

COVINGTON MUNICIPAL - REGIONAL PLANNING COMMISSION MEETING

**July 1, 2025
12:00 PM NOON
LOWER-LEVEL CONFERENCE ROOM
AT CITY HALL**



**AGENDA FOR THE MEETING OF THE
COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION**

July 1, 2025

12:00 PM

- I. CALL TO ORDER – ESTABLISHMENT OF A QUORUM**
 - II. OPEN FOR PUBLIC COMMENT**
 - III. APPROVAL OF THE PREVIOUS MINUTES**
 - IV. NEW BUSINESS**
 - A. Charms LLC – Project Eagle - Site Plan**
 - B. The City of Covington Design Guidelines**
 - V. OLD BUSINESS**
 - VI. OTHER BUSINESS**
 - VII. ADJOURNMENT**
- TRAINING**

Next Meeting: August 5, 2025

The Covington Municipal-Regional Planning Commission met on May 6, 2025, at 12:00 p.m. with the following members present: Chairman Joe Auger, Vice Chairman Sammy Beasley, Commissioners: Louise McBride, C.H. Sullivan. Also present was the Planner Will Radford, Building Official Lessie Fisher, Fire Inspector Rusty Thigpen, Code Technician Phyllis Mayfield, Tami London, Abed Amro, John Barry, Jason Hughey, Ethan Whitley, David Owen.

The meeting was called to order by Chairman Joe Auger.

Open for Public Comment – No comments

Motion was made by C. H. Sullivan and seconded by Sue Rose that the minutes of the preceding meeting be approved. Motion passed.

New Business:

A rezoning request was submitted on behalf of APC for approximately 2.13 acres at the southwest corner of Mueller Brass Road and S College Street, Map 050 Parcel 37.03, from R-2 (Medium Density Residential) to B-2 (Highway Business) District.

C.H. Sullivan made a motion to approve. Sammy Beasley seconded the motion. Motion passed.

A site plan was submitted on behalf of Midway II to construct a new convenience store/gas station at 5000 Mueller Brass Road, Map 050 Parcel 037.06.

Sammy Beasley made a motion to approve. C.H. Sullivan seconded the motion. Motion passed.

Text Amendment, Adoption of Planned Residential District Regulations.

C. H. Sullivan made a motion to move to Board of Mayor and Alderman. Samy Beasley seconded the motion. Motion passed.

Old Business:

A minor subdivision plat was submitted on behalf of Lance Scoggins and Jimmie Harris to create two new lots at 116 and 118 Maley Circle, Map 025N Group E Parcel 1701. Update was given by David Owen, owner still trying to work on options.

C.H. Sullivan made a motion to deny. Sammy Beasley seconded the motion. Motion passed.

C.H. Sullivan made a motion, seconded by Sammy Beasley, to adjourn the meeting.
There being no further business, the meeting was adjourned at 12:23 p.m.

Will Radford presented Planning Commission training regarding “Senate Bill NO. 1379” Child Care.

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RADFORD PLANNING SOLUTIONS
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P.O. BOX 112 | Huntingdon, TN 38344 | 731.234.7798 | RadfordPlanning@gmail.com

MEMORANDUM

TO: The Covington Municipal-Regional Planning Commission
FROM: Will Radford, AICP
DATE: June 25, 2025
SUBJECT: Staff Recommendations for the June meeting of the Municipal-Regional Planning Commission.

IV. NEW BUSINESS

A. Charms LLC – Project Eagle - Site Plan

A site plan has been submitted on behalf of Charms LLC to construct a new two-phased addition to the existing facility at the intersection of Hope Street and Industrial Road North also known as 899 Hope Street. The property can be described as Parcel 17.00 on Tipton County Tax Map 025K, Group B. The property is zoned M-1 (Industrial Park) District. The property is located in a federally identified Zone AE Flood zone with elevations without a regulatory flood way established according to FIRM #47167C0160F, effective on 12/19/2006.

Analysis

The Site plan is stating that a “No-Rise” study was completed in compliance with the National Flood Insurance Program.

The site plan has been reviewed by an engineer independent of the developer in regard to drainage and grading to ensure no increased run-off onto adjacent properties.

Staff are recommending the driveway layout be reviewed by the Covington Fire Department to determine whether the turn-around areas and access to the building is sufficient.

The site plan is showing 233 parking spaces which appears to be meet the parking requirements for Manufacturing uses:

Q.	Wholesale Establishments Manufacturing and Commercial Establishments not Catering to the Retail Trade	Parking must be provided in an amount adequate to accommodate the number of employees in the largest shift, plus one space for each company vehicle operated from the premises.
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The proposed building meets all of the setbacks of the M-1 district.

Recommendation

Staff recommends in favor of the site plan.

B. The City of Covington Design Guidelines

Background/Analysis

Staff will present a draft of Design Standards prepared by LRK, INC for review by the Planning Commission.

RFW Comments to Memorandum June 27, 2025

Plans Project Eagle
Review Warehouse Addition &
MFG Renovations

A2H # 24336.03

Author: Bill Edwards, P.E.

Date: June 22, 2025

The following issues were observed during the review of the site improvement plans for the Project Eagle Warehouse Addition and Renovations dated 5-19-2025.

General

The details provided in this plan set provide an adequate amount of detail to demonstrate that the planned improvements will function as intended.

Sheet C1-0 Site Layout

1. The width of the driveway where it abuts Hope Street is unusually wide. It is obvious that this was done to provide enough room for tractor-trailer trucks to maneuver in and out of the facility. Because this driveway will be used exclusively by delivery trucks there will be no potential conflict between the trucks and passenger vehicles. The applicant has applied for a driveway permit to connect to SR 364 and is currently in discussions with TDOT. **TDOT has approved the configuration as shown. TDOT Permit has been sent to Ms. Fisher.**
2. The plans show a permanent gravel access drive to allow access to the Fire Department to the most remote point in the building expansion. The applicant shall do the following:
 - a. Use vehicle tracking software to demonstrate that a fire truck can negotiate the 90° turn at the northwest corner of the building expansion; and make adjustments if necessary. **See attached sketch.**
 - b. Provide a typical pavement section for the gravel drive. **See drawing C3-6 Rev 1.**
 - c. Require that a bonding agent be applied to the surface of the completed gravel drive. **See drawing C3-6 Rev1 added note.**
3. The plans call out several different types of pavements including heavy and light duty asphalt pavement, regular and heavy-duty concrete pavement and the gravel fire department drive mentioned above. Provide typical pavement sections for all. **See drawing C3-6 Rev 1.**

Sheet C1-1 Overall Site Plan

4. No comments.

Sheet C3-0

5. The plans call for a rip rap blanket to be installed downstream of the energy dissipator end wall of the detention pond outlet control structure. Dimensions of the rip rap blanket are called out but the size of the rip rap is not specified. Label the size. Use the TDOT classification. **See drawing C3-0 Rev 1.**
6. From the information on the plans there would be an approximate 6 feet drop from the end of the rip rap to the bottom of the ditch that it discharges into. This presents a potential of erosion from head cutting undermining the rip rap. Measures to mitigate this issue should be taken. A suggestion would be to lower the pond outlet pipe flowline. **This configuration was submitted to TDEC in the AARAP for wetland approval. Riprap was stopped above the Ordinary High**

Water Elevation to avoid addressing Town Creek in the permit.

7. The pipe table lists the pipe material for all storm lines to be "HP." I assume that the stands for high-density polyethylene pipe, double walled, smooth interior pipe. **That is correct. Note has been expanded.**
8. Drainage structure DS-12 is a proposed drain manhole that will be located inside the proposed building. This is made necessary to connect two existing lines to a storm line that will run under the building. The joints in the run of pipe under the building must be watertight. The joints for the remainder of the stormwater system may be classified as soil tight. The distinction should be conveyed on the drawings. **See drawing C3-0 Rev 1 Revised HP note.**

Sheet C3-1 Grading & Drainage Plan- Phase 1

9. The roadside ditch will be eliminated by the installation and associated grading the storm drainage collection system.
10. See comments under C3-0. **See drawing C3-0 Rev 1, C3-1 Rev 1 and C3-3 Rev 1.**

Sheet C3-2 Detention Plan – Phase 1

11. The plan calls out a 50 feet long earthen overflow weir.
 - a. It is not clear on the plans where the overflow weir is to be placed. Show the location on the plans. **See drawing C3-2 Rev 1.**
 - b. The earthen weir should be stabilized by solid sodding
12. See comment No. 6 under C3-0. **See Clarification to comment #6 above.**
13. If the detention pond is to be modified so that it will serve as a siltation basin during construction, then the following note should be included in the plans;

The low flow channels shall not be installed across the bottom of the detention pond until the site is stabilized and the silt that has been removed and the basin regraded to conform to the plan contours for the detention basin. **See drawing C3-2 Rev 1.**

Sheet C3-3 Grading & Drainage Plan – Phase 2

14. Due to lack of cover the designer has proposed using multi-barreled runs of storm lines. Three (3) parallel 15" diameter pipes between drainage structures DS-20 to DS-19 and four (4) parallel 15" diameter pipes between DS-19 and DS-10. The Drainage Structure Data table lists DS-10 as a 3070 Catch Basin, DS19 as a No. 11 Catch Basin and DS-20 as a Drain Manhole. The standard details for these structures were not developed to accommodate multiple, parallel runs of pipe entering and exiting the structures. Special details will need to be developed for each of these structures as well as for the installation of the parallel pipe runs. **We are currently working with our earthwork contractor to determine if he can purchase customized precast for DS-10, DS-19 and DS-20 due to the pipe layout and configuration. If they are not able to make these then we will furnish full construction sections and details.**
15. There is a general lack of details that will need to be added to the construction drawings
See drawing C3-5

Sheet C5-0 Water Extension Plan

16. Call out the size of casing for the installation of the roadway crossing of the waterline by jack and bore. **See drawing C5-0 Rev 1**

17. Provide a detail for the "deadman blocking" at the point for the future extension of the waterline on the south side of Hope Street. See drawings C2-6, C5-0 Rev 1 and C5-1 Rev 1.
18. Identify the location of the proposed Fire Department Connection (FDC). See drawings C5-0 Rev 1, C5-1 Rev 1 and C5-2 Rev 1
19. Provide a post indicator valve (PIV) to separate the fire line from the domestic line. See drawings C5-1 Rev 1 and C5-2 Rev 1
20. Increase the size of the symbol used for the fire hydrants. See drawings C5-0 Rev 1, C5-1 Rev 1, C5-Rev 1

Sheet C5-1 Site Utility Plan – Phase 1

21. Provide data to show that the points where the gravity lines cross each other that there is adequate clearance between lines. See profiles C5-3 and C5-4
22. Provide a point of access at the bend in the domestic sewer line where it crosses the bank of (4) 15" storm lines. See revised layout drawings C5-0 Rev 1, C5-1 Rev 1 and C5-2 Rev 1
23. Sanitary Sewer Service
 - a. The plan for handling the effluent discharge from the site calls for the boring under Hope Street to tie into the existing sanitary pump station on the south side of the roadway. Before a permit is issued an evaluation of the existing pump station is needed. The information required includes:
 - i. The rated capacity of the existing pump station. 40 gpm – We forwarded to you on Wednesday (6/25) drawings of the existing lift station provided by Calvin Johnson
 - ii. The current average number of starts per hour. Information not available
 - iii. The anticipated discharge rates from the pretreated sewer. None. No process sewer is to be provided in this scope of work. Lines are provided for possible future use. System will be evaluated if required in the future.
 - iv. The anticipated discharge rates from the domestic sewer.

We have been told by the City that the lift station only serves the existing distribution warehouse at this time. Estimated flows are as follows:

 - Existing Distribution Warehouse – 20 people per 8 hour shift; 20 people x 14.5 gals/8 hrs = 36.25 gal/hr = 0.60 gal/min (This flow is estimated based on number of employees working at the warehouse per shift using engineering standards supplied by our mechanical engineer. You may have actual flow numbers for the warehouse you might want to use instead.)
 - New Addition and Renovations – 75 people per 8 hour shift; 75 people x 14.5 gals/8 hrs = 135.94 gal/hr = 2.27 gal/min
 - Total estimated flow is 172.19 gallons per hour or 2.87 gallons per minute
 - v. The peaking factor(s) for the effluent flows. Approximately 2.5
 - vi. An analysis of the effects that the added flows will have on the operation of the existing pump station. See above and attached.

- vii. Any upgrades to the existing pump station to accommodate the added flows from the facility. **Based on our calculation of estimated existing and future flow, the existing lift station appears adequate.**
- b. The applicant shall update and/or obtain any permits approved by the Public Works Director for the pretreatment of the industrial effluent as set forth in section 18-406 of the Sewer Use Ordinance. **N/A – Scope of work does not require any industrial effluent.**

CITY OF COVINGTON DESIGN GUIDELINES

MAY 2025



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ACKNOWLEDGMENTS

These guidelines would not have been possible without the contributions, feedback, and expertise of the Steering Committee. A special thank you also goes to the residents who generously devoted their time and thoughts to the planning process in the hopes of building a stronger and more vibrant City of Covington.

PREPARED FOR



CITY OF COVINGTON

Covington, TN 38019

PREPARED BY



LRK, INC.

50 S.B. King Boulevard
Suite 600
Memphis, TN 38103

Original Covington Design Guidelines recommended for approval by the Steering Committee on May 7, 2025.

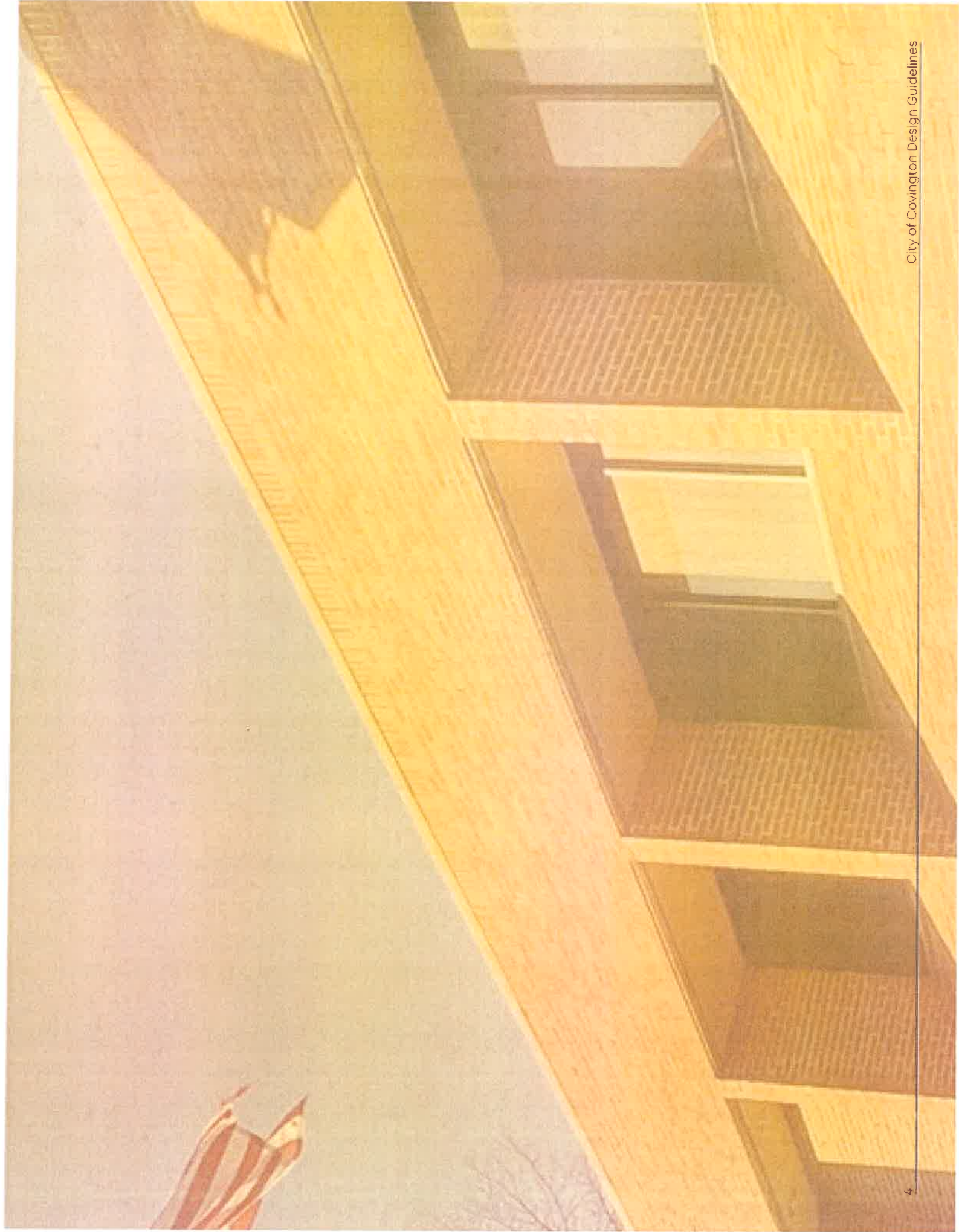
CITY ELECTED OFFICIAL

Mayor Jan Hensley

STEERING COMMITTEE MEMBERS

Joseph Auger
Sheila Barlow
Sara Carter
Jason Fleming
Margaret Fleming
Alice Fisher
Lessie Fisher
Annette Johnson
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Sue Rose
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01

INTRODUCTION

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1.1 | PURPOSE OF THE DESIGN GUIDELINES

These Design Guidelines serve as a guide for public officials, residents, builders, architects, designers, and property owners to inform the preferred character and qualities of future development in the City of Covington, TN. This document enables the ability to inform development and change in the near-term while being subject to a process of review and revision going forward.

