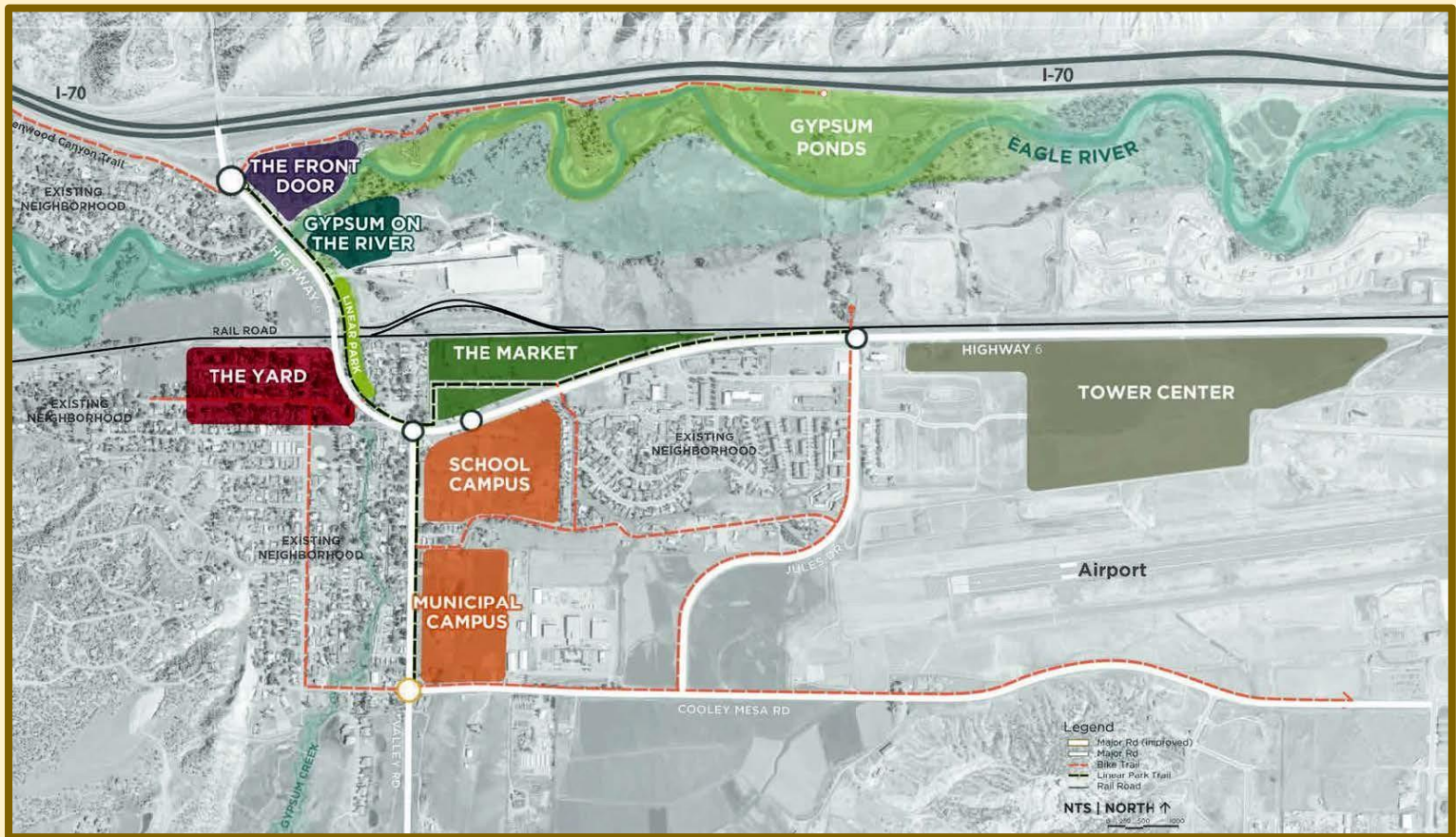


Town of Gypsum

Master Plan Design

Requirements for Building and Land Improvements



Adopted by the Town of Gypsum Planning Commission on August 21, 2019 Resolution PZ No. 06 (Series 2019)



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1.0 Introduction

These design requirements are in place in order to achieve the goals and vision of the *2017 This is Gypsum Master Plan* (“Master Plan”). Architecture, landscaping, lighting, and signing are coordinated in order to create a sense of place and quality for all individual properties and development within certain areas of the town set forth in this document. Architecture is coordinated through common design criteria for character, massing, facades, fenestration, materials and colors.

