except on porches), rock gardens and vegetable gardens, recreation and play equipment, doghouses and dog runs, hot tub and spas, etc.
7. The following items are prohibited: window air conditioning units and above-ground pools.
8. Flagpoles less than 6' long may be mounted at an angle to porch columns or posts and building walls. Free standing flagpoles are permitted on public property only.
9. Exterior light fixtures shall be compatible with the style of the primary building.
10. Exterior lighting must have the appearance of being incandescent. Parking lots may be lit with alternative light sources and fixtures subject to the approval of the Historic Commission. Gas light fixtures are also acceptable.
11. Building walls shall not be flooded or washed with light
12. Garage door openings onto an alley and doors facing a primary frontage other than a street shall have a light fixture that is lit from dusk to dawn.
13. One security system sign per frontage is permitted.
14. One sign advertising a property for sale or rent is permitted at each frontage.
15. The following outbuildings and landscape constructions shall be permitted and shall adhere to the Town of Odessa Architectural Design Standards: garages, workshops, garden pavilions, greenhouses, gazebos, trellises, arbors, in-ground swimming pools, outdoor tubs, saunas, handball and squash courts, pool houses and equipment enclosures, dog houses, storage sheds, etc.
16. Permanent play structures (basketball hoops, skateboard ramps, tetherball setups, etc.) are permitted where the play area is within the lot on which the structure is located. Structures shall be kept free of rust and in good repair.

Architectural Standards: Miscellaneous
Adopted -7 April 2008

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted – 7 April 2008

17. Materials, configurations and techniques for individual units or other portions of a multi-unit building shall be consistent.
18. It is the intent of these Architectural Standards that any new structure's appearance be in keeping with the architectural style, scale, appearance and aesthetic of the homes and structures adjacent to the new structure. Any new structure should complement and adhere to the overall architectural language of the street on which it resides. *(See Ordinance 2011-01-adopted 8/1/11)*

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

III: APPENDICES

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

APPENDIX 1: DEFINITIONS

Graphs go here

Alley (a.k.a. Alleyway, Mews, Rear Lane): a narrow access to the rear of property providing service areas, parking access, and utility easements.

Back building: an ancillary segment of building extending from a principal building into a rear yard.

Corner Lots: lots at the intersection of streets, alleys, paths, and parks.

Cellular PVC: a solid, extruded material that has the working characteristics of wood.

Deck: a roofless floor structure specifically allowed to encroach into a yard. A deck is similar to a terrace but made of boards.

Elevation: the exterior walls of a building not facing a frontage line.

Façade: the exterior walls of a building not facing a frontage line.

Frontage: the space between the façade of a building and the frontage line.

Frontage Line: the line between a private lot and a primary thoroughfare or civic space.

Height: the vertical distance between the average enfronting thoroughfare elevation and a specified point on a structure.

Lot Line: the boundary that legally and geometrically demarcates a lot.

Off-Street Parking: a stabilized open area no less than 10' by 20'.

Outbuilding: an auxiliary structure located within a yard.

Porch: an unglazed roofed structure attached to a building.

Primary Frontage: the frontage at which the principle façade is situated, typically the shorter of the two frontage lines and where the front door is located.

Principal Building: the principal building on a lot, disposed to provide the façade on the frontage.

Secondary Frontage: on a lot with two frontages, the frontage that is less important, typically the longer of the two frontage lines.

Stoop: a landing in front of a door not wider than it is deep and related steps not to exceed eight.

Terminal Posts: posts at corners, property line corners, openings, ends, etc.

Yard: an area left free of principal buildings.

Thoroughfare: an urban element that provides the major part of the public open space as well as lanes for vehicles. A thoroughfare is endowed with two attributes: capacity and character.

Civic Space: an open area dedicated for public use.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

APPENDIX 2: STOREFRONT STANDARDS

GENERAL NOTES

1. Storefronts shall comply with the Design Standards as they may be amended from time to time.

MATERIALS

1. Applied signs shall be made of painted synthetic wood (e.g.: "Synwood"), wood, or metal.
2. Exterior lighting shall have the appearance of being incandescent.
3. Commercial awnings shall be canvas or a synthetic woven material resembling canvas. The fabric shall not be translucent.

CONFIGURATIONS AND TECHNIQUES

1. One sign may be used on the outside of each building unless noted otherwise.
2. At storefronts, single glass panes shall be no larger than 20 square feet.
3. Commercial fronts and signs shall be a single, near-black, dark gloss, or white background color. Letters may be any one color. Signs shall be integral to buildings and/or commercial fronts (between the first floor lintels and the second floor sills) or in the building entablature (between the top story lintel and the eave). The background of the sign shall be no larger than 1'-6" in height by any length and, if lit, shall be externally lit only (not backlit). Letters shall be no larger than 1'-0".
4. Blade signs may be mounted above the storefront and perpendicular to the building and may not exceed 8'-0" in height. These signs may extend from the building a maximum of 3'-0" and may extend as high as the lintels on the top floor.
5. Gold letters painted on the inside of windows and doors are permitted.
6. Off-site and detached signs are not permitted.
7. Signs may not be affixed with tape or other temporary means to the exterior nor to the interior of glass surfaces.
8. Decals may not be affixed to glass.
9. Commercial awnings, lights and signs may encroach into setbacks and into rights-of-way to within 18" of a curb but not onto private properties.
10. Fabric awnings shall be triangular in section with straight edges and no side panels or soffit and a minimum depth of 5'. The cross-section of a storefront awning shall be different from that on the adjacent lot. Awnings shall not be backlit or used as signs, except for a single inscription on the flap not to exceed 6" in height. All awnings on a single establishment shall be identical. Awnings should be retractable. Awnings of the quarter-round variety are prohibited.
11. Address numbers shall be a maximum of 6" in height.
12. Building lighting, if any, shall be indirect and mounted on the building.
13. At secondary frontages, an additional sign that follows the sign requirements for signs on commercial fronts is permitted.

TOWN OF ODESSA
ARCHITECTURAL DESIGN STANDARDS

Adopted -7 April 2008

14. On rear elevations, an additional sign that follows the sign requirements for signs on commercial fronts is permitted below the second floor windowsill.
15. Parking directional signs, which are in addition to the tenant sign, shall follow the requirement for other signage.