The intent is for these guidelines to become a "living document" modified over time to stay current with the needs of the community. As a publicly informed guideline document, the information contained herein is meant to encourage improved outcomes that are defined by enduring character and value. The balanced approach defined by the guidelines will better ensure that residents, businesses and property owners are able to share in benefits of investment in the community and that resulting change creates lasting value while remaining authentic to the City of Covington.

DESIGN GUIDELINES ARE:

Aesthetic design standards for Buildings and Sites intended to protect investment and adjacent property by setting a baseline for quality and character, or the look and feel of development.

DESIGN GUIDELINES ARE NOT:

Land Use, Zoning, or Subdivision Regulations and are not intended to restrict creative design solutions or discourage growth.

THE PURPOSE OF DESIGN REVIEW:

The purpose of Design Review is to protect the established character, and to ensure that new development, or changes to existing development, are consistent with the City of Covington's aesthetic vision for its unique built environment. The design review process considers a wide range of design aspects. In combination, each design aspect is an important tool for protecting character and enhancing the appearance and property valuations. It allows the City to look beyond the specifics of a proposed development and consider its context and how a project will fit and benefit its surroundings. This process benefits the City and individual property owners in many important ways:

1. Protect Community Identity
2. Enhance and Protect Property Values
3. Promote Economic Development

OBJECTIVES

The Design Guidelines will set the direction for design quality and character of development that embraces and implements a series of community informed Design Principles. The Design Guidelines serve to establish the following for the City of Covington:

- » Provide a common language for discussing how to inform and guide the shape of developments and investments that contribute to an attractive, inclusive, vibrant, and livable community.
- » Incentivize projects utilizing the design guidelines, particularly for incremental improvements and reinvestment, by streamlining the review process, simplifying development codes, and allowing flexibility.
- » Foster safe, desirable, high-quality, well-maintained, and aesthetically pleasing development that integrates with and enhances the value of the surrounding context.
- » Reinforce the collective values of the City of Covington to better ensure that existing and future development contributes to sustaining the strong sense of local pride, rich history, business vibrancy, and excellent public facilities and services.

1.2 | ACHIEVING A SHARED VISION

PROCESS

The City of Covington engaged LRK to assist in undertaking a proactive planning and visioning process for Covington. The effort was identified in the City of Covington's Strategic Plan, adopted in 2016, as an important step towards implementing the community's long-term vision and goals.

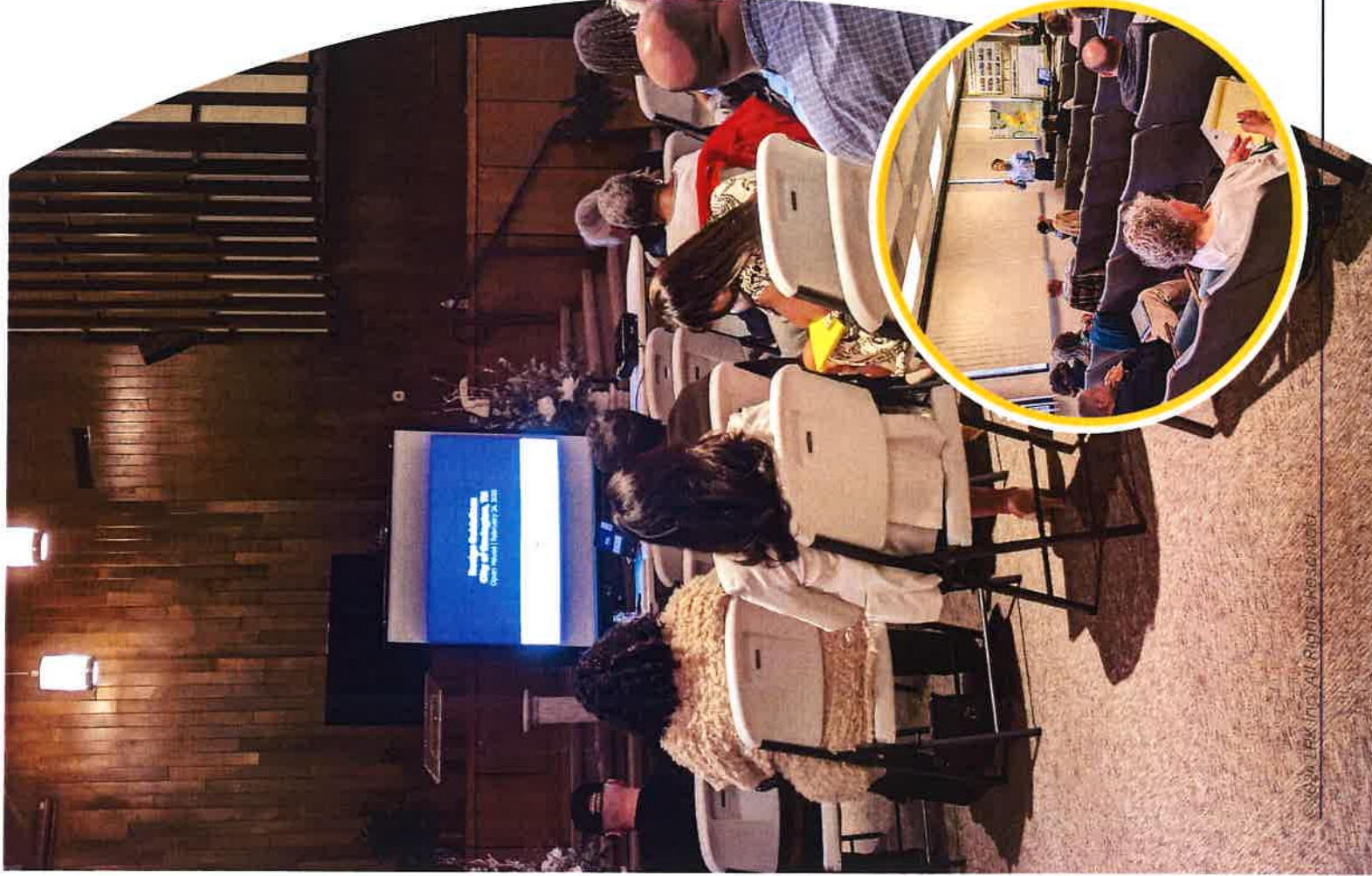
The Steering Committee, composed of community leaders and representatives, identified and developed a multifaceted approach to public engagement to better ensure a participatory and transparent process. This process commenced formally on January 22, 2025, when the City of Covington hosted the Steering Committee and LRK for a kick-off meeting and Visioning Session. The primary goal of the Steering Committee meeting was to outline tasks and the project schedule, discuss Public Engagement events, and begin a visioning process for the City of Covington to identify the preferred qualities and characteristics of the city.

The Steering Committee, in conjunction with the project consultants, determined that the Design Guidelines will set the design character for future development. Public engagement included a Community Visual Survey, focused on defining preferred community character, and a Public Open House on February 24, 2025. The Community Visual Survey was unveiled on February 3rd and would eventually be completed by 562 area residents before concluding on March 24th. A summary of findings from the Community Visual Survey was presented to the Steering Committee and are included in Appendix A.

DESIGN GUIDELINES CONSIDER:

- » Creativity that is inspired by the spirit of the architecture and landscape of the City of Covington.
- » Uniqueness of design and distribution of character throughout the community, its neighborhoods, and the city overall.
- » Local context for design characteristics such as form, materials, colors, character, and style.
- » Visibility from adjacent public streets and sites.

The standards which follow are not rigid prescriptions but are instead based upon solutions which have proven successful. When considering whether a design is appropriate, each development should incorporate the qualities and characteristics of the following community informed Design Principles.



1.3 | DESIGN PRINCIPLES

The Design Principles will set the direction for desired design quality and character of existing and future development that embraces and implements the vision and goals of community members of the City. Applicants should strive to incorporate the following Design Principles into every investment to fulfill the community's vision and goals.

1 PRESERVE AND ENHANCE OUR UNIQUE ASSETS, CHARACTER, AND HISTORY



2 EMBODY RESPECTFUL CREATIVITY IN DESIGN



3 ESTABLISH A PUBLIC REALM INFORMED BY THE HUMAN SCALE



4 DESIGN FOR SAFETY AND COMFORT



5 CONSIDER THE LIFESPAN OF AN INVESTMENT



6 CREATE INVITING, ACCESSIBLE, AND ACTIVE PLACES



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1.4 | HOW TO USE THE DESIGN GUIDELINES

These Design Guidelines serve as a guide for public officials, residents, businesses, builders, architects, engineers, designers, and property owners to inform the preferred character and qualities of future development in the City of Covington, TN.

As a guide, the document serves to illustrate recommended patterns of development as well as the character of new investment and reinvestment throughout Covington. Most users will only utilize a portion of the document at a time. This page will help quickly determine where to look in the document for particular guidance.

In the case where a development application is located in the Historic District, the Historic District Design Guidelines would supersede where there is ambiguity or apparent conflict. Furthermore, in the case of a conflict between the Design Guidelines and the Zoning Ordinance, the Ordinance would govern.

USERS

These Design Guidelines are intended for a variety of users including:

- » **Designers:** These Design Guidelines are intended to provide a toolkit to designers to inform the design of future development.
- » **Stakeholders:** These Design Guidelines are intended to provide a resource and guide for community members, organizations, or private developers looking to make investments throughout the community and serve as a metric to establish design quality.

All users of this document should determine where to look for guidance on specific elements. The Design Guidelines are organized into two main sections:

Building Design Elements & Site Design Elements.

- » **Chapter 3 | Building Design Elements:** This section provides guidelines related to the architectural design of buildings.
- » **Chapter 4 | Site Design Elements:** This section provides guidelines related to site planning, the design of frontages, and certain design elements of streetscapes.

START HERE:

All users of the document should start with the **Contextual Design** information on the following pages for a better understanding of how the range of character impacts the application of these Design Guidelines. Application of the Design Principles will be influenced by the three **Character Categories** defined on the following page.

- » The goal is to take the Design Principles established by the visioning process and apply them to each of the Design Guideline recommendations with the context of each Character Category.
- » The **Urban Character Category** are areas of high intensity development with a design focus on pedestrians.
- » The **Neighborhood Character Category** establishes the baseline of the guidelines and **serves as the default application** unless otherwise specified.
- » The **Community Character Category** are areas of development primarily accessed by vehicles.



Special considerations that apply to the Urban Character Context throughout the Design Guidelines will appear here with corresponding imagery and description.

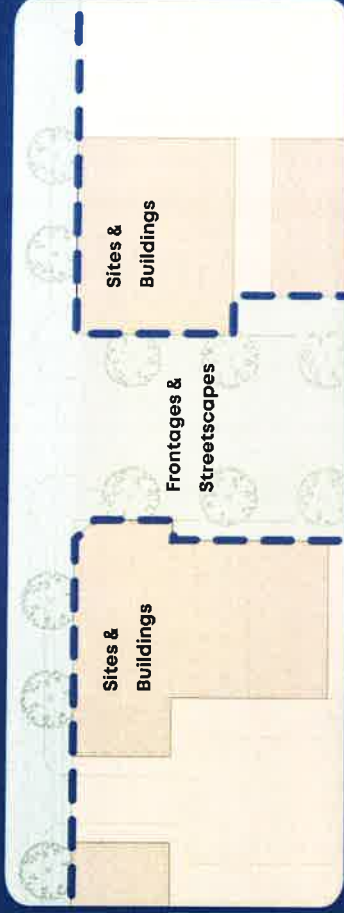


Special considerations that apply to the Community Character Context throughout the Design Guidelines will appear here with corresponding imagery and description.

CHARACTER CATEGORY

URBAN

Urban Areas are representative of locations within and near Downtown, town centers, neighborhood centers, and along portions of town corridors, where greater intensity and wide diversity of land uses support a vibrant and safe lifestyle anchored by pedestrian activity.

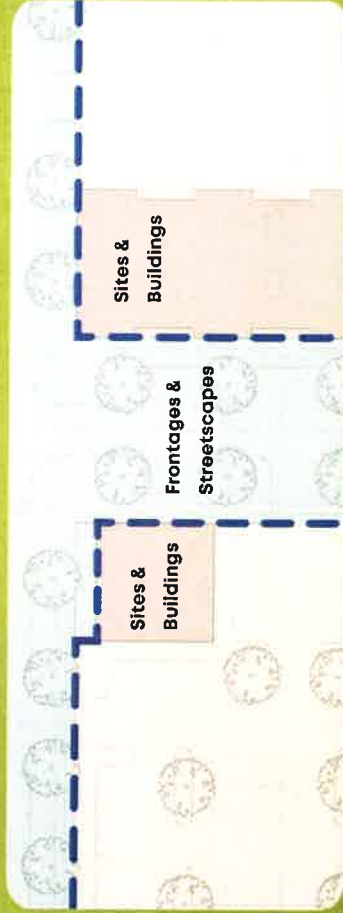


The above site plan is an illustrative Urban example for reference only.

CHARACTER CATEGORY

NEIGHBORHOOD

Neighborhood Areas are representative of locations with medium- to low density land uses that support and better enable multi-modal transportation. Predominantly characterized by established residential areas located in a block pattern allowing residents to walk to nearby services and amenities.



The above site plan is an illustrative Neighborhood example for reference only.

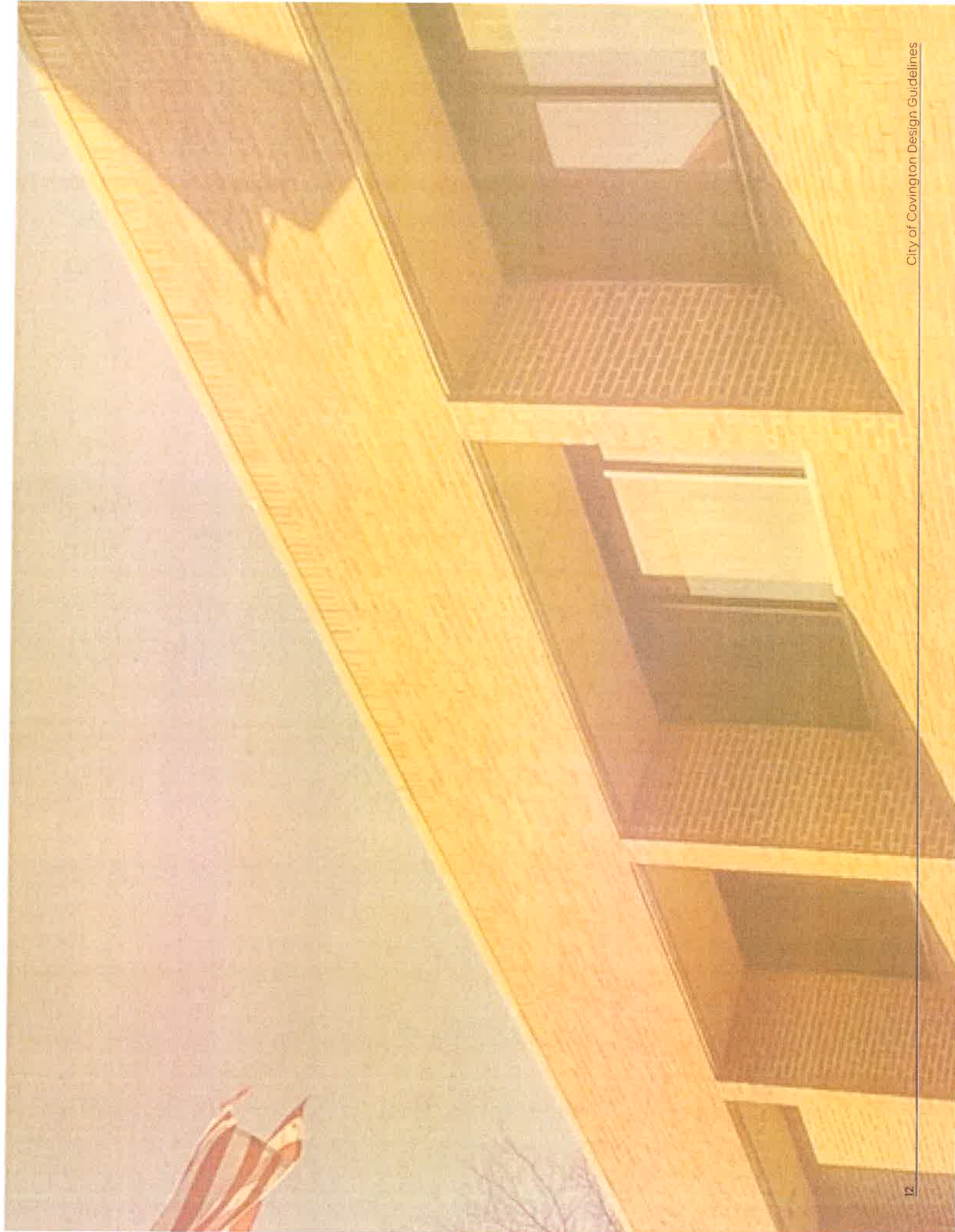
CHARACTER CATEGORY

COMMUNITY

Community Areas are representative of locations with low density, predominately non residential land use primarily accessed by vehicles. Predominantly characterized by large parking, loading, or service areas which are accessed by major roadways.



The above site plan is an illustrative Community example for reference only.



02

SETTING THE FOUNDATION

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2.1 | CONTEXTUAL DESIGN

Setting the foundation begins with consideration of the surrounding context including buildings and their architectural character, infrastructure and circulation around a site, and design considerations such as siting and orientation of new developments or within existing neighborhoods.

Context plays a significant role in the application of guidelines. While some design recommendations may be universal, it is crucial to tailor Design Guidelines to the unique context of each place to ensure they align with the specific needs and aspirations of the community by responding to the preferred future land use. The goal of this document is to better ensure that both existing and future development contribute to sustaining the strong sense of local pride, rich history, business vibrancy, and excellent public facilities and services.