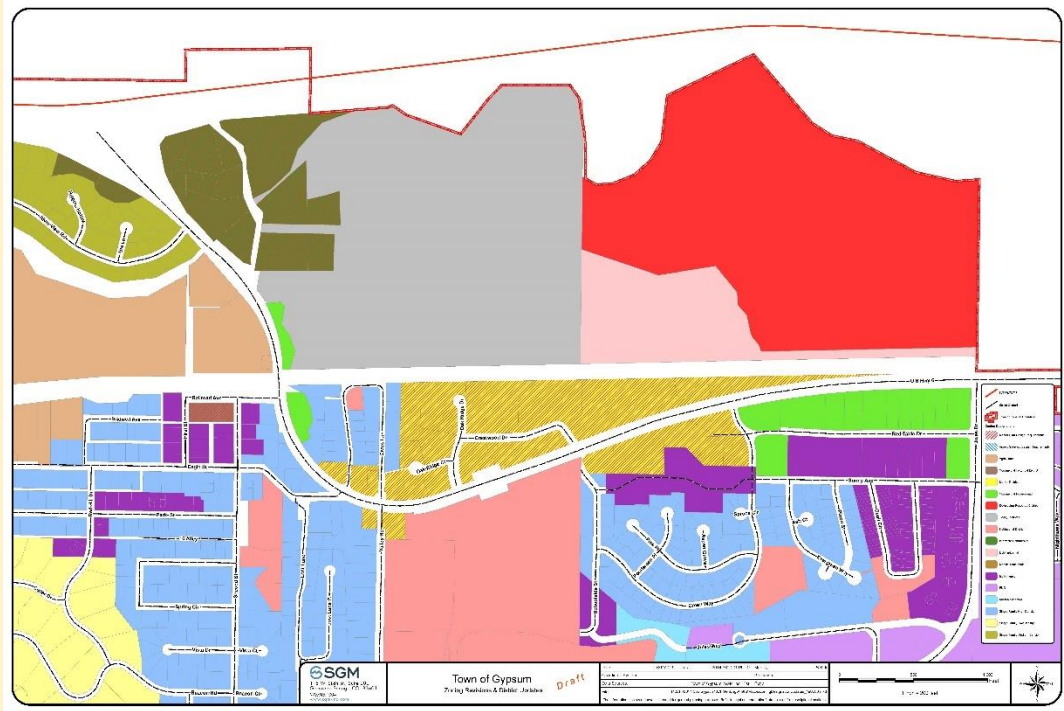
A. Design Requirement Purpose

To promote the quality of development, the design requirements given in this document define criteria for implementing coordinated design, organizational unity and overall visual identity for the area, while maintaining opportunities for individual needs and creativity for each project. Included are procedures and requirements for design submittal and review. The intent of these requirements is to establish a consistent design concept that produces the “Industrial Ranch” image set forth in the Master Plan, allows for creativity and efficiency, as well as value for the community and all projects within the area. The Master Plan set forth the following goals and visions regarding architecture and design for the areas regulated under these design requirements:

- i. Work with private landowners, developers, designers and local businesses to celebrate Gypsum’s industrial and ranching identity through character-driven design standards for new development projects
- ii. Work with private landowners to celebrate Gypsum’s industrial and ranching identity through the use of building elements and materials
- iii. Create a sense of arrival immediately upon exiting I-70 to suggest to visitors that they have entered an eclectic and vibrant town
- iv. Orient and plan highway commercial uses together that create a more attractive and genuine sense of place
- v. Work with private landowners to promote development of service-oriented businesses, restaurants and entertainment to create a walkable commercial center
- vi. Build a street presence within the market area using minimal road setbacks and unique architectural character

All development designated on the Town of Gypsum Official Zone Map (“Map”) as requiring Master Plan Design Requirements shall meet the requirements set forth in this document.

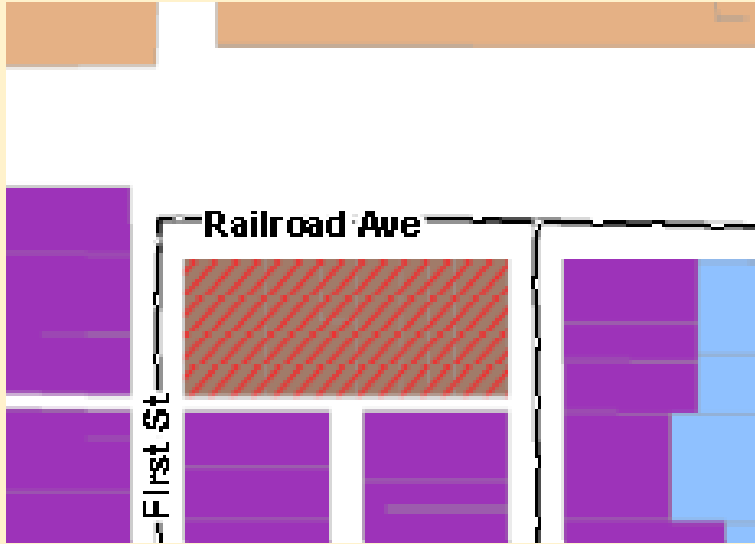
Below are portions of the Map identifying these areas with dash lines over the underlying zone district:



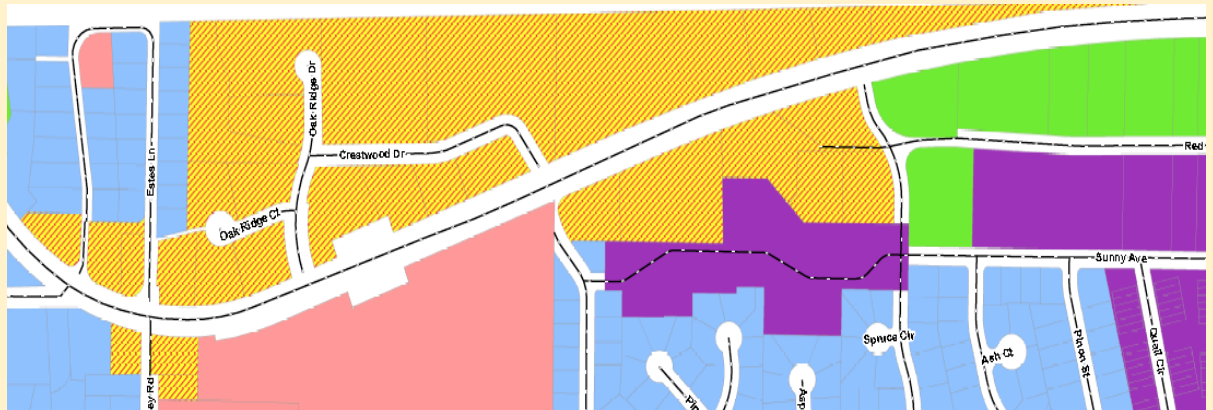
Close up of Interstate Commercial Zone District:



Close up of Commercial Historical Zone District:



Close up of Market Area Zone District:



B. Related Controls

All development projects subject to these design requirements must also comply with the codes and regulations of all governing bodies. These requirements are to be used in conjunction with the Town of Gypsum Municipal Code (“Code”). To the extent these design requirements provide a more stringent development standard than any applicable county, state or federal regulation, or the Code, these design requirements shall control.

2.0 Architecture

A. Objectives

Architectural design should express the character of an industrial ranching community as identified in the Master Plan. Individual creativity and identity are encouraged, but care

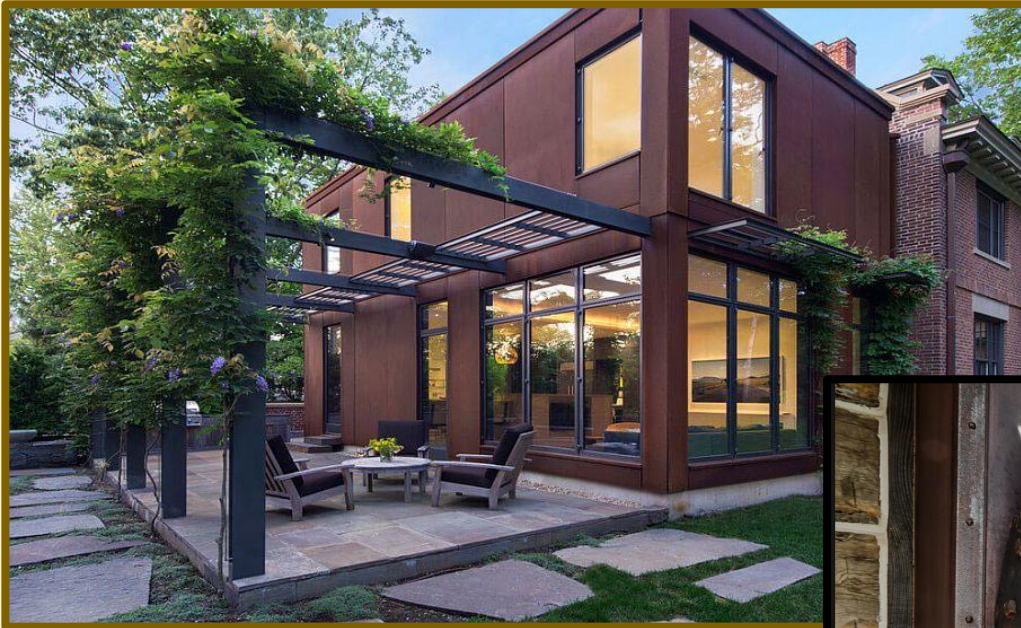
must be taken to maintain design integrity and compatibility among all projects in order to establish a unified image.

The following guidelines present parameters for architectural, character building form and massing, facades, fenestration, structure, entries, materials, colors, details, service areas, and mechanical equipment.

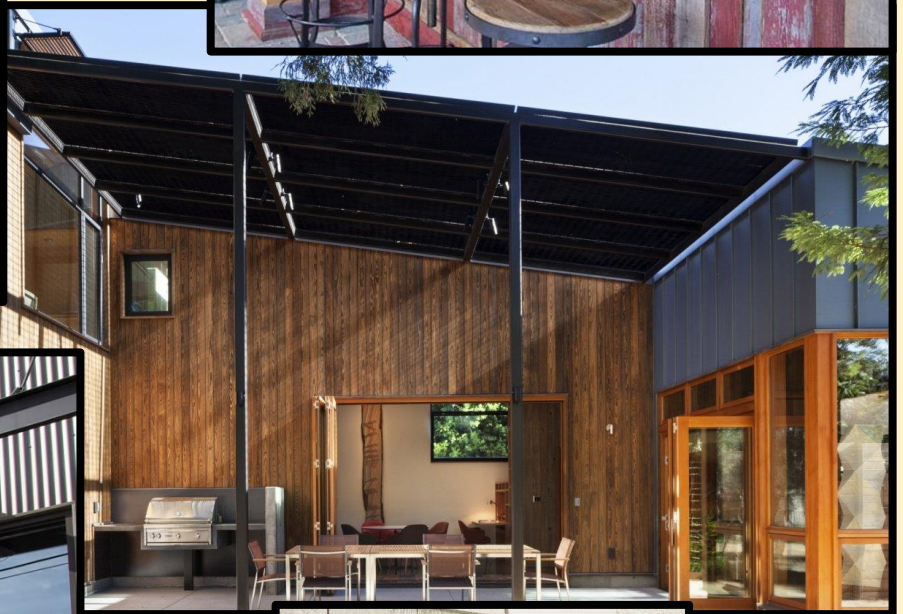
Figure A, on the following pages, provides photos of structures, elements, and materials desired in the design vision of these regulations. Each application shall include a variation of these components.