URBAN CHARACTER CONTEXT

- » Sites and buildings should be designed to prioritize pedestrian safety and movement while relating to or establishing the character of the context for this center of activity.
- » Architectural design should be respectful to the character of the surrounding context which is more intense than other contexts.
- » The built form should be designed to reflect the public realm and allow for a variety of uses over time, often with use mixed vertically within a building.
- » Ground floors should be designed to a human scale, promote pedestrian use, and be flexible to accommodate another use.
- » Public spaces should be designed to promote and accommodate social engagement, public safety, and encourage activity.

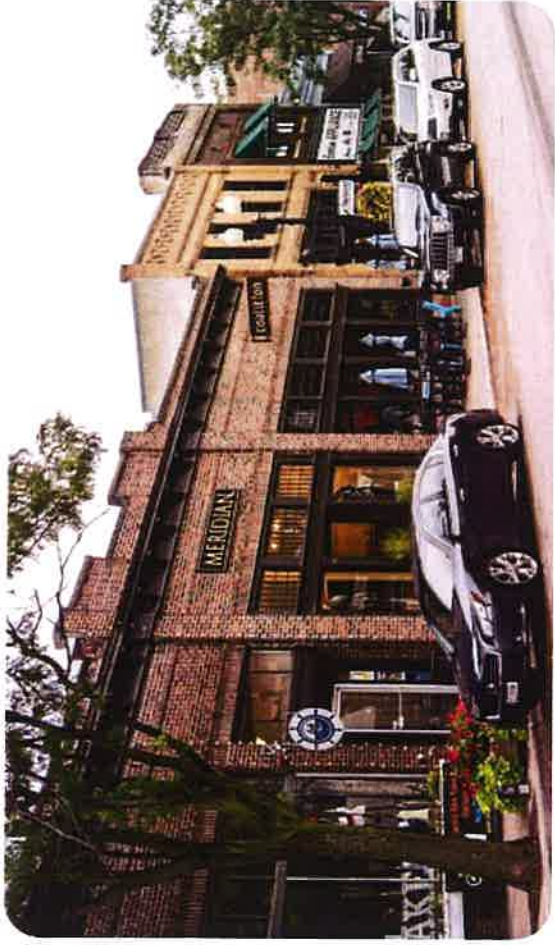
NEIGHBORHOOD CHARACTER CONTEXT

- » Sites should be designed to relate or establish the character of the context.
- » Existing vegetation should be preserved to the best extent possible.
- » Sites should be designed to prioritize pedestrian safety and movement.
- » Architectural design should be respectful to the character and scale of the surrounding context which is predominantly residential land use.
- » The built form should be designed to reflect the public realm and allow for a variety of uses over time.
- » Unique or landmark buildings or design elements should be used selectively.

COMMUNITY CHARACTER CONTEXT

- » Sites should be designed to relate or establish the character of the context, predominantly non-residential land use, acknowledging heavy vehicular activity while accommodating the pedestrian.
- » Existing vegetation should be preserved to the best extent possible.
- » Development should focus on efficient land use and enhancing site features including landmarks and natural features which remain.
- » Buildings should be designed to a domestic scale and relate to the surrounding context including major roadways with higher speeds than the other contexts.
- » Buffers are often incorporated along major roads, between incompatible land use, and to help soften large parking or service areas.
- » Parking areas should be designed to prioritize pedestrian safety and movement.





These building facades have a rhythm of retail bays, classic massing, defined entrances, and an excellent degree of transparency.



A mix of contextually designed commercial, civic, and residential uses are encouraged to create a place that can endure the test of time. This image depicts a mix of uses surrounding a central green space with easily accessible parking, public art, and a focus on the pedestrian realm for ease of access and connectivity.

2.2 | BUILDING CHARACTER

GENERAL PRINCIPLES

- » A broad mix of housing and commercial opportunities are generally encouraged.
- » Each building should contribute to the overall character of the place and not stand out significantly from its neighbors.
- » Public signage and advertising should be restrained and not detract from the sense of a continuous landscape.
- » The appearance of new structures should respect adjacent historic structures.
- » New non-residential buildings should be designed to present a harmonious appearance in terms of style and use of exterior materials, fenestration, and roof type, as appropriate within the context of Covington.
- » Exterior walls should be articulated to reduce the scale and the uniform appearance of buildings and to provide visual interest that will be consistent with the community's identity, character and scale.
- » Design that considers the qualities and characteristics of materials.

2.3 | ORIENTATION & SITING

BUILDING PLACEMENT

- » Building placement plays a critical role in creating the type of development that matches the vision for Covington. Establishing an architectural presence through proper building placement at key sites and intersections, edges of corridors, and infill sites can contribute to better continuity between developments and elevate the sense of place throughout the community.

BUILDING ORIENTATION

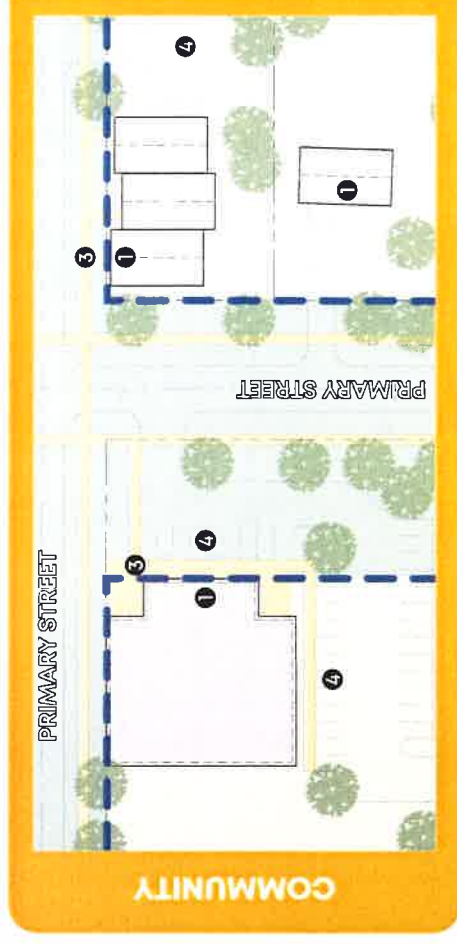
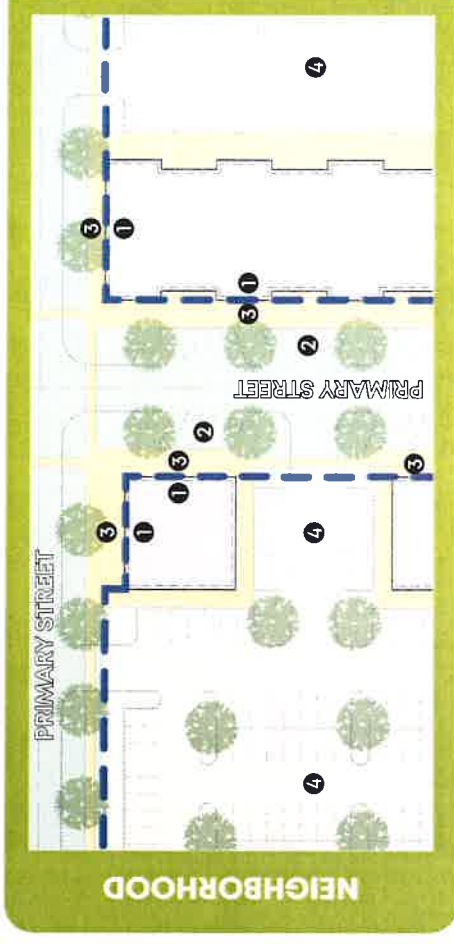
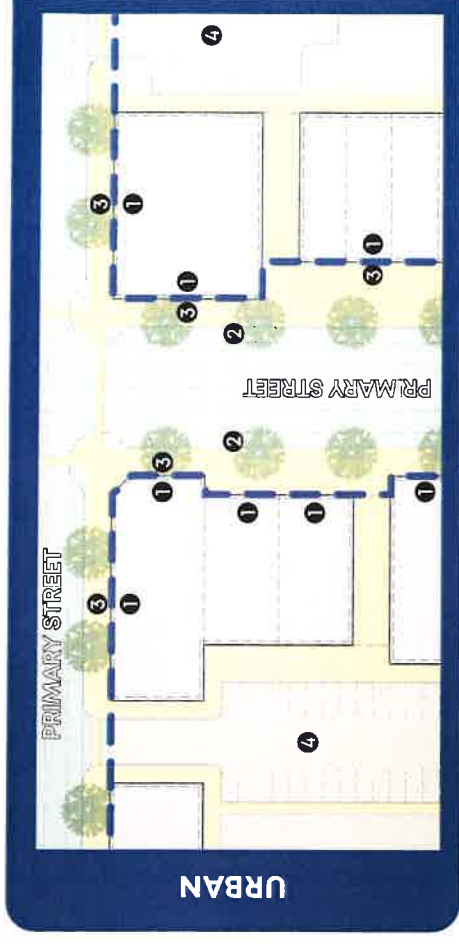
- » Buildings should be located and configured such that their primary entry and facade face the primary street or adjacent public space.
- » The building should generally be located parallel to the primary street.
- » At corner conditions, buildings may be configured to allow for multiple entrances.
- » Each building should have a walkway connection between the front entrance and the street or public space.

FLEXIBLE GROUND FLOORS

- » Flexible Ground Floors may be applicable to provide spaces that can be used for one type of use and later on accommodate a different use, depending on the need and market conditions.
- » The ground floor frontage along streets and public space should be designed to the commercial standards with a 16' ceiling and appropriate flex-style storefronts/glazing.
- » Wider sidewalks for seating, signage, and merchandising are encouraged. Storefronts should have large display windows on the ground floor for an active pedestrian environment.

KEY

- ① Primary Facade/Entry
- ② On-Street Parking
- ③ Pedestrian Connection/Entry
- ④ Off-Street Parking





Corner Lot Examples: Commercial and Residential



Terminating Views: Commercial and Residential



Addressing Usable Open Space: Commercial and Residential

SPECIAL CONDITIONS

- » Elevations of buildings located on a street or public spaces should be considered "primary facades" and should be designed as "fronts,"
- » Mid-block landmarks, such as monumental doorways, pedestrian passages, frontages along green spaces or plazas, etc. should be treated as "significant facades" and be designed with additional architectural detailing.
- » All "primary" and "significant" facades should merit exceptional design attention, appropriate to its contribution to the public space.

CORNER LOTS

- » Buildings occupying lots with two frontages, such as on corner lots, should treat both building walls as "primary facades" with each being equally considered as "fronts."
- » Architectural character, materials and detailing should continue from the front to the side street facade, appropriately addressing both streets.
- » Buildings located on corner lots that lack appropriate detailing and fail to address the secondary street are strongly discouraged.

TERMINATING VIEWS

- » Site orientation and building form should emphasize the axis or focal point created by streets and view sheds by appropriately terminating the view.
- » Termination of axial views on carports, garage doors, trash enclosures, and service areas is discouraged.

ADDRESSING USABLE OPEN SPACE

- » Buildings and entries should be sited to front towards usable open space so they clearly define the open space and create the feeling of an attractive 'outdoor room.'
- » Architectural character, materials, and detailing should be consistent from the front to the rear facade.
- » Fence type and materials along these edges will be closely regulated to protect the value these spaces provide to the community.
- » Buildings that back onto usable open spaces and public rights-of-way are strongly discouraged.

2.4 | CIRCULATION

CIRCULATION & CONNECTIVITY

- » Pedestrian activity should be given priority when considering site circulation. Pedestrian oriented sidewalks, street lighting, and landscaping encourage activity, creating vibrant commercial streetscapes.
- » Site Plans should be designed to minimize street congestion, reduce visibility of service activities, facilitate traffic calming, reduce both traffic hazards and conflict with pedestrians.
- » Sidewalks, when provided, should be 5'-0" in width; except in Urban Character Areas where pedestrian traffic volumes may require additional width. Avoid a smooth finish for all pedestrian surfaces to improve safety.
- » Sidewalk materials should blend with natural landscape, and are not recommended to be slick concrete or asphalt. Examples of acceptable finishes are broom finished, colored and exposed aggregate concrete and brick or unit pavers.
- » Sidewalks when provided should be set back from the curb at least 5'-0" to allow for landscaping.
- » Incorporating future connectivity to adjacent properties should be considered within the design of any proposed development.

STREET DESIGN

- » Streets should be designed to provide for motor vehicle, bicycle and pedestrian circulation that is safe, controllable, and convenient for all users utilizing all modes of travel.
- » Reduced design speeds should be a consideration when designing streets.
- » The layout and location of streets should be planned to continue the street system pattern of the surrounding context and should provide for the extension of existing streets, where applicable. Where no such surrounding development or street pattern exist, layout and location of streets should anticipate future connections and incorporate dedicated right-of-ways and/or easement to enable future connections to be constructed.
- » Street layout and design should take into consideration the creation of a safe pedestrian path for children to reach nearby schools and/or bus stops (existing or proposed).
- » Refer to section 4.1 for Streetscape and Sidewalk guidelines.





Active and passive recreational areas, open spaces, and parks should be designed to promote use and enjoyment by residents of the community. Where possible, existing vegetation, trees, and natural topography should be considered when designing open spaces.



Where possible, stormwater management areas should incorporate public open space, walking trails, and be addressed by development for safety, maintenance, and to better utilize the required stormwater features.



Incorporate outdoor dining, seating, performance areas, or artistic, historic, or educational installations within the streetscape in Urban areas.

2.5 | OPEN SPACE

USABLE OPEN SPACE

- » Developments should incorporate usable public and/or semipublic open space as highly visible amenities and focal points.
- » Active and passive recreational areas and other public and/or semipublic open space, such as parks, pocket parks, squares, greens, courtyards, plazas, mews, pedestrian promenades, community gardens, and dog parks should be designed to promote use and enjoyment by residents of the development.
- » Such areas should be designed to utilize natural features of the site, including existing vegetation, where possible, and should be extensively landscaped with a wide variety of plant materials in line with their primary intended use.
- » Streetscapes, especially in the Urban area, should be designed to encourage activity. Consider incorporating outdoor dining, seating, or performance areas and artistic, historic, or educational installations.
- » Refer to section 4.1 for Streetscape & Sidewalk guidelines.

IMPERVIOUS SURFACE

- » Reducing impervious surface where possible aids in stormwater management and groundwater recharge.
- » Impervious surface of development should not cover more than 65% of site area in the Community Context, 75% of site area in the Neighborhood Context, and 90% in the Urban Context.
- » When designed as a unified development, the subdivision of large tracts into multiple parcels should maintain a minimum 65% impervious surface across the overall development. A 10% reduction can be considered on a case-by-case basis when high quality usable open space is provided.
- » Reductions can also be considered for site constraints or when providing alternate means such as green roofs, cisterns, rain gardens, subsurface storage allowing groundwater recharge. Applicants should provide justification for such reductions while satisfying stormwater requirements.
- » Refer to section 4.5 for Detention Areas & Utility Corridors guidelines.

EXISTING VEGETATION

- » Buildings and improvements should be organized to minimize changes to existing topography and loss of existing mature vegetation.

2.6 | SECURITY

Designs of buildings and sites should consider safety as well as maintenance to reduce the potential for blight, neglect, safety, and security issues. Avoid designing for a specific user, allowing a building to be easily converted to a new use or user. Consider quality and long-term maintenance from the beginning of a design. Utilize quality materials for durability as well as for the desired aesthetic character. Focus on how the building form and site engages with pedestrians and surroundings. Each development should avoid creating an enclave that turns only inward, it is important that each design be linked to their surroundings including streets, public areas, and adjacent properties. Allow for vehicular as well as pedestrian traffic, this encourages "eyes on the street" surveillance and the community taking ownership of the public realm. Design public areas to encourage activation and the promotion of interactive vibrant places. Where possible design buildings to encourage vibrancy and safety after regular business hours. Where development is more intense, incorporate quality public spaces into design.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The international Crime Prevention Through Environmental Design Association identifies several best practices for security and maintenance and highlights four principles of natural surveillance, natural access control, territorial reinforcement, and maintenance and management.

The four CPTED principles can be translated into various planning and design strategies that would enhance security. These strategies can be categorized as follows:

- » Allow for clear sight lines
- » Provide adequate lighting
- » Minimize concealed and isolated routes
- » Avoid entrapment
- » Reduce isolation
- » Promote land use mix
- » Use of activity generators
- » Create a sense of ownership through maintenance and management
- » Provide signs and information
- » Improve overall design of the built environment

METHODS STREET DESIGN CAN INCREASE PUBLIC SAFETY

A Smart Cities Dive outlined four primary components in design that can increase public safety, the recommendations include:

1. **Ample room for walking:** Wide sidewalks allow for more pedestrians. Streets with a steady flow of pedestrians tend to be safer.
2. **Contact between buildings and the street:** High walls obstruct views of the street, contributing to a lack of security. When people inside buildings can easily observe street life, streets are safer.
3. **Attractive Spaces:** Quality public spaces are attractive to people and the more peoples in these spaces, the safer they become.
4. **Lighting:** Efficient lighting, neither under or over-lighting, throughout the day and night ensures that public spaces are consistently safe.

All four elements help open our eyes to the street. Urban security is not simply a matter of policing; it is directly related to the quality of public spaces and their ability to attract people onto the streets. Public spaces, like people, are not islands, isolated from the surrounding environment. Public spaces are connected to collective identity, everyday life, and the ways that we interact and meet one another. Cities gain their vitality from their residents—beyond the walls of buildings and in public spaces at the essence of urban life.

Author: EMBARQ Network @WRlcltles



These residences address the primary street and a connective pedestrian network that incorporates landscaping, on-street parking, and pedestrian-scaled lighting



Street trees should be pruned and maintained to provide adequate visibility to signage throughout the City of Covington. The street trees in the image above do not provide adequate visibility and are too closely spaced for the streetscape.



Landscaped screening elements should be pruned and maintained yearly for proper growth and to encourage the desired screening effect.

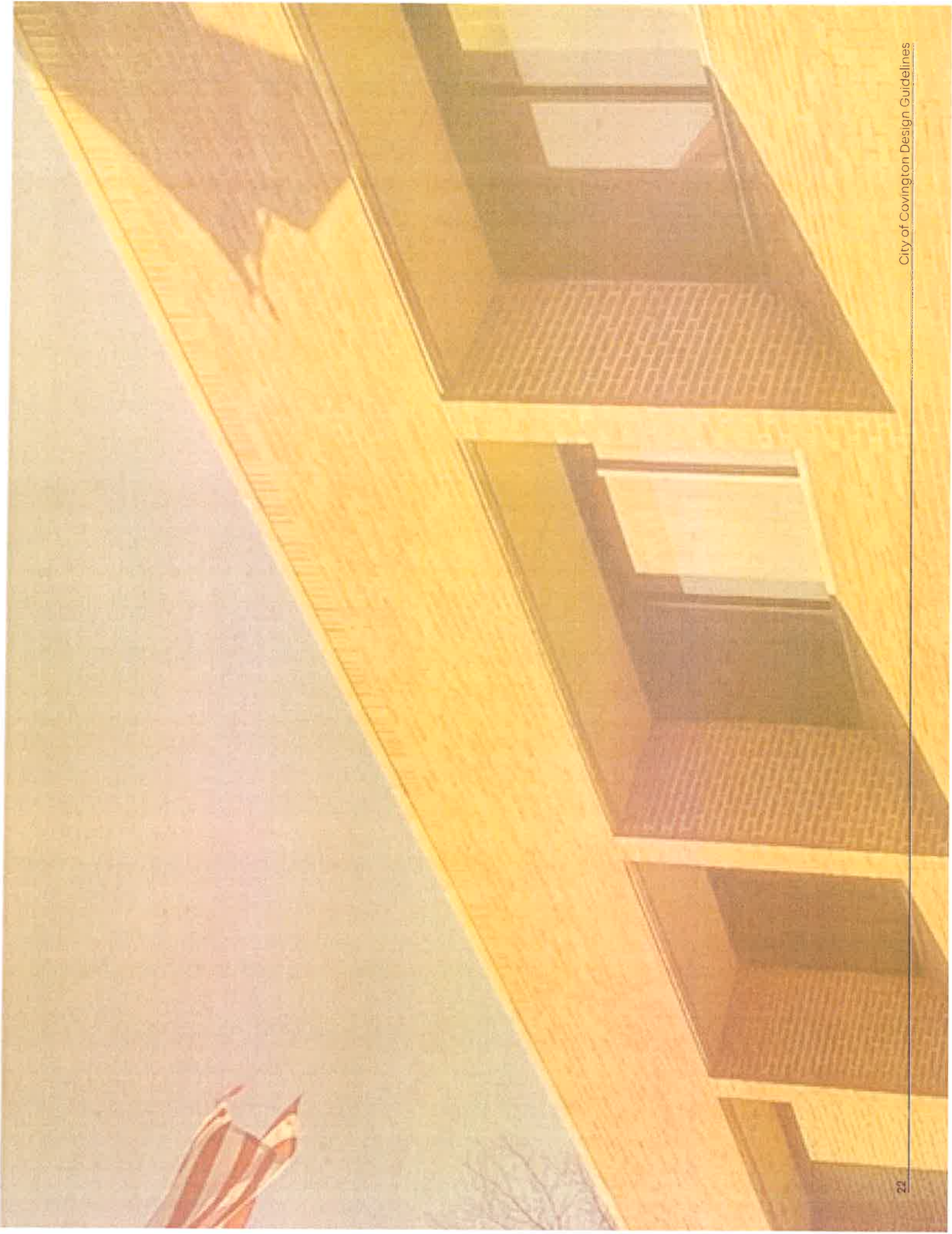


Maintain all streetscape elements including waste receptacles, benches, lighting, bike facilities, and parking spaces.

2.7 | MAINTENANCE

Following construction or modification of any development, the design of which is approved, the development should be maintained in accordance with the following standards.

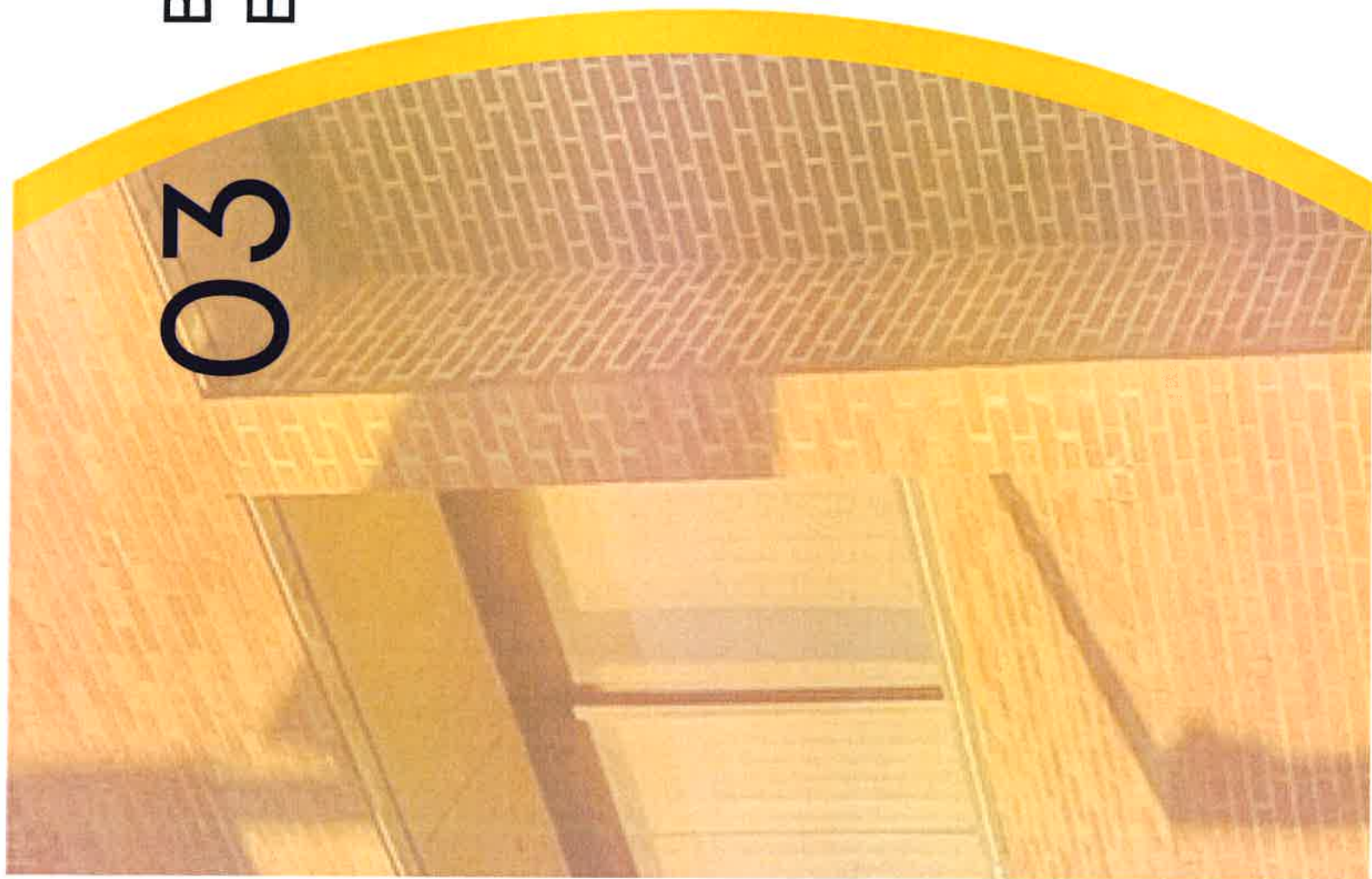
1. Buildings and appurtenances should be cleaned and painted or repaired as required to maintain an attractive appearance;
 2. Illuminated elements of buildings should be replaced as necessary to maintain the effect for which designed;
 3. Landscape materials, other than plantings, which have deteriorated should be reconstituted or replaced;
 4. Plantings should be kept watered, fed, cultivated, and pruned to give a healthy appearance during all seasons. Plant materials which have deteriorated should be replaced with healthy plantings;
 5. Parking areas should be kept in an orderly state, properly marked and clear of litter and debris; and
 6. Vacant property should be kept free of refuse and debris and should have the vegetation cut periodically during the growing season.
- Failure to comply with these or other requirements may be deemed a violation and subject to penalties outlined in the Covington Municipal Code.



03

BUILDING DESIGN ELEMENTS

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3.1 | GENERAL BUILDING DESIGN

Whether interpreted in an authentic historical way or as a modern transitional interpretation of the vernacular elements, this architectural character will embody the basic principles as noted in these guidelines. Regardless of the building type, the following principles help maintain a consistent rhythm, scale, and detail to create a harmonious community.

The buildings should be appropriately scaled to the pedestrian. The architectural character should be consistent with the character illustrated within these design guidelines. Each building contributes to the overall character of the place. Building designers should endeavor to create structures that play a harmonious and compatible role on the street rather than designs that attempt to stand out significantly from their neighbors.

MASSING & SCALE

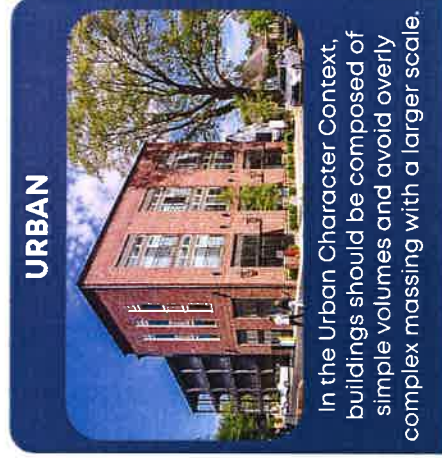
- » Buildings should be composed of simple volumes, avoiding overly complex massing, and compatible with surrounding residential structures.
- » Buildings should not have long uninterrupted walls or roof planes along streetscapes, limited to a maximum length of 30 feet.
- » All entrances to a building should be defined and articulated by utilizing lintels, pediments, pilasters, porticoes, porches, overhangs, railings, balustrades and other details that are appropriate to the architectural character and style of the building.
- » Non-residential buildings should accommodate 14 to 16 feet ground floor ceiling height as measured from the finished floor at the primary entrance.
- » The transitions from base, body, and cap may be expressed through a shift in plane, a change in building materials, or architectural elements.



Buildings should incorporate a three-part hierarchy of base, body, and cap to emphasize verticality and to maintain a balanced facade composition.



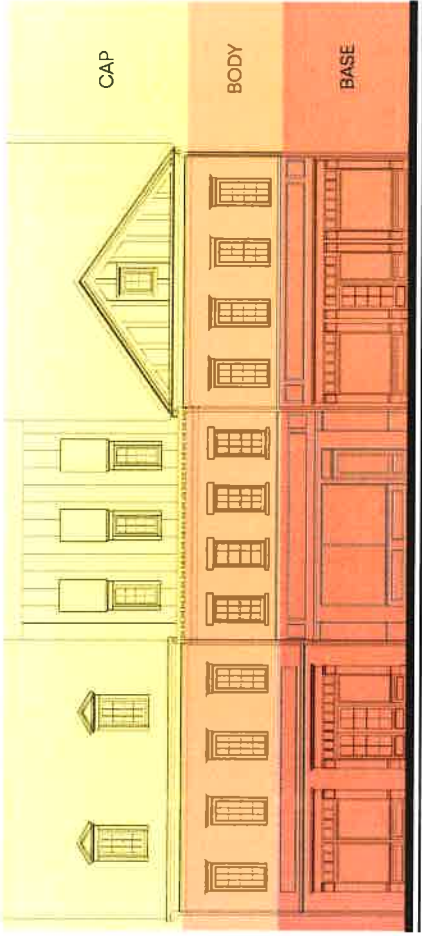
Buildings incorporate a simple rhythm of bays and recesses to break up a lengthy facade.



In the Urban Character Context, buildings should be composed of simple volumes and avoid overly complex massing with a larger scale.



In the Community Character Context, buildings should incorporate a three-part hierarchy of base, body, and cap to emphasize verticality and to maintain a balanced facade composition.

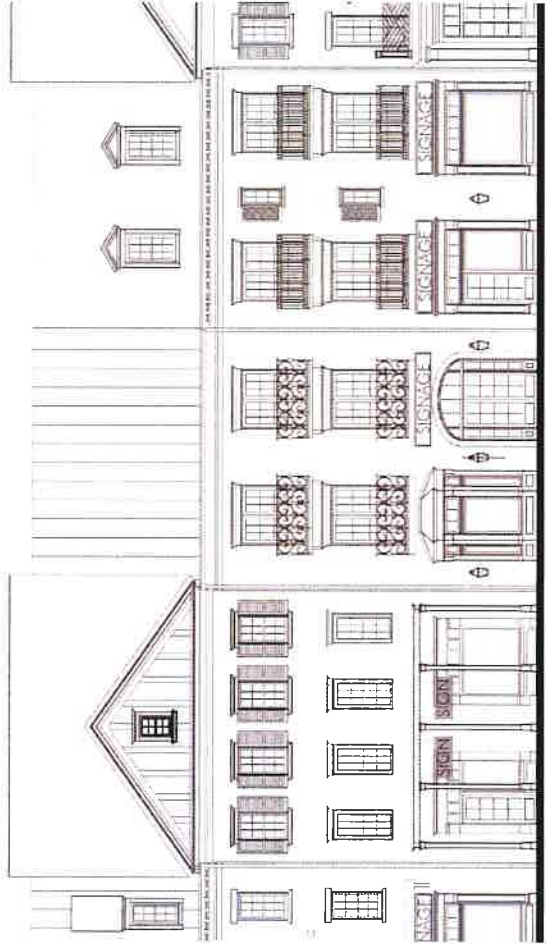


BASE, BODY & CAP

- » Buildings should incorporate a three-part hierarchy of base, body, and cap to emphasize verticality and to maintain a balanced facade composition.
- » The "base" of the building both anchors the building and engages the public realm. The height of the base varies depending on the overall building height.
- » The "body" of the building comprises the middle of the building, mainly defined by its structural composition.
- » The "cap" of the building should terminate the "body" of the building. The height of the cap varies depending on the overall building height. On shorter buildings the cap may simply consist of the roof structure, eaves, and cornice trim.

RHYTHM & COMPOSITION

- » Building facades should be comprised of a series of patterns that create an inherent rhythm, generally by utilizing symmetry, repeated bays with expressed structural elements, and the repetition of windows and doors.
- » Building facades are typically divided into repeated bays ranging from 15 to 30 feet in width on the ground floor. Upper stories should be consistent across multiple bays unifying the building as a whole.
- » Building facades should not be greater than 45 feet in width without building wall offsets, including projections, recesses, and vertical breaks.
- » The minimum projection of any individual offset should not be less than 12 inches and should occur at least every 45 feet of the building's facade.
- » Setbacks, reveals, and projections in the vertical plane of the building facade should be used to enhance the legibility of the composition.
- » Building cornices, sill heights, floor levels, decorative moldings, and windows should be carefully designed to align so that there is a general consistency within a single building or an individual bay.
- » Building heights should be generally consistent along a streetscape.



A lengthy facade incorporating a simple rhythm of bays and recesses provide the illusion of individual buildings of varying scale and massing.

3.2 | OPENINGS & TRANSPARENCY

OPENINGS

- » Building openings should generally stack in vertical alignment above other openings and solid areas in the facade should stack above structural elements.
- » The vertical centerlines of upper story windows should align from one level to the next and include unifying patterns such as common window lintels and sill lines.
- » Window spacing should be consistent and balanced on a single facade. The number of windows per building is dependent on the length of the building facade; however, windows should be equally distributed across the face of the building.
- » Openings should be recessed from the primary facade plane.

TRANSPARENCY

- » Commercial uses, such as retail and restaurants, should be more transparent than office or residential uses. This helps to improve the streetscape experience for passersby and entices customers to engage with the window display or storefront merchandising.
- » Ground floors should be designed with 65% to 85% transparency, as measured from the grade to the interior ceiling level where facing public rights-of-way or usable open space, excluding doors and service areas.
- » Ground floor windows should incorporate a high visible transmittance value (60% or greater) and low daylight reflectance (15% or less).
- » Upper floors of commercial and mixed-use buildings should have 25% to 65% openings and/or transparency.
- » To the extent possible, transparency should be maintained by incorporating space utilization within the building, which does not lead to the need to install blinds or other coverings at the interior of ground floor windows and doors. Spaces not appropriate for view from the exterior should be placed at the interior of the use, leaving spaces behind the storefronts largely open and visible to passersby.
- » Colored or mirrored glazing and glass block are discouraged.



Increased transparency in this industrial use delineates a clear public entrance and breaks up the larger-scale massing.