Figure B, below, provides photos of structures, elements, and materials that are **undesirable**.

(Figure A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing



(Figure A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued....



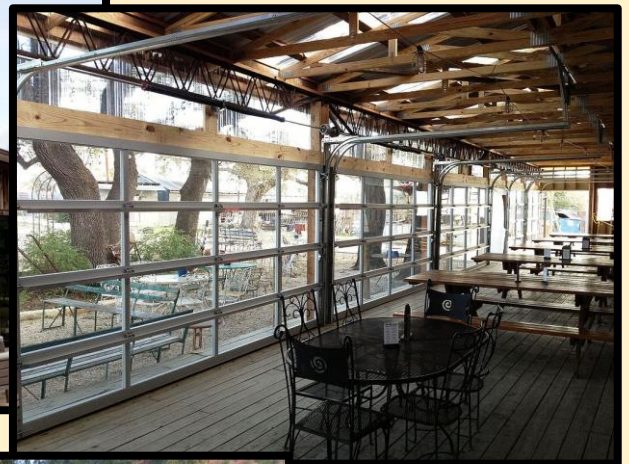
(Figure A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued....



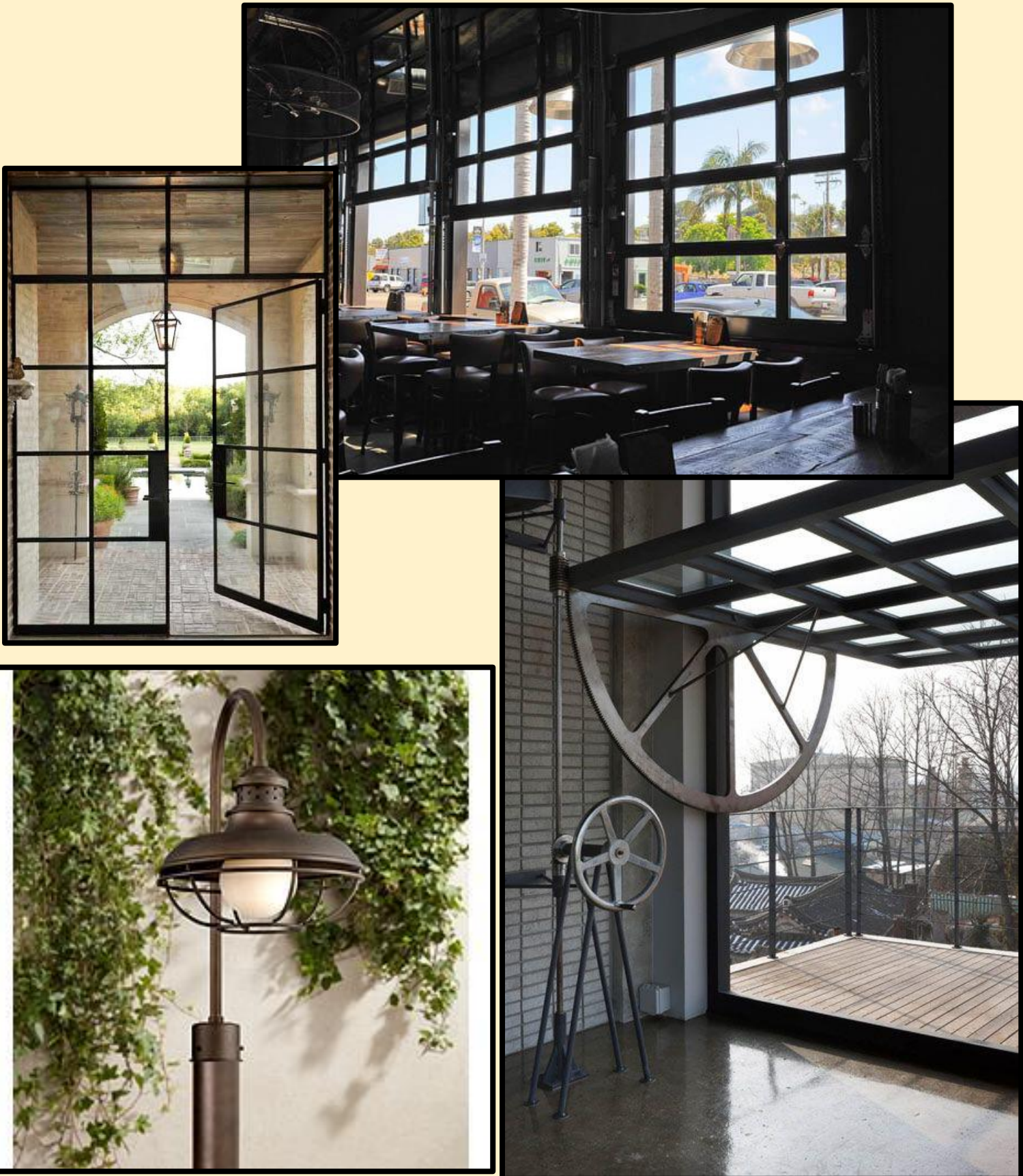