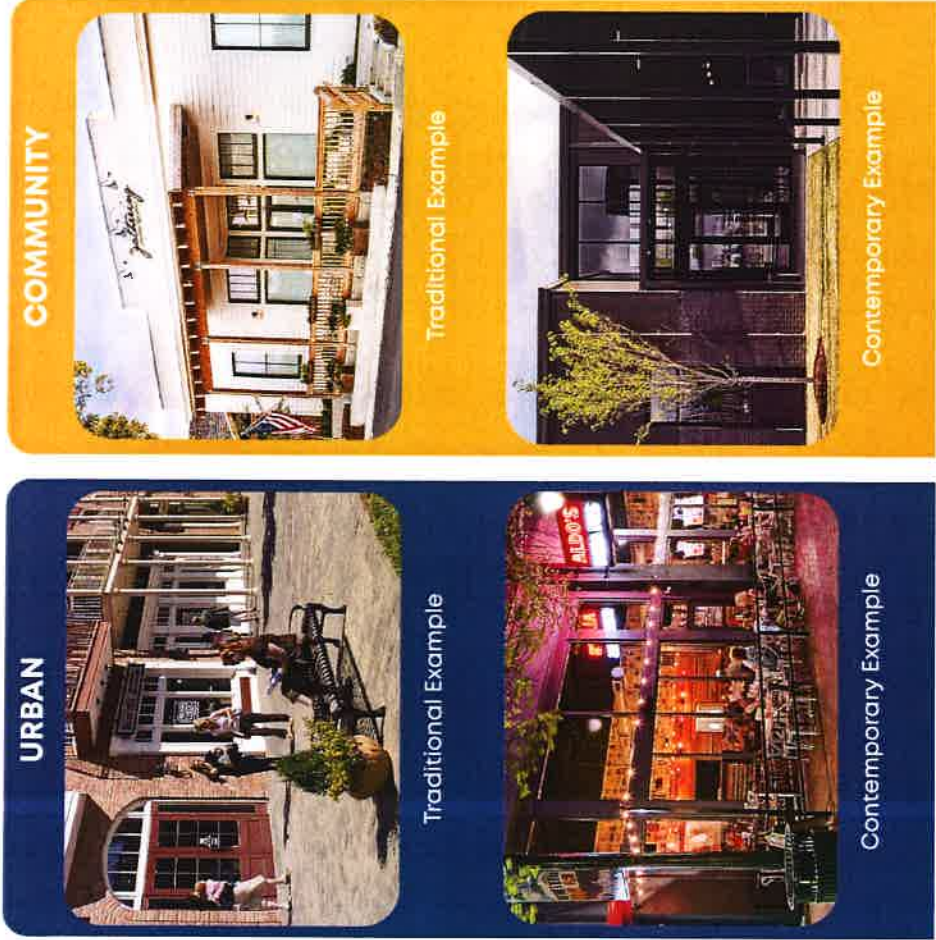


The majority of openings and transparency address the public street with secondary openings to a private patio space.



Stacked openings from one floor to the next makes for a cohesive and balanced facade fenestration.





3.3 | STOREFRONT DESIGN & FACADE TREATMENTS

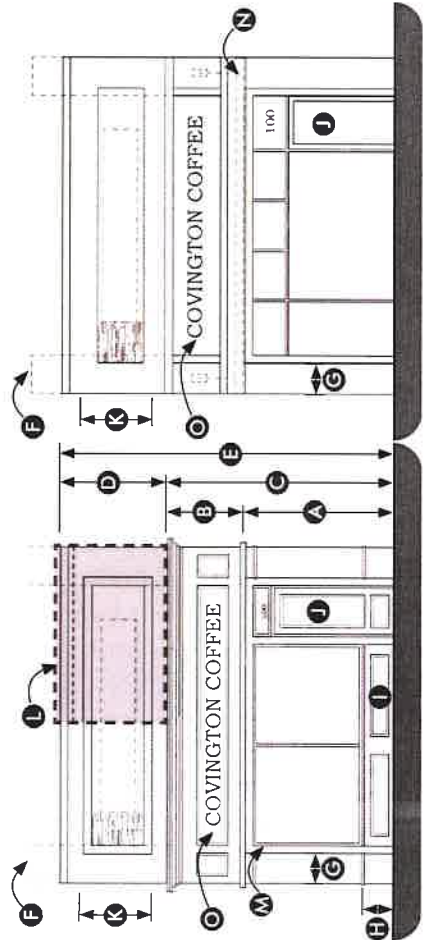
- » The ground floor facade of all commercial buildings should be composed of storefronts, providing a "face" on the street at a human scale.
- » Storefront design should be simple and allow the natural architectural elements of the building to speak clearly.
- » Multiple storefronts within the same building should be visually compatible in terms of scale, alignment, and general storefront design, and distinguish between various shops using color, signage, and awnings.
- » Storefronts should maintain a typical rhythm at the ground level, each with its own entry and integrated identification.

TRADITIONAL DESIGN

- » Historically, Covington architecture is of a traditional appearance.
- » Storefronts should be designed with elements found in traditional retail design, such as large horizontal display windows with kick plates below, transom windows above, appropriate awnings, and signs.

CONTEMPORARY DESIGN

- » Contemporary storefronts should be compatible with the older, existing buildings in the district by maintaining the pattern of building elements such as location of doors, windows, and bays.
- » Where appropriate, folding or sliding doors should be implemented to open the business activity to the sidewalk.



DESIGN ELEMENTS

- | | |
|--|--|
| A 8' - 12' Storefront | H 18" - 24" Kick plate (for Traditional Design) |
| B 4' - 5' Sign Band | I Panelization where appropriate at window base |
| C 13' - 15' First Floor | J 7' full or half-lite door |
| D 5' - 7' Building Cap (for one-story building) | K Decorative panel with frame |
| E 18' - 22' for one-story facades | L Optional mansard roof |
| F Piers may extend beyond parapet; provided decorative panel narrows to maintain proportion | M Optional awning |
| G 16" minimum brick pier | N Optional canopy |
| | O Sign Band |

3.3 | STOREFRONT DESIGN & FACADE TREATMENTS

DISPLAY WINDOWS

- » To promote visibility for potential customers, storefronts should not be obstructed by covering or blocking the window. Colored or tinted glass is strongly discouraged.
- » Using aluminum or wood frame windows that provide thermal insulation and prevent condensation is ideal.
- » Window heights and sizes should be aligned and unified when appropriate.
- » Residential windows should not be used on commercial storefronts.
- » Traditionally designed display windows typically incorporate muntins, while a contemporary design display window typically consists of large plate glass with mullions.

KICK PLATE OR WINDOW BASE

- » Window bases should be made from sturdy, easy-to-maintain materials as appropriate with the overall building aesthetic.
- » Base heights and materials should be consistent across multiple storefronts in the same building.

DOORS

- » Storefront entrances should be emphasized with additional detailing, recessing the entry, or including entry and ground signage.
- » Doors should be compliant with applicable building code and accessibility requirements.
- » Visibility is encouraged and doors should be made of non-tinted glass or contain significant clear glass in their design.
- » To maintain continuity, loading and service entrances should be located on the side or rear of the building where possible.
- » Where appropriate, folding or sliding doors may be implemented to open the business activity to the sidewalk.



A high degree of ground floor transparency and ample sidewalk space allow for commerce to connect pedestrians and passersby with the interior spaces. Display windows should be internally illuminated with light sources not visible from the exterior of the building

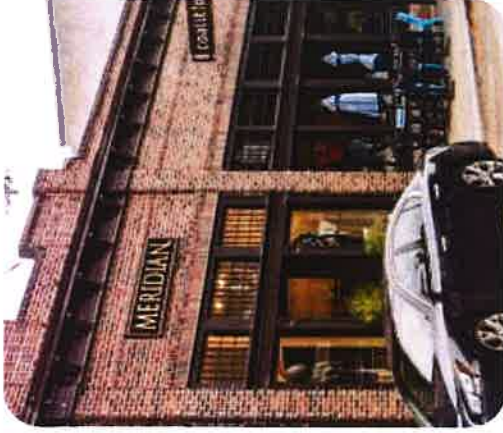


Consideration will be given to alternative storefront designs including use of folding or sliding doors. Storefront designs may vary in style while maintaining key context and design elements.



Transparent display windows sit on top of a kick plate at an appropriate height.

A clearly defined and transparent storefront entrance with a recessed entry door.



Transom windows in keeping with the overall design of the storefront system.

TRANSOM WINDOWS

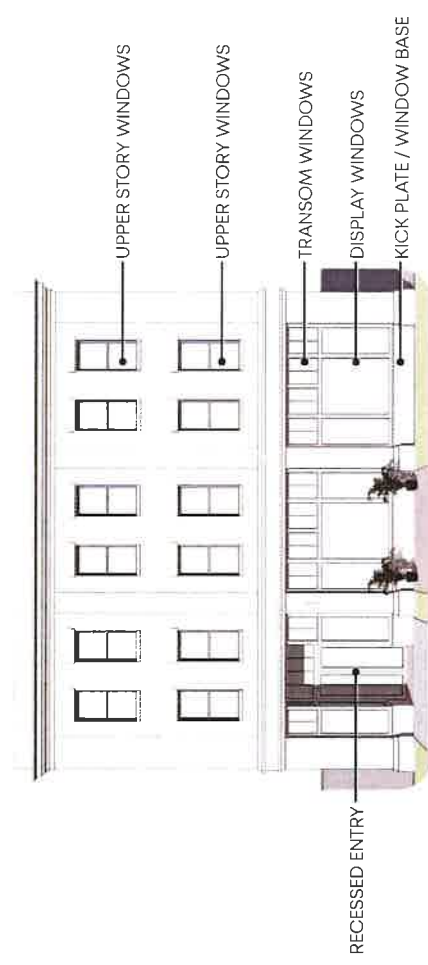
- » Transoms should use the same compatible materials and design that is part of the overall storefront system.
- » Transoms should not be filled or covered by masonry, wood, or any other non-transparent material.
- » Interior ceilings should not drop below the top of the transom within 10 feet of the front facade.
- » All interior elements should be kept at least 8 inches behind or away from the transom window so it is legible as a distinct architectural element.
- » Mechanical systems that are concealed in the ceiling should not drop down below the display area or windows.

UPPER STORY WINDOWS

- » Window sashes and trims should be painted in accent colors that coordinate with the storefront below and other architectural details on the building facade.
- » Upper windows should not be blocked or covered from view with any mechanical/ventilation equipment or other non-transparent materials.
- » In historic areas, where there will be muntin grilles provided in windows, grilles should, at minimum, be placed between the panes of glass. At windows facing a public way, exterior grilles should be provided.



Ground floor transparency and composition is differentiated from but sets the rhythm for the floors above.



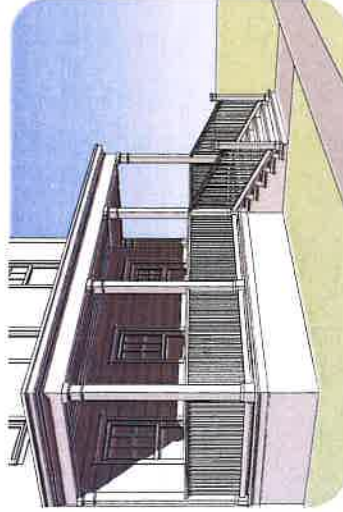
Recessed entrances and transom windows above display windows are typical of ground floor storefronts while upper story windows follow the rhythm of the overall building design.

3.4 | GROUND FLOOR FRONTAGES

Frontage is how a building interfaces with the public street. These guidelines are intended to reinforce the community's desired character and scale for new development in Covington. In the areas of greater commercial intensity, the dooryard, forecourt, shopfront, gallery, and terrace frontages will be more prevalent.

PROJECTING PORCH

The facade is setback from the Frontage Line with an attached porch that may encroach into the Setback. A projecting porch is open on three sides. All habitable space is located behind the Setback Line.



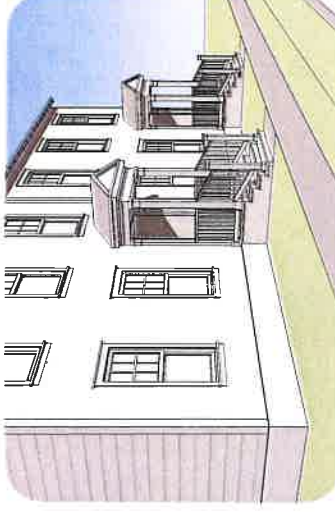
ENGAGED PORCH

The facade is set back from the Frontage Line with an attached porch and a small portion of habitable space that may encroach into the Setback. An engaged porch is open on two adjacent sides with the two remaining sides engaged to the building.



STOOP

The facade is located close to the Frontage Line with a recessed entry and/or projecting stoop that may encroach into the setback. The first story is sufficiently elevated above the sidewalk to provide privacy. This type is recommended for ground-floor residential use with a small setback.



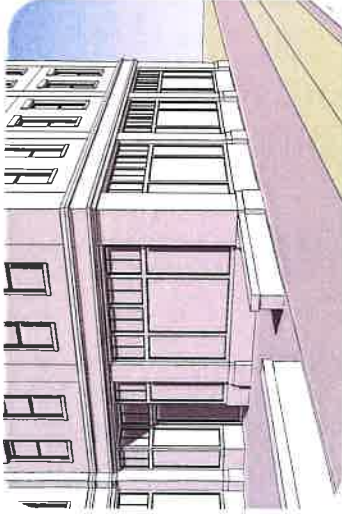
DOORYARD

The facade is set back from the Frontage Line with a low wall or hedge at or near the Frontage Line to demarcate the private yard and public realm. The dooryard may be raised, sunken, or at grade. The dooryard frontage type provides flexibility for ground floor residential or commercial uses.



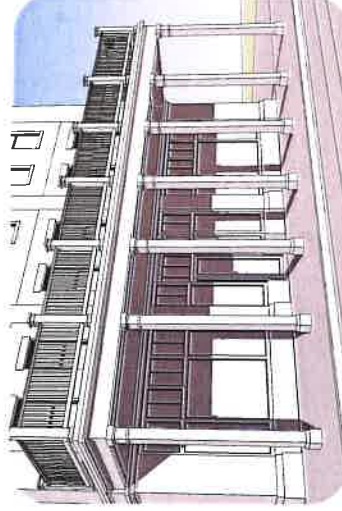
FORECOURT

A portion of the facade is close to the Frontage Line and the central portion is set back. The forecourt that is created may be used as an entry court or shared garden space for residential buildings, or as outdoor seating areas for commercial buildings. This type should be allocated in conjunction with other frontage types.



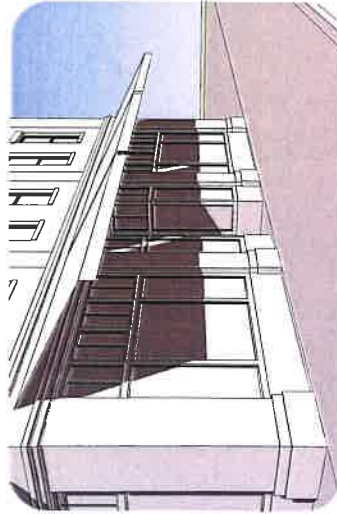
GALLERY

The facade is aligned at or close to the Frontage Line with an attached cantilevered shed or a lightweight colonnade overlapping the sidewalk. This type is typically used for ground floor retail use and in conjunction with the Shopfront Frontage Type.



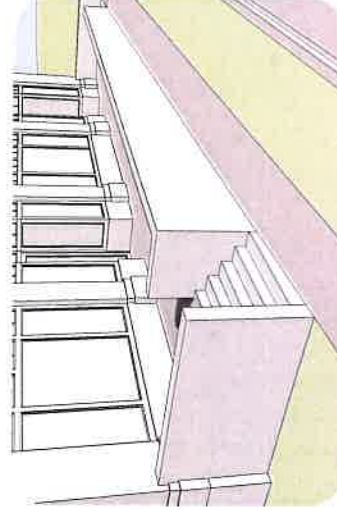
SHOPFRONT

The facade is aligned at or close to the Frontage Line with the building entrance at sidewalk grade. It has substantial glazing at the sidewalk level and may include an awning or canopy that may overlap the sidewalk. This type is conventional for retail use and may be used in conjunction with other frontage types.



TERRACE

The main facade is aligned at or close to the Frontage Line with an elevated terrace providing circulation along the frontage. This type is intended for retail use where it is necessary to provide at-grade access while accommodating grade change along a frontage and is used in conjunction with the Shopfront Frontage Type.



3.5 | PROJECTIONS

AWNINGS & CANOPIES

- » Awnings of commercial establishments should be made of fabric material such as canvas, exclusive of structural members.
- » Operable and open-ended awnings are encouraged; rounded and hooped awnings are discouraged.
- » Canopies of commercial establishments should be made of high quality fabric, metal, or glass and be supported by metal rods, wires, cables, or brackets.
- » Standard awnings with 8 feet of clearance are preferred.

COLUMNS, LINTELS, & COLONNADES

- » Although they may be purely ornamental, columns, lintels, and colonnades should be designed and detailed in character with traditional construction patterns of load-bearing buildings in the region's vernacular architectural styles.
- » Columns, lintels, and colonnades should be sized proportionately to the buildings they serve. The column base should generally be larger than the column cap. Spacing between columns in colonnades should not exceed the height of the opening.
- » The face of the column shaft should align with the face of the frieze board or beam above. The column cap should project beyond the face of the frieze board or beam.

BALCONIES AND BAYS

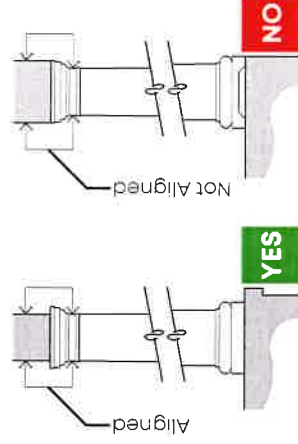
- » Essentially a porch for upper floor use, balconies and bays are intended to provide additional occupied space, activating the exterior of a building, and potentially increasing safety around a building.
- » Whether projected or recessed, balconies and bays effectively articulate facades and reduce the scale of larger multistory structures.
- » Balconies and bays should be of usable size allowing the placement of furniture.
- » Balconies should be integrated into building design and constructed of materials and colors compatible with the structure.



Awnings should coordinate with a horizontal element of the storefront and should extend the same width of the storefront they serve.



Colonnade with correct beam and column alignment.



Outside face of frieze board or beam will align with shaft of column. Column cap will project beyond face of frieze board or beam. A column base will be, or appear as, solid stone, brick, or wood.



Awnings should be triangular in section and may have side panels, but should not have a panel enclosing the underside of the awning.



Changes in materials and tones are encouraged to add variety and break monotonous and repetitive facade rhythm.



Consistency and compatibility with existing adjacent and/or historic structures is imperative.



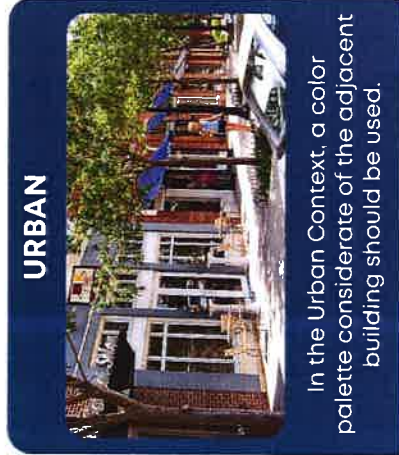
3.6 | DETAILS

BUILDING MATERIALS

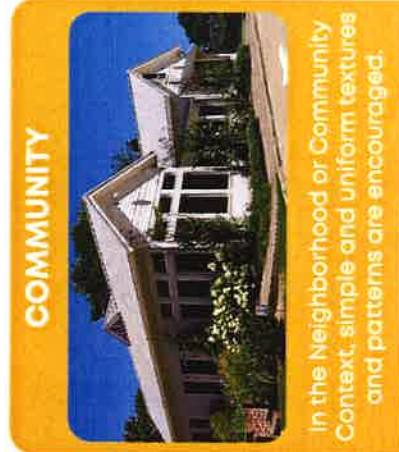
- » Compatibility with adjacent structures of significance or of appropriate design is suggested. For architectural interest, some exterior building materials other than brick or stone may be used for contrast.
- » Natural high-quality materials, which are durable in nature and convey a feeling of permanence such as brick, stone, or wood are encouraged while metal buildings and large areas of exposed concrete are discouraged.
- » Varying materials from building to building is encouraged, while limiting the number of different materials on any individual structure.
- » Use simple and uniform textures and patterns to create shadow patterns and enhance visible interest. Changes in materials and tones should occur selectively to add variety and break monotonous repetitive rhythm.

BUILDING COLORS

- » Variations in color should be kept to a minimum.
- » Primary building colors should be consistent and compatible with the adjacent and/or historic structures in the area. Accent colors may be used to express corporate identity.
- » The primary color of all buildings should be muted shades of neutral or earth tones; high-intensity colors, neon colors, or fluorescent colors should not be used.
- » The color of secondary facades should match or complement the primary facade. Bright, reflective, pure tone primary or secondary colors are permissible only in limited application as accent colors on canopies and awnings or other such features.
- » Accent colors are encouraged on projections, storefronts, opening trim, and cornices.
- » The use of white as a primary or secondary building color is appropriate for the local context. Use a flat or non reflective finish to avoid glare.
- » Painted or factory finished metal for storefront trim should be used with great care, preferably only in dark colors with a matte finish.
- » All visible roof surfaces should be the same color, unless multiple materials are used in which case all roofing materials should complement each other.



In the Urban Context, a color palette considerate of the adjacent building should be used.



In the Neighborhood or Community Context, simple and uniform textures and patterns are encouraged.

3.7 | ROOF FORM

ROOFS

- » Buildings should have pitched roofs that are visible from the street when near residential uses to harmonize with the residential building form (including service station canopies).
- » Flat roofs may be utilized provided the cornice is appropriately articulated.
- » Where sloping roofs are provided, they should be pitched no less than 8/12 and no more than 14/12. Roof pitch should be consistent on all primary roof forms. Visible roof materials should be dark earth tone in color.
- » Roof lines should be horizontally varied so as to respond and match the horizontal stepping back of exterior facades. They should project enough beyond the facade (8 inches minimum) to cast a shadow on the facade ornamentation below.
- » Wherever dormers are provided, real dormers accessible from occupied interior space are encouraged.
- » Any projecting mechanical elements or roof-mounted equipment should be located so that they are obscured from view from the street, any public space, and parking lots around the building.

ROOF DECKS

- » Roof decks should be integrated into building design and constructed of materials and colors compatible with the structure.
- » Roof decks should be behind a raised parapet or recessed back from the edge of roof to avoid a dominating appearance.



To harmonize with residential buildings nearby, mixed-use, commercial, and office buildings should have pitched roofs that are visible from the street.



Varied roof forms and lines add interest and a sense of hierarchy to this shopping center.



Varied roof forms and dormers add interest to this residence.



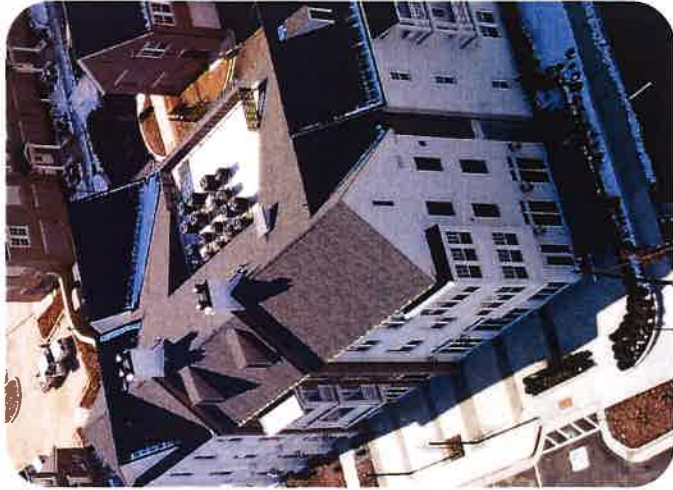
Shed dormers that provide character to building roof forms.



3.8 | EXTERIOR APPURTENANCE SCREENING



This commercial building is designed to hide rooftop units on a flat roof interior to the structure with gabled roof forms addressing the primary site circulation.



Rooftop units are screened from view on the primary facades with the roof form and from the rear with attached screening.



Screening of wall mounted appurtenances should be incorporated into the overall architectural design of the building. Where possible, locate appurtenances on secondary facades where not visible from the public right-of-way.

- » Roof or wall mounted appurtenances should be located at the rear of buildings so as to minimize visibility from the primary street. Identify appurtenances on the elevations and or roof plan.
- » Parapets should be tall enough so as to properly conceal all rooftop equipment from neighboring properties and public right-of-way.
- » Wall mounted appurtenances should be screened from public view and painted to match the color of the surrounding building material.
- » Vents, pipes and other rooftop penetrations on a pitched roof should be incorporated into the design of the building, specified or painted with a color compatible with the roof or trim, and screened from public view. The use of dormers is one way to conceal such items.
- » Mechanical units, kitchen exhaust vents, and other large appurtenances located on a roof should be concealed by parapets or incorporated within architectural design elements such as towers, cupolas, dormers, or vented top floor penthouses. Individual rooftop screens are not acceptable.

3.9 | SPECIAL CONSIDERATIONS

ACCESSORY STRUCTURES

A structure that is on the same parcel and has an incidental use as a principal structure.

MULTIFAMILY

Residential properties that contain more than one housing unit, typically for short-term ownership.

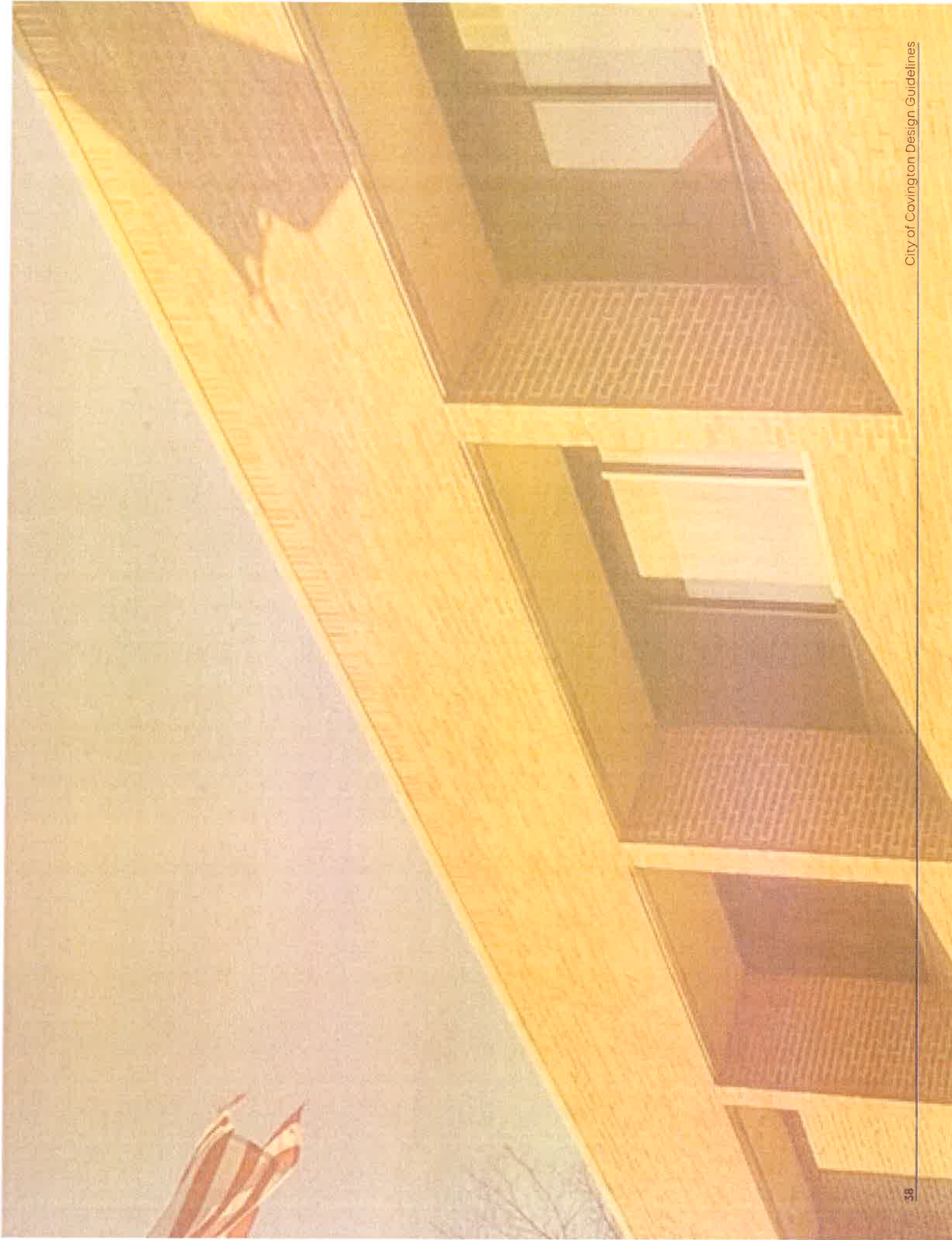
SENIOR LIVING

Residential properties that contain more than one housing unit and are designated for residents above a specified age.

INDUSTRIAL

Property that is specifically designed for industry, such as logistics, warehousing, manufacturing, and distribution.

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04

SITE DESIGN ELEMENTS

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4.1 | STREETSCAPE & SIDEWALK

The streetscape is the combination of all elements which define and occupy the public realm of the street. The public infrastructure should be designed and implemented by the developers to create a streetscape that will enhance the public realm.

SETBACKS & FRONTAGES

- » Each building and group of buildings has a role to play in creating a public realm that will enhance the quality of the spaces for all its users.
- » Buildings should be located and configured such that their primary entry and facade face the primary street or adjacent public space.
- » Corner and multiple frontage sites should address all frontages, with the main entry located along the primary street or public space.

CONNECTIVITY & CIRCULATION

- » All pedestrian pathways should be accessible, clear, prominent, and intuitive to navigate providing connection from street sidewalk networks to building entries, parking areas, and adjacent development.
- » Provide for pedestrian circulation routes to the surrounding community, green spaces, amenities, schools, and related transit.

PARKING

- » With the exception of on-street parking, most parking in commercial areas should be located in parking lots behind the buildings.
- » Access to parking lots should be designed to minimize traffic congestion on streets and should be from a side street or alley where possible.
- » Refer to section 4.3 for additional parking guidelines.

SITE FURNISHINGS

- » Site furnishings such as benches and seating, bicycle racks, bollards, public art, trash receptacles, wayfinding signage, among others, provide functional service to the pedestrian and provide visual detail that makes a place comfortable and interesting.
- » Amenities, site furnishings, and USPS approved cluster mailbox units consistent with the overall theme and building appearance.
- » Amenities should be coordinated to ensure safe and accessible pedestrian travel and activation of street life.

FRONTAGE ZONE

- » The Frontage Zone is the portion of the sidewalk immediately adjacent to the building.
- » This zone can accommodate smaller landscaping elements along the base of the building.
- » For wider sidewalks in the Urban Centers, this zone can accommodate outdoor dining and landscaping elements.

THROUGH ZONE

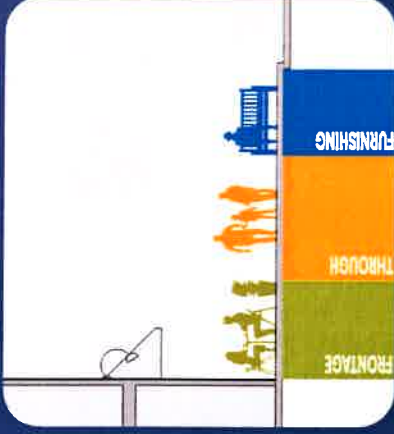
- » The Through Zone is the portion of the sidewalk that is the primary pedestrian pathway; it includes crosswalks and ramps at intersections.
- » This zone should be a minimum of 5 feet in width, but in high foot traffic areas, especially the urban context, use a 10-foot minimum width.
- » This zone may be narrower in low foot traffic areas for short distances where existing conditions dictate but no less than an accessible route.
- » When a through zone is placed directly adjacent to the curb due to constraints, provide a minimum width of 7 feet to allow for vehicular overhang or door swing clearance.

FURNISHING ZONE

- » The Furnishing Zone is the portion of the sidewalk immediately along the roadway, this zone separates pedestrian from vehicular traffic or other physical and psychological barriers such as on-street parking, street trees in grates or planters, or street furniture.
- » This zone can accommodate streetscape elements, lighting, street trees and landscaping.
- » For wider sidewalks in the Urban Character Area, this zone can accommodate additional outdoor dining.

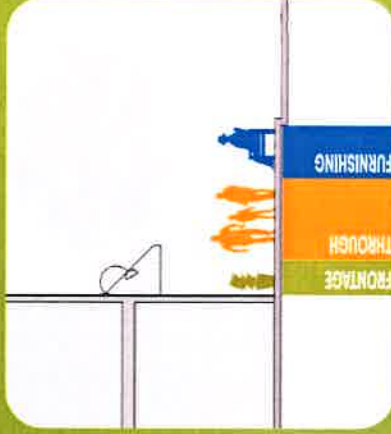
URBAN

- » In Urban Areas, streetscapes should enhance the pedestrian experience with ample sidewalk zones and engaging building frontage.
- » Sidewalks generally measure 10 to 15 feet in width from the face of curb to the edge of the building. Sidewalks along larger buildings will require additional width to maintain an appropriate proportion of enclosure.
- » Sidewalks generally have street trees within tree grates, and can accommodate various outdoor dining arrangements and greater variety of street furniture.



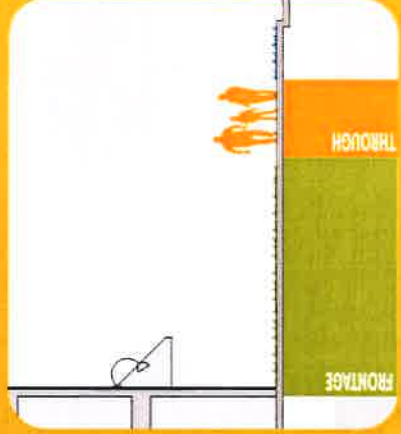
NEIGHBORHOOD

- » In neighborhood areas, streetscapes should provide a comfortable pedestrian experience with clear sidewalk zones and semi-public building frontage.
- » Sidewalks are narrower but generally handle the same high levels of pedestrian traffic as those in the Urban Character Areas, but offer a comfortable, smaller pedestrian realm.
- » Sidewalks generally measure 6 to 10 feet in width from the face of the curb to the edge of the building.
- » Sidewalks generally have street trees within tree grates, can accommodate some outdoor dining and street furniture.



COMMUNITY

- » In community areas, streetscape should maintain the rural qualities of a street wherever possible. The pedestrian experience, where provided, should be separated from the street.
- » Sidewalks are narrower and generally handle the moderate levels of pedestrian traffic, but offer a comfortable, smaller pedestrian realm.
- » Sidewalks generally measure 5'-0" to 8'-0" in width and are set back from the face of the curb at least 5'-0" to accommodate planting strips and street trees.



4.2 | SIGNAGE

Signage guidelines are meant to inform the impact of signage on the visual environment while enabling commerce and wayfinding. These guidelines represent a balance, drawing from regional and local best practice examples while better ensuring new signs integrate with the architectural design of the primary building in a way that is still authentic to the City of Covington. Specific requirements for signs can be found in the Sign Ordinance Chapter 11-317 of the Covington Municipal Zoning Ordinance, including the types of signs allowed and prohibited, dimensions allowed and siting restrictions. Design should be restrained to avoid excessive attention, consistent in illumination, size, material, color, and location throughout the project, and relate to building appearance.