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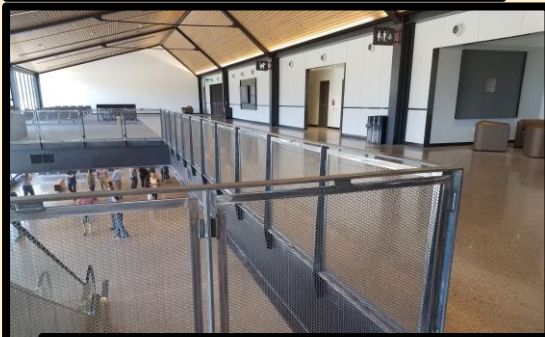
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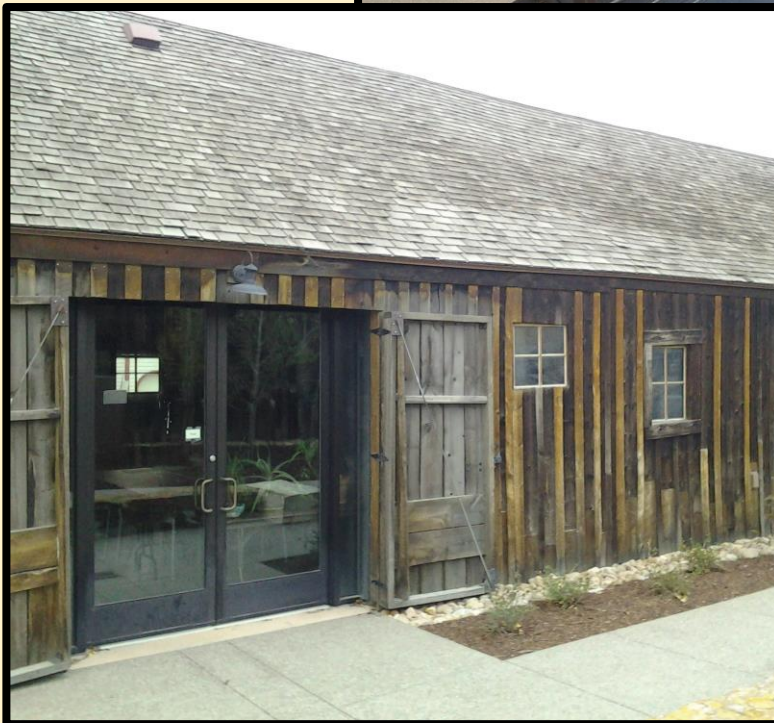
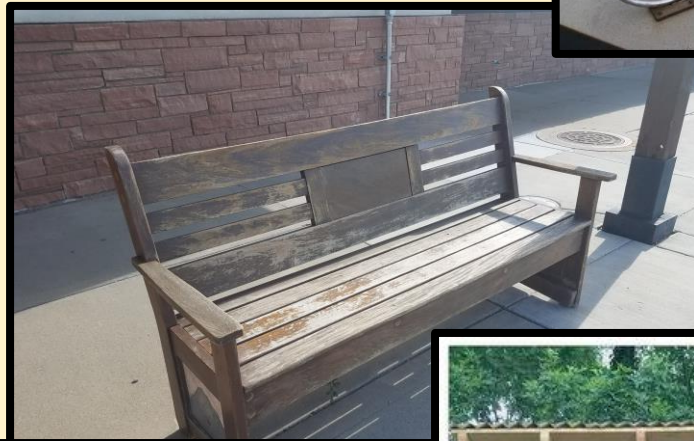
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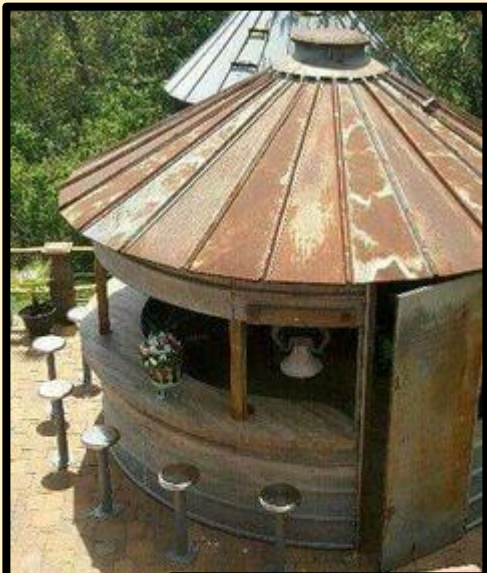
(Appendix A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued....