PRINCIPAL SIGNS

- » The purpose of principal signs are to identify the use within the premises.
- » Unless noted otherwise, there should be no more than one principal sign for each retail establishment or permitted use therein.

PLACEMENT

- » Unless noted otherwise, signs may be installed parallel or perpendicular to the face of the wall to which it is attached following approval.
- » Signs should be rigidly and securely attached.

SIGN MATERIALS

- » Sign materials including framing and supports should be appropriate to the architectural design and style of the building and site where the sign is located.
- » Signs should not include reflective materials.
- » Materials should be durable and capable of withstanding weathering over the life of the sign with reasonable maintenance.
- » Illumination should be white, back-lit or shaded, shielded, or subdued so the light intensity is consistent with the surrounding area. Exposed bulbs, internally illuminated cabinet signs, and varied illumination are not allowed.

MULTIPLE TENANTS

- » A Freestanding Sign or Monument Sign includes multiple tenant placards consistent in design with landscaping around a masonry base.
- » For multiple tenants above the first floor, no additional signage is permitted. However, a directory may list all the tenants, provided the directory is located inside the building.

SECONDARY SIGNS

Secondary signs may be permitted in the following conditions:

BUSINESSES WITH AN AWNING OR CANOPY SIGN

- » Where a business's primary sign is on or above an awning or canopy, lettering on the entrance doors identifying the business may be permitted with letters no less than 4 inches in height.

CORNER CONDITION

- » A business on a corner lot, or set back and facing off-street parking between the building and the side street, may have a second principal sign.
- » One sign should be located on one street and a second should be permitted to be located on the second or side street.
- » Both signs may be the same dimensions.

SIDE/REAR FACING DRIVEWAY OR PARKING

- » A business may have a second principal sign on an exterior wall facing a driveway or an off-street parking area if the side facade has storefront or retail windows.
- » One sign should be located on one street and a second should be permitted to be located on the side or rear of the building facing the driveway or parking area, provided that there is an entrance to the business associated with that sign.
- » The dimensions of the secondary sign should be sized at a maximum of 50% of the primary sign.



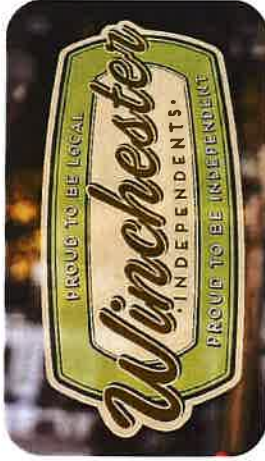
Awning Signs



Canopy Signs



Hanging Signs



Window signs



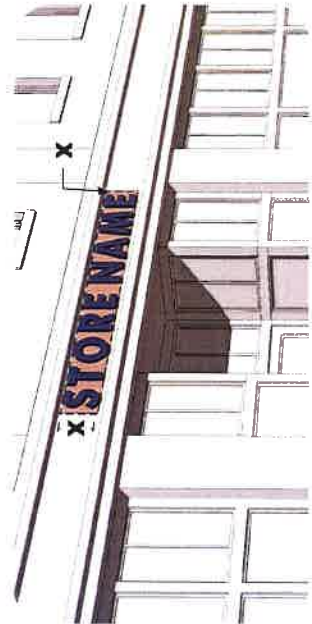
Monument Signs



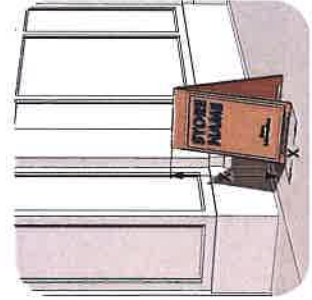
Wall Directories



Ground Directories



Wall Signs



Sandwich Board Signs

Creativity in the design of signage types is encouraged and should be carefully integrated with the site and building design to create a unified appearance across developments and a level of consistency throughout the community.

- » **Awning Signs** should be located on a canvas awning that projects above the storefront. It consists of painted, screen-printed, or appliqued letters and graphics. Signage should be placed on the sloping plane and/or the valance of the canvas awning.
- » **Canopy Signs** should be located on a canopy that projects above the storefront. It consists of individually cut letters sitting on top of the canopy along the outside edge. Letters should be pin or bracket mounted to be seen over the edge of the canopy.
- » **Hanging Signs** should be mounted perpendicular to the facade to either decorative metal brackets or the underside of a porch, gallery, or similar covered area.
- » **Window Signs** should be applied directly to the inside of a window. It is professionally made and consists of individual letters and graphics. Window signs should be applied directly to the inside of the glass.
- » **Monument Signs** should be located on a free-standing monument. It is typically located along a street frontage where there is a major traffic entrance for the project. They are typically more auto-oriented but should be designed to minimize the impact on pedestrians in pedestrian-oriented areas.
- » **Wall Directories** should be attached to the facade adjacent to the main entrance. It provides a listing of establishments within a building or series of buildings. The purpose of the directories should be for customer convenience, direction, and safety.
- » **Ground Directories** should be located on a free-standing monument. It provides a listing of establishments within a building or series of buildings.
- » **Wall Signs** should be located above the storefront flat against the facade. The signage consists of individual cut letters applied directly to the building or painted directly on the building's surface.
- » **Sandwich Board Signs** should be a removable sign providing secondary signage for the business or tenant. It is pedestrian-oriented and may be used to announce daily specials, sales or direct pedestrians to shops located off of the sidewalk. They should not interfere with pedestrian travel or encroach upon the required accessible path.

4.3 | PARKING

GENERAL PRINCIPLES

- » New buildings should be located as close as practical to the street, adjacent to the public sidewalk (where applicable), with parking areas located to the side or behind the primary structure.
- » In the case of existing parking areas located in front of existing buildings, these parking areas should be improved with increased pedestrian access, enhanced screening, outdoor seating, and landscaping to create a more accessible, pedestrian-friendly streetscape.
- » Where practical, on-street parking should be provided and clearly marked to create a barrier between pedestrians and vehicular traffic.
- » Provide bicycle parking facilities; avoid conflict with pedestrian movement.

ACCESS

- » Access to parking lots should be designed to minimize traffic congestion on streets and should be from a side street or alley (where possible).
- » The number of entrances should be the minimum necessary for effective on- and off-site control, combining adjacent entrances whenever possible.
- » Street and open space frontages should have the majority of parking behind and to the sides of the building.
- » Drive aisles should be no more than 24 feet in width.

LAYOUT

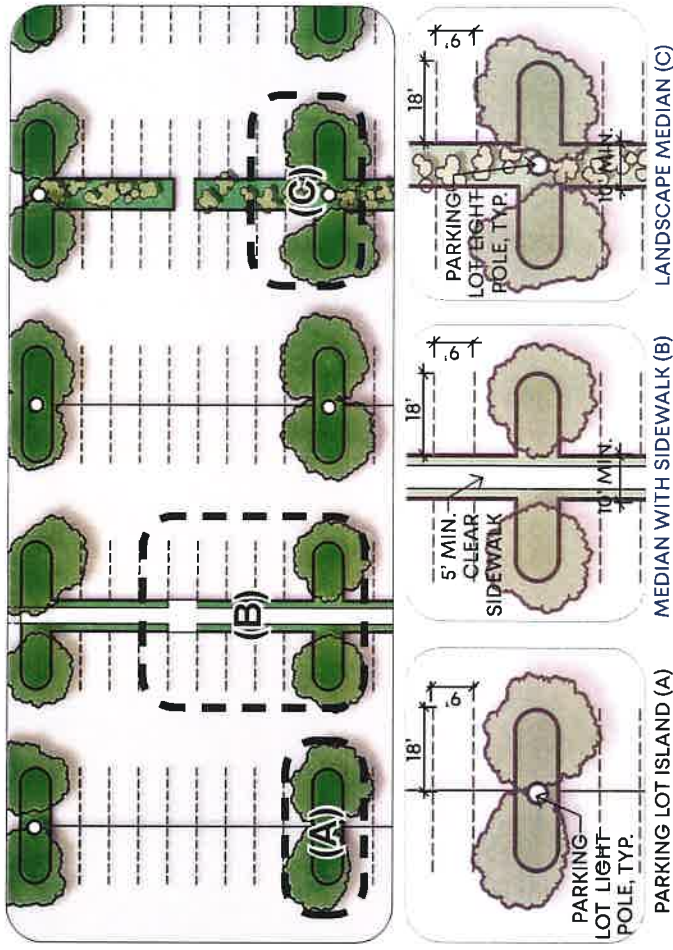
- » All parking lots should be separated by a landscaped median/ divider to help break large parking fields into "rooms" and may contain pedestrian walkways to offer safe routes between spaces and building entries.
- » Parking Medians should be a minimum of 10 feet wide with opening breaks for pedestrian movement. Medians offer an opportunity to terrace parking "rooms" where there is significant grade change. Parking Rooms should be organized as a series of smaller parking bays by incorporating landscaped islands separating each parking lot island at a maximum of 15 parking spaces between parking islands.
- » Sidewalks within the median may vary in location to accommodate plantings and drainage while maintaining 5-foot of clear walking space.
- » Surface parking may have both diagonal one-way parking bays and/or two-way 90-degree typical parking bays, dependent upon adjacent building use and block structure.

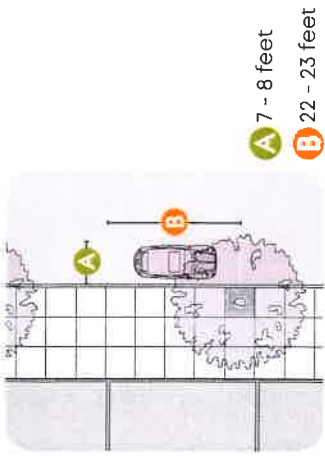
PARKING SPACES

- » Provisions for parking spaces should be provided in accordance with local ordinances and the Americans with Disabilities Act (ADA) Standards for Accessible Design.
- » All parking lot striping should be white.
- » Parking spaces should be a minimum of 9 by 18 feet to the face of curb, with a concrete wheel stop if adjacent to a sidewalk or a minimum of sidewalk width of 7 feet to accommodate vehicular overhang encroachment.

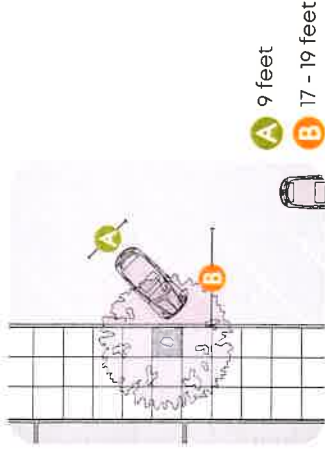
PARKING ISLANDS

- » Islands should be a minimum 9 by 18 feet matching parking spaces.
- » Include 18" shrubs and at least one canopy tree in fully planted islands.
- » Parking lot lighting pole bases should be positioned in landscape islands/ areas at least 10 feet from island tree (trunk) to minimize conflict.
- » Parking islands should incorporate screening for shopping cart corrals.
- » See sections 4.6 and 4.7 for additional landscape guidelines.





Parallel Parking



Angled Parking with ADA Compliant Spaces

URBAN



In the Urban Character Context, buildings should be located in close proximity to the street, adjacent to the sidewalk, with parking areas located to the side or behind buildings, fencing, or landscaping.

COMMUNITY



In the Community Character Context, a single blade of parking at the front of the building may be appropriate. Where possible, locate off street parking to the sides or rear of the building.

OFF-STREET PARKING & LOADING CONSIDERATIONS

- » In areas with mixed use residential, senior living, or multifamily residential, off-street parking areas should be located to the rear of buildings to allow buildings to engage with the street, improving aesthetics and connection to surrounding development. Limited parking is permitted to the sides of buildings but not beyond the front facade or at corner intersections.
- » Special consideration may be granted for parking in industrial areas as long as large bays of parking are minimized along street frontages or screened from view. Locate loading bays to the side or rear of buildings while placing main entrances and visitor parking along the street frontage.
- » Along streets provide a minimum 20-foot wide planting area for screening.
- » See section 4-4 for additional buffers, screening, and fencing guidelines.

ON-STREET PARKING

- » On-street parking helps narrow the travel width of the roadway, therefore reduces traffic speeds by narrowing the perceived travel lane for motorists.
- » On-street parking should be provided and clearly marked and signed to increase the available parking pool and to create a barrier between pedestrians and vehicular traffic.
- » Alternate materials may include different colored and/or texture-paved surface treatments and markings to delineate parking from drive lanes.
- » On-street parking is typically parallel or angled up to 60 degrees, head-in parking is not appropriate for on-street parking.
- » Alternate materials may include different colored and/or texture-paved surface treatments and markings.

OTHER POTENTIAL USES

On-street parking may also be designed to accommodate other permanent or temporary amenities such as:

- » ADA-compliant on-street parking
- » Bus stops
- » Shared loading zones
- » Parklets

4.4 | BUFFERS, SCREENING, & FENCING

BUFFERS

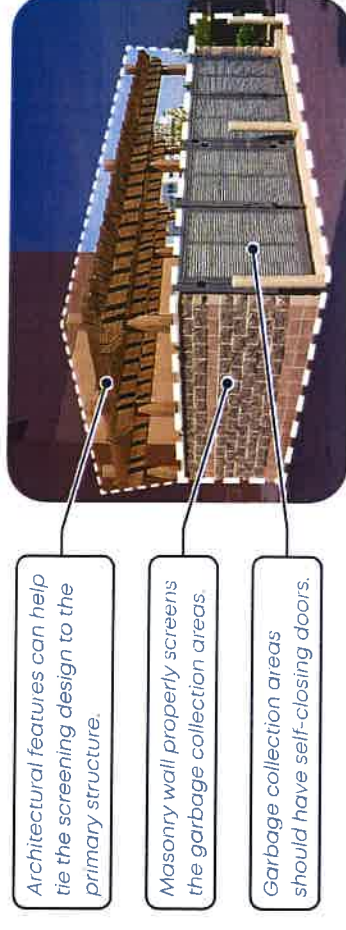
- » Provide a 10-foot wide planting buffer to screen the perimeter of parking areas, except along street frontages where 20-foot is required (Ord. 11-331).
- » Where land use changes to a less intensive land use such as single family residential, create a densely planted buffer of 15 to 25 feet, as required in the ordinance, to screen the areas from each other.
- » Buffers can be reduced when in the Urban Context or when adjacent development is compatible in character.

SCREENING

- » Evergreen species are desirable for screening parking or service areas.
- » Changes in elevation or earth berms may be used along the perimeter of parking, service, or storage areas to reinforce planting screens. Slope of berm is recommended at 1:4 rise to run. Densely plant berms with ground cover or shrubs to prevent erosion and provide intended screening.
- » Screen utilities, meters, irrigation equipment, transformers, mechanical units, and other appurtenances from public view by an opaque fence, wall, or evergreen landscaping to cover the height of the units. Where possible locate to the rear or side of the building.

SERVICE AREAS & DUMPSTER SCREENING

- » Garbage collection areas should be located to the rear or side of a building, placed on a concrete pad, enclosed by opaque screening at least 6 feet in height, and should contain self-closing doors. Screening should be at least 2 feet taller than the dumpster or other equipment and, where possible, turn gates away from surrounding streets.
- » Exterior grease collection devices for food service should be located underground or within an opaque enclosure.
- » Design enclosures to be complimentary to the principal building, constructed of masonry walls, with metal frame gates, bollards painted to match the enclosure, and screened with evergreen plantings.
- » To maintain the sense a consistent streetscape, auto service functions in commercial or retail areas such as service bay doors or storage areas should be screened from public view.



FENCING AND WALLS

- » Fences are intended to provide physical and visual separation for the portions of yards designed to be used privately and between land uses where there is incompatibility.
- » Fences should not compromise safety by blocking vision at intersections and should not be placed within 25 feet of a street corner.
- » Siting and construction should not impede drainage or utility access.
- » The maximum height of privacy fences located behind the front facade should generally be 6 feet, except in industrial areas or for recreation.
- » Front yard fencing should be transparent picket fencing of no greater than 2 feet, 6 inches within 25 feet of the right-of-way for clear site lines.
- » Fences should be constructed of durable materials. The use of chain link, plastic, or wire fencing is not permitted for fences fronting streets.
- » To avoid a stockade appearance, fences 80 feet or longer along the street should undulate the plane of the fence, include evergreen plantings in the setback area, or include masonry columns on an equal spacing.
- » When using masonry walls, match building materials and site features.



Where site run-off requires detention, the area should be designed as an open space amenity incorporating a greenbelt trail where possible and landscaped accordingly.



Multi-purpose designs of stormwater facilities can add aesthetic value by providing varied landscaping, visually appealing pavement design, and enhanced community spaces on streetscapes.



4.5 | DETENTION AREAS & UTILITY CORRIDORS

OPEN DRAINAGE

- » Where site run-off requires detention or retention areas, the area should be designed as an open space amenity and landscaped accordingly.
- » Paved surfaces should be graded to direct run-off to drainage ways or catchment areas avoiding conflict with pedestrian ways.
- » Where possible, the existing topography should be preserved to minimize disruptions in drainage.
- » In general, peak run-off rates along the borders of a site should not exceed predevelopment rates. Where downstream ditch conditions or stream capacity would be overtaxed by run-off from present or planned development, and where run-off cannot be absorbed on site, detention areas should be created to slow run-off.
- » Wetlands, which are important for storm water retention, should be maintained in an undisturbed form.
- » Storm water entry and discharge points should be protected to minimize erosion, and to avoid simply relocating a problem to upstream or downstream properties.

COLLECTED DRAINAGE

- » Multi-purpose designs of stormwater facilities can add aesthetic value by providing varied landscaping, visually appealing pavement design, and enhanced community spaces on streetscapes.
- » All surface drainage should be collected on site and connected to underground storm drainage structures.
- » French drains and other drainage structures in planting beds should be strategically placed to prevent ponding, and should be connected to the subsurface storm water system.
- » The maximum slope of lawn areas is 1:4 rise to run.
- » Changes in elevation greater than 1:4 rise to run should be accomplished with retaining walls.