(Figure A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued...



(Figure A) Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued...



(Figure B) Not Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing



Gas station canopy's must have industrial ranch materials component to them



Too plain with all simple metal siding. Sheds and accessory buildings should be more industrial ranch in appearance



Too much brick used here as single siding material and no balconies

(Figure B) Not Acceptable Building Types, Materials, Lighting, Amenities, Landscaping, and Railing Continued....



All white railing should not be used or minimized



Wrought iron metal railing may be appropriate if used with industrial ranch architecture on the rest of the project



White privacy fencing shall not be used



This stucco building is too plain, stucco is the only siding material used, trim very plain

B. Architectural Character

Architectural character should portray a sense of place with a casual, natural, western heritage and industrial feel. Visitors should be able to acknowledge that buildings are vastly different yet charming and more inviting than other structures and services in the region.

Appropriate Characteristics

- Historical, western, rustic, style
- Distinctive, but compatible image

C. Building Form and Massing

Building design should employ geometric forms and coordinated massing that produce overall unity, scale, and interest with unified composition.

Appropriate Treatment

- Unified composition in accordance with the Master Plan

D. Facades – Facades should reflect a coordinated design concept, including expression of building function, structure, and scale.

Appropriate Treatment

- Straightforward, functional design
- Expression of structure

E. Entrances – Entrances should be clearly defined and inviting.

Appropriate Treatment

- Articulation and color for identity and interest
- Light, open, inviting aspect
- Entry space sequence
- Recessed protected doorway
- Integration with overall building form

Inappropriate Treatment

- Dark, confined appearance
- Abrupt entry space
- Flush doorways

F. Design Details

Detailing should be clean, clear and straight forward.

Details should reinforce overall design unity, interest and scale.

Appropriate Treatment

- Expression and alignment of structural connections
- Finishes commensurate with building materials
- Coordinated entry spaces and landscaping

G. Roofs

Appropriate Treatment

- Asphalt shingles
- Corrugated metal

Inappropriate Treatment

- Mansard roof forms
- Tile roofing

H. Mechanical Equipment – All exterior mechanical equipment, including but not limited to, HVAC, electrical equipment, natural gas meters, and storage tanks, must be screened from on-site ground level view.

Appropriate Treatment

- Rooftop equipment on flat roofs shall be hidden from off-site view as much as possible by a parapet or screening
- All mechanical screening shall be fully integrated into architectural design
- Ground equipment may be hidden by screening or landscaping
- Screening shall consist of walls, fencing, or similar material as adjacent building walls

Inappropriate Treatment

- Rooftop equipment extending above parapet or screen.
- Rooftop screen too close to building parapet.
- Screen material contrasting with adjacent building materials.

I. Materials – Exterior building materials should create an appearance to achieve the “industrial ranch” vision.

Appropriate Materials

- Corrugated metal
- Barn like materials
- Wood or rustic wood siding
- Tinted or lightly reflective glass
- Textured concrete
- Stucco
- Brick or stone
- Wood beams and siding

Inappropriate Materials

- Smooth, shiny sheet metal
- Contemporary industrial construction materials

Other Material

All other materials, including EIFS, concrete masonry, wall tile, glass fiber reinforced concrete and new technology materials, must be approved by the DRB

- J. Exterior Colors-** Exterior building colors shall generally maintain compatibility with the rest of the area, while allowing for variety of color among projects.

Appropriate Treatment

- Concrete or stone may have light, natural finish
- Service door and mechanical screen colors are to be the same as the adjacent wall colors

Inappropriate Treatment

- Large areas of dark natural finishes
- Arbitrary patterns, strips
- Garish use of color

3.0 Site Planning

The following requirements present parameters for site coverage, building materials and colors, building height, setbacks, building location, site access, service areas, signage, landscaping, utilities and other objectives for the proposed project.

A. Maximum Lot Coverage –

- i. Commercial Historical – 75%
- ii. Interstate Commercial – 75%
- iii. Market District – 80%

B. Maximum Building Height –

- i. Commercial Historical – thirty-five feet (35')
- ii. Interstate Commercial – All properties shall be limited to sixty feet (60') unless otherwise approved by the DRB.
- iii. Market District –
 - a. Properties inside of the red boundary line (below) are limited to sixty feet (60')
 - b. All other properties are limited to thirty-five feet (35')



- iv. Maximum building heights for accessory uses to the main structures in all three areas is limited to twenty-five feet (25’).
- v. Height is measured from the top of the structure to the average finished grade below (including parapets and mechanical screens). Pitched roofs are measured from the midline of the roof. For further definition of “height” refer to the Code.

C. Minimum Landscaped or Public Areas

- i. Commercial Historical – 0%
- ii. Interstate Commercial – 5%
- iii. Market District – 10%

D. Setbacks – Zero setback are required. However, site shall be evaluated based on reasonable flow of the site and building location and buildings will need to meet proper separation construction requirements per the building code.

E. Building Location – Buildings should be arranged to provide convenient access to entrances, efficient on-site circulation for vehicles and pedestrians, and provide an inviting “front” to either the nearest street or group of buildings creating a sense of shared place. The orientation of multiple buildings on a single site must be clearly coordinated.

F. Site Access – Sites should generally be limited to one access point per street frontage to minimize disruption of traffic flow, unless shared access driveways are shared by adjacent parcels or there are multiple commercial tenants on one property.

G. Parking – Required parking spaces shall comply with the Code.

H. Pedestrian Circulation – Safe, clear pedestrian circulation must be provided between buildings, parking areas, and entries on all sites.

I. Service Areas –

- i. Service, maintenance, loading, and refuse collection areas are to be located out of view by public roadways and buildings on adjacent sites, or screened by dense landscaping and/or architectural barriers.
- ii. Service areas should be located so that service vehicles have clear and convenient access and incur minimal disruption for other vehicle and pedestrian circulation.

J. Grading and Drainage – Grading and drainage shall be designed so that surface drainage reaches the appropriate off-site location.

K. Utilities – All utilities systems are to be installed underground. Necessary above ground equipment (such as back flow preventers, transformers, natural gas meters, and irrigation controllers) should be located away from the street frontage.

L. Walls and Fences –

- i. Walls, when used, must be designed and built of materials and finishes that are an integral part of the overall architectural or landscaping design concept.
- ii. Fences – Maximum fence height in the front of projects shall be three feet six inches (3’6”) and a maximum height of six feet (6’) in the side or rear.
- iii. Refuse enclosure walls must be at least 6’0” high.
- iv. Fences may be used to cordon off restaurant seating areas, help direct pedestrian traffic flow, or as barriers from steep drop-off situations. Fences in these examples may shall be built of materials and finishes that are an integral part of the overall architectural design concept.

4.0 Landscaping and/or Public Areas

Landscaping and public areas are an important element contributing to the identity and unity of the area. As such, landscaping and public areas need to promote a pleasant, distinctive, creative, high quality, and entertaining environment.

A. General Landscaping Design – The following requirements present parameters for general landscape design, streetscapes, and on-site landscaping.

- i. All landscaping zones and areas not covered by structures or paving must be planted with trees, shrubs and/or groundcovers in a fully integrated landscaping design.
- ii. All trees shall be a minimum size of twenty-four inch (24”) box or the equivalent of two-inch (2”) diameter, and six feet (6’) tall for evergreens and eight feet (8’) tall for all others when installed.
- iii. All vegetated landscaped areas are to be provided with a complete and automatic irrigation system. This system must conform to all requirements of the Town of Gypsum. It must be designed to minimize irrigation run-off onto streets or adjacent properties. All landscaping to be maintained and replaced if vegetation ever dies, is replaced with different species approved by DRB, or site is redesigned.

B. Public Areas – Public areas such as general seating, music/games areas, art displays, fountains, etc... can be exchanged for up to 50% of the required landscaped area. Areas limited to specific business uses, such as outdoor seating for a restaurant, may count for no more than 25% of public areas.

5.0 Lighting

A. Objectives

Exterior lighting will be provided to enhance the safety and security of motorists, pedestrians and cyclists. Lighting is intended to create a nighttime character that reinforces the images as a quality business location.

As with landscaping and signs, lighting is also an important element contributing to the identity and unity. All exterior lighting is to be generally consistent in height, spacing, color and type of fixture throughout the area.

B. Street Lighting – Public street lighting is being coordinated through the Town.

C. General On-Site Lighting Parameters

To ensure consistency, on-site lighting must conform to the overall lighting parameters, including the following:

- i. On-site lighting includes lighting for parking areas, vehicular and pedestrian circulation, building exteriors, service areas, landscaping, security and special effects
- ii. All lighting must conform to the Code
- iii. All exterior on-site lighting must be shielded, down directional and confined within site boundaries. No direct rays or glare are permitted to shine onto public streets or adjacent lots.
- iv. Lighting fixtures are to be of rustic ranching or industrial design.
- v. The location and design of all lighting must be approved by the DRB.

D. Vehicular Circulation and Parking Area Lighting

All vehicular circulation and parking lot lighting shall have full cutoff fixtures. Pole height shall be as follows:

- i. Vehicular Circulation 25' Maximum
- ii. Parking Area 20' Maximum

E. Pedestrian Circulation Lighting

Pedestrian walkways and building entries will be illuminated to provide walkway lighting must have full cut-off fixtures mounted at a uniform height for pedestrian orientation and to clearly identify a secure route between parking areas and points of entry to the building. Lighting shall be no more than eight feet (8') above the walkway. Building entries may be lit with soffit, bollard, step or comparable lighting.

Pedestrian lighting shall be subdued or as approved by DRB.

F. Architectural Lighting

Architectural lighting effects are encouraged to promote nighttime identity and character. Acceptable lighting includes wall washing, overhead down lighting and interior lighting that spills outside. Entry areas should be lit so as to provide an inviting glow from the interior.

G. Service Area Lighting

Service area and security lighting must be visible only within the limits of the service area.

Wall-mounted, security-type, service area lighting fixtures may be used only in screened service areas and only if direct light and glare is kept within these areas. In all other areas, wall-mounted service lighting must consist of cut-off type fixtures.

Service area security lighting may not be substituted for pedestrian, architectural or parking area lighting.

Freestanding fixtures shall be the same color as parking area fixtures. Any wall-mounted fixtures should be compatible with the wall.

H. Accent Lighting

Unique lighting may be used to feature architectural elements, landscaping, entries and pedestrian areas, provided it is compatible with all other lighting. Accent lighting, such as hanging or string lights, may be used as long as bulbs produce a subdued lighting atmosphere.

I. Sign Program

All exterior signing, including monument or building-mounted tenant identification signs, directional signs, address numerals, informational or regulatory signs and temporary marketing signs must be located and designed according to the Code.

6.0 Design Review Board and Review Procedure

A. Design Review Board (“DRB”)

Town of Gypsum Design Review Board consists of five members appointed by the Town Council of the Town of Gypsum. Gypsum contracts with an architect to review applications for compliance with these design regulations. Contractor will inform the DRB regarding compliance of the application, make recommendations for the DRB to consider during project reviews, and perform site inspections.

B. Design Review Procedure

A design review process has been established by the Town of Gypsum to ensure that all development designated on the Town of Gypsum Official Zone Map as requiring Master Plan Design Requirements meet the requirements set forth in this document. This review covers site planning, architecture, landscaping, public spaces, exterior lighting, exterior signing, and tenant improvements and renovations if any changes are made to the exterior of the buildings. The design review procedure is divided into three steps; Design Development Review, Construction Document Review, and Compliance Verification and subject to the following:

Step 1: Design Development Review on all new building or land improvements must be made prior to the finalization of construction drawings for the project. Once Design Development Review is approved, applicant can move forward with Construction Document Review.

Step 2: Construction Document Review on all new buildings or land improvements must be made prior to the submittal for a building permit. Once Construction Document Review is approved, applicant can move forward with submittal of a building permit.

(Note: Minor site or building revisions may be allowed to occur together with approval of the Town of Gypsum Community Development Director)

Step 3: Compliance Verification on all projects must be completed prior to the Town of Gypsum Building Department issuing a permanent certificate of occupancy.

Formal submittals for design review must be made to the Town of Gypsum, at each of the design review steps above. Official approval must be obtained in writing at each design review step.

Although informal phone inquiries and meetings with the DRB and/or contracted staff are encouraged, all verbal comments and approvals are considered advisory and unofficial.

C. Design Review Submittal Timeline

Submittals made before the first and third Wednesday of the month will be reviewed by the DRB at the scheduled second and fourth Wednesday meeting dates and returned prior to the end of the month. Meetings are held as needed. Sign submittals will be expedited if possible.

D. Submittal Requirements

Step 1: Design Development Review

This review covers specific designs for site planning, architecture, landscaping, exterior lighting, exterior signing, tenant improvements and renovations. For new developments at this stage, site planning is particularly important and should be well developed.

One complete project drawing set must be in paper copy 24" x 36" in size and one complete project drawing set provided electronically on a thumb drive.

Drawings must contain, but are not limited to, the following:

1. Draft site plans and related information, including parcel/lot number, site area, building floor area, parking data, setback dimensions, and grading and drainage plans.
2. Architectural design, including floor plans and elevations from all sides.
3. Sample board of materials, colors, and finishes.
4. Landscaping design plan which shall include locations and number of vegetation materials, types of plant species, and sizes of plant materials (i.e. gallon, height, caliper). Tree planters in parking areas should have a minimum dimension of five (5) feet. Tree planter's fingers may be required in parking areas to mitigate large uninterrupted areas of paving.
5. Exterior lighting design, including locations, pole heights, fixture type, and color.
6. Exterior signage design, including location, dimensions, materials, colors, topography, and illumination.
7. Any other pertinent information.

Approval, approval with conditions, or denial, including reasons for denial, will be provided in writing within seven days of DRB decision.

Step 2: Construction Document Review

This review covers all necessary construction documents. The purpose of this review is to ensure that the design approved in the design development review is carried into final construction documents, and that conditions placed on design development approval are resolved.

Two (2) complete sets of construction documents, one set hard copy 24" x 36" and one set electronic on a thumb drive, must be submitted. They must contain, but are not limited to, the following:

1. Final site plans and related data, including grading, drainage, locations of any large above-grade infrastructure equipment such as transformers
2. Final architectural plans elevations & sections

3. Final material, finish and color list or sample board.
4. Final landscaping and irrigation plans.
5. Final exterior lighting plans, including fixture illustrations colors and pole heights.
6. Final exterior signing plans, including locations and designs.
7. Pertinent details and specifications.
8. Construction schedule.
9. Any other relevant information.

All architectural, landscaping and engineering drawings and specifications are to be prepared and signed by a registered architect and professional engineer licensed to practice in Colorado unless waived by the Design Review Board.

Approval, approval with conditions, or denial, including reasons for denial, will be provided in writing within seven days of DRB decision.

Step 3: Compliance Verification

Construction will be monitored to verify compliance with design guidelines and approved construction documents. Compliance verification is required prior to final certificate of occupancy by the Town of Gypsum.

E. Appeals

1. Appeals to modify the conditions of a structure or to challenge the denial of a structure may be made to the Town of Gypsum Planning Commission in accordance with the provisions of Section 18.13 Variances of the Gypsum Municipal Code.
2. Before approving a request for a variance to the structure or sign or to grant a structure or sign previously denied, the Planning Commission shall determine that:
 - a. There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent lots or within the adjacent public right-of-way which would substantially restrict the effectiveness of the circumstances or conditions must be peculiar to the particular business or enterprise to which the applicant desires to draw attention and which do not apply generally to all businesses or enterprises.
 - b. The variance of the structure or sign, if authorized, will not weaken the general purpose of these guidelines.
 - c. The variance of the structure or sign, if authorized, will not alter the essential character of the zone district in which it is located.
 - d. The variance of the structure or sign, if authorized, will not cause a material adverse effect on the neighborhood involved or on the Town.

7.0 Fees

All work completed on the exterior of existing structures, including but not limited to, walls, roofs, parking areas, landscaping, and windows require approval from the DRB, except during maintenance and repair of exterior items that are being repaired with same materials, same color, and existed in the same location prior to repair.

- A. **New construction application fees:** For vacant lots being planned for development, an application to the Town of Gypsum is due prior to review by the DRB. This review includes up to two review meetings with the DRB and two site visits or inspections to determine compliance with DRB approvals. Professional review services are paid for by Gypsum in cooperation with achieving the specified design visions. Costs for additional meetings or inspections shall be the responsibility of the applicant.
- B. **Major modifications of existing buildings and/or sites:** Changes being made to existing sites, such as building additions, major landscaping modifications, etc... require an application to the Town of Gypsum prior to review by the DRB. This review includes up to one DRB meeting and two site visits. Professional review services are paid for by Gypsum in cooperation with achieving the specified design visions. Costs for additional meetings or inspections shall be the responsibility of the applicant.
- C. **Minor modifications of existing buildings and/or sites:** Changes being made to revise portions of a building facade, minor landscaping, color changes, etc... require an application to the Town of Gypsum prior to review by the DRB. This review includes one DRB meeting and two site visits. Professional review services are paid for by Gypsum in cooperation with achieving the specified design visions. Costs for additional meetings or inspections shall be the responsibility of the applicant.