In the Urban Context, alternative approaches to stormwater collection and treatment are encouraged.



In the Community Context, natural drainage and stormwater features should be preserved as an open space amenity and landscaped accordingly.

4.6 | LANDSCAPING & IRRIGATION

GENERAL PRINCIPLES

- » To the greatest extent possible, existing vegetation and trees in good health should be preserved and a major consideration for the planning and placement of buildings, paved surfaces, and other features..
- » The entire property should be extensively landscaped and sodded in accordance with a plan conceived as a complete pattern and style throughout the entire property prior to occupancy.
- » All areas of the property not occupied by buildings and other improvements should be intensively planted with trees, shrubs, hedges, ground cover, and perennials and annuals.
- » Utilize landscaping planning to incorporate functional and ornamental design elements, where possible, including courtyards, plazas, recreation areas, paths, walkways, ponds, fountains, water features, trellises, pergolas, gazebos, fences, walls, screens, furniture, and art and sculpture.

TREES

- » To provide a consistent effect in residential areas, street trees should be 2 inches in caliper at time of planting, planted on average 40 to 80 feet on center depending on species, lot width, and architectural context.
- » To provide an immediate effect in non-residential areas and offset larger scale structures, street trees should be 3 inches in caliper planted at 50 to 80 feet on center depending upon the species and architectural context.
- » Place street trees to frame architecture; avoid blocking the front entry.

MAINTENANCE AND IRRIGATION

- » All landscaped areas should be kept free of all debris, rubbish, weeds, tall overgrown conditions, and the storage of any equipment or materials.
- » Planting plans should be maintained as originally designed. Any diseased, dying or dead plants should be treated or replaced as soon as is reasonably possible at the start of the next planting season by the property owner.
- » Irrigation systems should be provided to ensure robust planting areas (including within parking islands and medians, if applicable).
- » Irrigation systems should be installed below ground, with spray heads flush with the ground surface.
- » All plantings should be well maintained by the respective property owners.



Trees and other plantings along streets, parking areas, and building frontages enhances the public realm and can frame architecture.



Trees and other plantings along streets, parking areas, and building frontages enhances the public realm and can frame architecture.



All areas of the property not occupied by buildings and other improvements should be intensively planted with trees, shrubs, hedges, ground cover as well as perennials and annuals.



Landscaping should incorporate other functional and ornamental elements as part of the design.





4.7 | SPECIAL LANDSCAPE CONSIDERATIONS

FOUNDATION LANDSCAPING

- » The base of all sides of a building should be planted with foundation plantings consisting of evergreen and/or semi-evergreen shrubs and trees.
- » Such plantings should be 2 feet high at planting, spaced an average of 3 feet on center, and should be planted in groups of three, five, or seven, preferably grouped in clusters or in a zigzag configuration, not in rows.
- » A variety of species are encouraged to avoid a monoculture, to encourage long-lived species and to promote wildlife habitat. Of the required foundation plantings, not more than 50% should be of any one species.
- » On-site areas adjacent to streets, lawn areas should be established or be sodded prior to occupancy of the project.

PLANTING STRIPS & RAIN GARDENS

- » Pervious strips are long, linear landscaped areas integrated within sidewalks that capture and slow stormwater runoff.
- » Where possible, cluster public furniture and utilities appurtenances to maximize contiguous linear space for pervious strips and minimize conflicts.
- » A maximum two percent (2%) gentle side slope should be used to direct flow into the stormwater facility.



Foundation plantings



Planting strip with pedestrian access point.

PLANT SPECIES SELECTION

- » As an extension of the surrounding natural landscape, the selection of plant species should be native or well adapted to the region. Using native plants increases biodiversity and acts as a pollinator habitat. Plantings should be hardy for the local climatic zone as delineated by the USDA: <https://planthardiness.ars.usda.gov/>
- » Consideration should be given to soil conditions, availability of water, exposure of sunlight and other existing conditions.
- » Evergreen species are desirable for screening views, such as views into parking or service areas.
- » Avoid using Invasive Plant Species listed as an "Established Threat" or "Emerging Threat" by the Tennessee Invasive Plan Council.

4.8 | LIGHTING

CHARACTER & SCALE

- » Lighting should complement the overall design theme.
- » Ground oriented, pedestrian-scaled lighting should always be considered as an alternative to pole-mounted fixtures along pedestrian walkways.
- » Utility wall-pack light fixtures are not appropriate on public frontages. Electric boxes, transformer utilities, and conduits should be concealed from view where possible.

PLACEMENT & SPACING

- » Directed lighting to illuminate the building facade, signs, architectural elements, ornamentation, storefront displays, the public sidewalk, and entrances for the interest, security, and comfort of pedestrians at night should be carefully placed to prevent glare and light trespass.
- » Illuminated bollards or pedestrian scale lighting should be used as an alternative to standard pole mounted fixtures to provide low-level lighting along pedestrian walkways.
- » The number of fixtures should be minimized to only those necessary for effective lighting.
- » Locate all exterior light fixtures and label on all site, landscape, lighting, and building elevations to avoid conflicts with other features.

GLARE REDUCTION

- » All lighting fixtures, except those exempt, should cast light primarily downward to comply with the IESNA Cutoff and International Dark-Sky Association standards and the lamp source shielded from direct view..
- » Glare shields and cutoff devices should be used to minimize throw onto adjacent properties.

LIGHT DISTRIBUTION

- » Fixtures used for architectural lighting, such as facade, feature, and landscape lighting, should be aimed or directed to preclude light projection beyond immediate objects intended to be illuminated.
- » Lighting should provide for appropriate and desirable nighttime illumination for all uses on the site to promote a safe environment while not being obtrusive to residential areas.
- » Light fixture should not create any visible "hot spots."



Glare shields and cutoff devices should be used to minimize throw onto adjacent properties.



Pedestrian scaled streetscape lighting of different characters may be appropriate based on development type and character.



In the Urban Context, ground oriented, pedestrian-scaled lighting should be considered as an alternative to pole-mounted fixtures along pedestrian walkways.



In the Community Context, the number of fixtures should be minimized to only those necessary for effective lighting. Glare shields and cutoff devices should be used to minimize throw onto adjacent properties.



Fixtures used for architectural lighting, such as facade, feature, and landscape lighting, should be aimed or directed to preclude light projection beyond immediate objects intended to be illuminated. The image above includes signage with integrated lighting, wall-mounted lighting, and directed lighting that illuminates signage and architectural features.

URBAN

In the Urban Context, pedestrian-scaled lighting may include festoon lighting in special applications and lighted bollards to delineate outdoor dining or pedestrian-only zones.

COMMUNITY

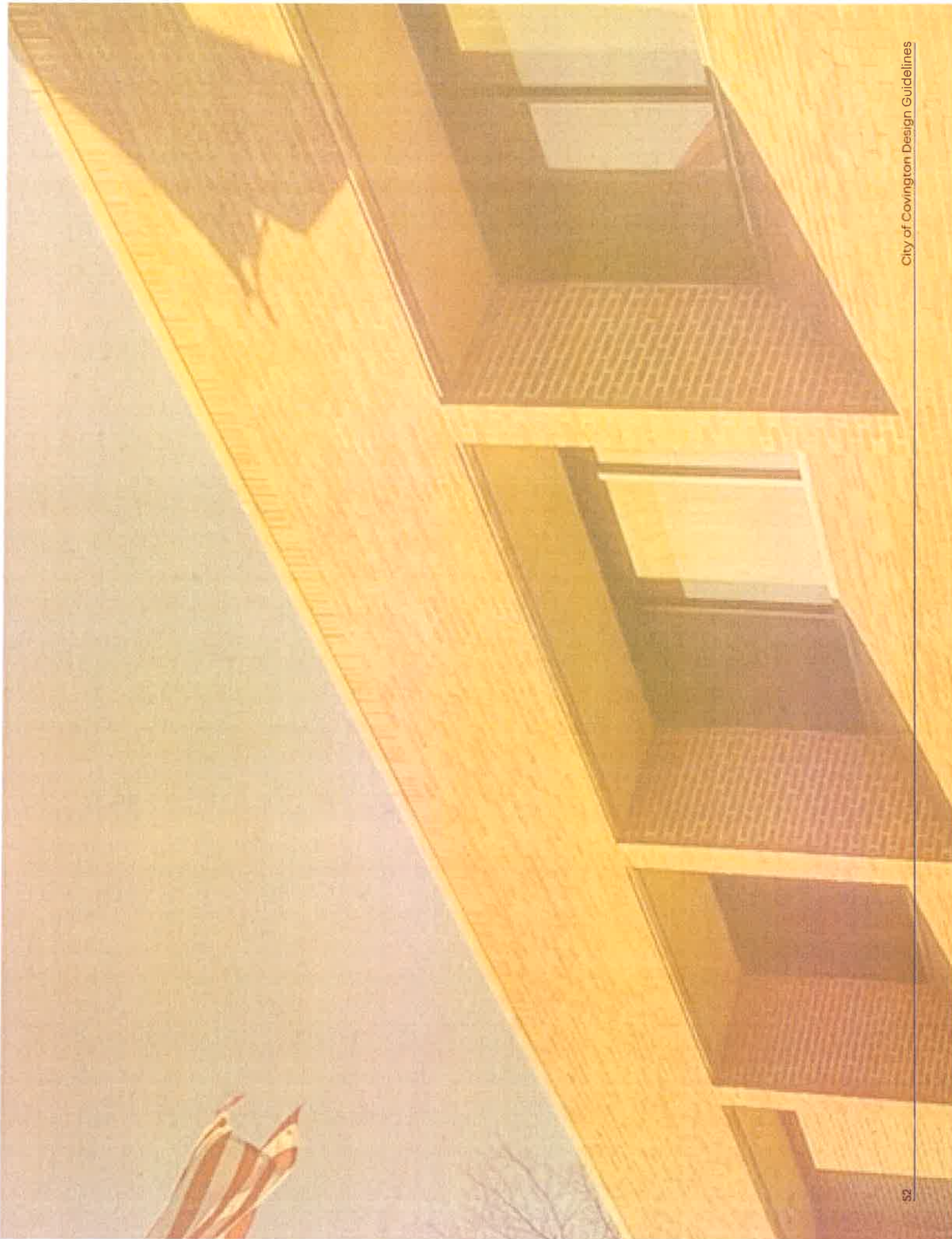
In the Community Context, festoon lighting may delineate outdoor spaces adding vibrancy and light in a playful manner.

ILLUMINATION

- » Specific requirements for External Illumination Standards can be found in Chapter 11-323 of the Covington Municipal Zoning Ordinance.
- » Buildings should not be excessively illuminated such that the entire facade is "washed out" by bright light.
- » Exterior lights should be on photocells or timers.
- » Luminaries should not have blinking, flashing, or fluttering lights or other illuminating devices with changing light intensity, brightness or color.
- » Beacon lights are not permitted, except where required for fire alarm/or emergency systems.
- » Lighting levels should meet the IESNA standards for Security Lighting of Public Spaces. Lighting levels should not exceed 100% of the recommended values. Drive up windows, sidewalks, and canopies may have higher lighting levels, where recommended by IESNA standards.
- » To demonstrate desired lighting levels are achieved, horizontal photometric plans are required. Where extensive illumination of a building is proposed vertical calculations should be submitted for review.
- » The following should be used as guidelines for maximum average lighting levels:
 - » *Residential pedestrian areas: 0.2 fc avg.*
 - » *Residential driveways & parking: 0.4 fc avg.*
 - » *Non-residential pedestrian areas: 0.9 fc avg.*
 - » *Non-residential driveways & parking: 0.9 fc avg.*

COLOR & LAMP SOURCE

- » Light sources should have a color temperature between 2,700K and 3,500K with a color rendering index of at least 65. Warm lighting color is preferred.
- » LED lighting is the preferred lighting source. Low-pressure sodium and fluorescent tube lighting are not acceptable.
- » Fluorescent bulbs, exposed neon lighting, color bulbs (except for seasonal decoration), and internally lit awnings are not acceptable.



05

IMPLEMENTATION

5.1 DESIGN REVIEW PROCESS

54

5.2 DESIGN REVIEW CHECKLIST

55



5.1 | DESIGN REVIEW PROCESS

Applicants proposing new development or exterior alterations are advised to consult with the City of Covington to identify the appropriate process for review and consideration. A pre-application meeting with City staff is recommended to review conceptual plans and elevations while identifying critical "next steps" and the means to incorporate the recommendations of the Design Guidelines into development plans to be submitted for review.

All new construction, major additions, renovations, restorations, or modifications to existing structures, other than normal maintenance, will be subject to review and approval by the Planning Commission** prior to issuance of a permit. Applications should be consistent with the procedures and design specification's set forth by the City of Covington. Any property within areas, designated as historic, may be subject to review by the Historic Zoning Commission.

While this document provides publicly informed guidance regarding the character and qualities of development, the guidelines are not meant to stifle design innovation. Applications for buildings, homes, and development patterns of nonconforming character and design will be considered on outstanding design merit and on individual building/site specific condition(s). An approved nonconforming design does not establish precedent for other buildings and site conditions.

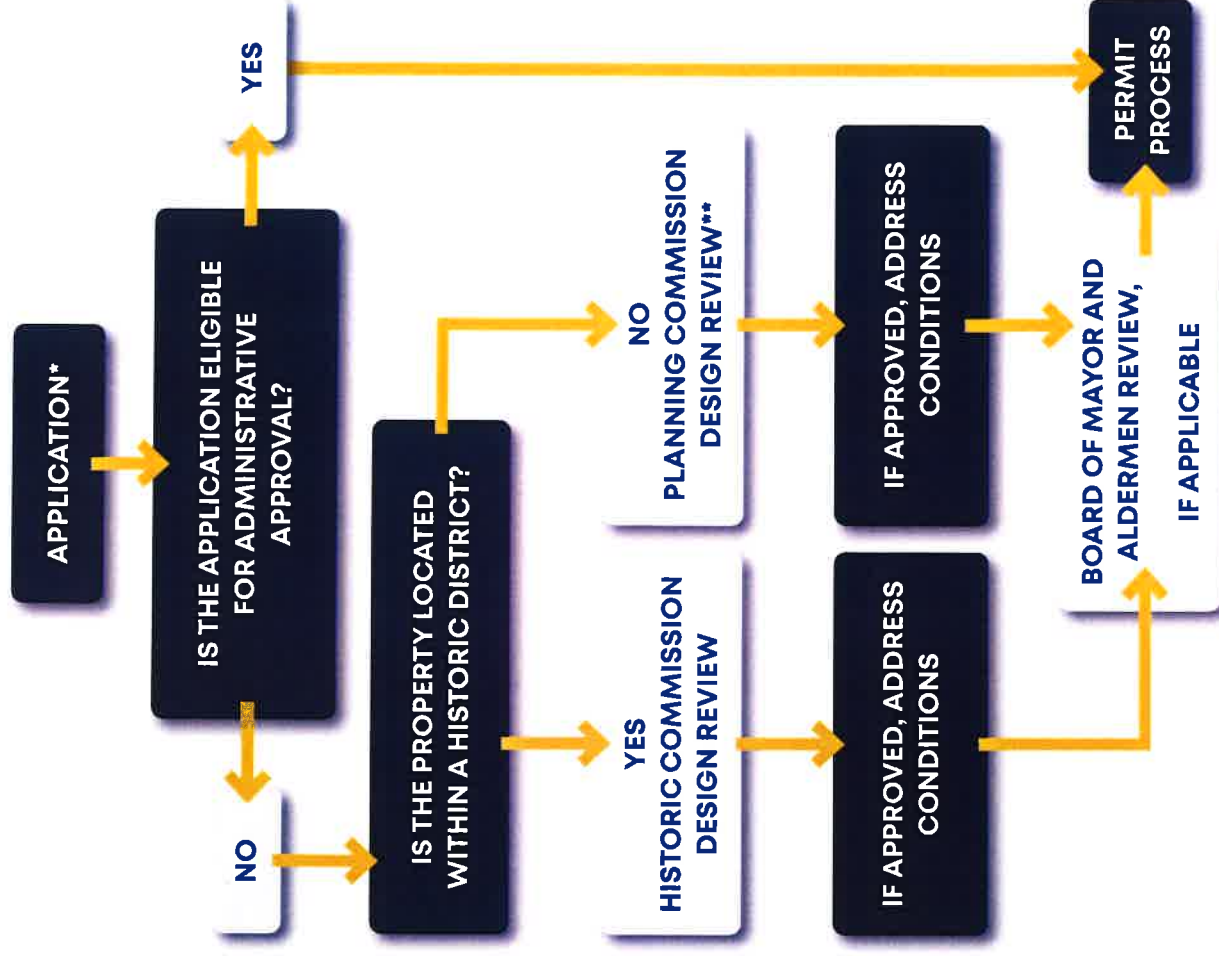
PRIOR TO SUBMITTING

- » Attend a pre-application meeting or contact staff for written clarification of design review process.
- » Verify conformity to the applicable design standards and checklist requirements.

ADMINISTRATIVE APPROVAL

When in conformance with the Design Guidelines, staff may administratively approve the following applications:

- » Landscaping & Lighting Improvements on existing properties
- » Fencing
- » Outdoor Dining
- » Minor Additions or Accessory Buildings
- » Signs and Awnings



* Refer to the City of Covington Website www.covingtontn.com or call 901-476-7191 ext. 1046 for verification of the current application approval process.

** Upon establishment, a Design Review Commission may assume the role of determining whether an application is consistent with the Design Guidelines.

5.2 | DESIGN REVIEW CHECKLIST

GENERAL

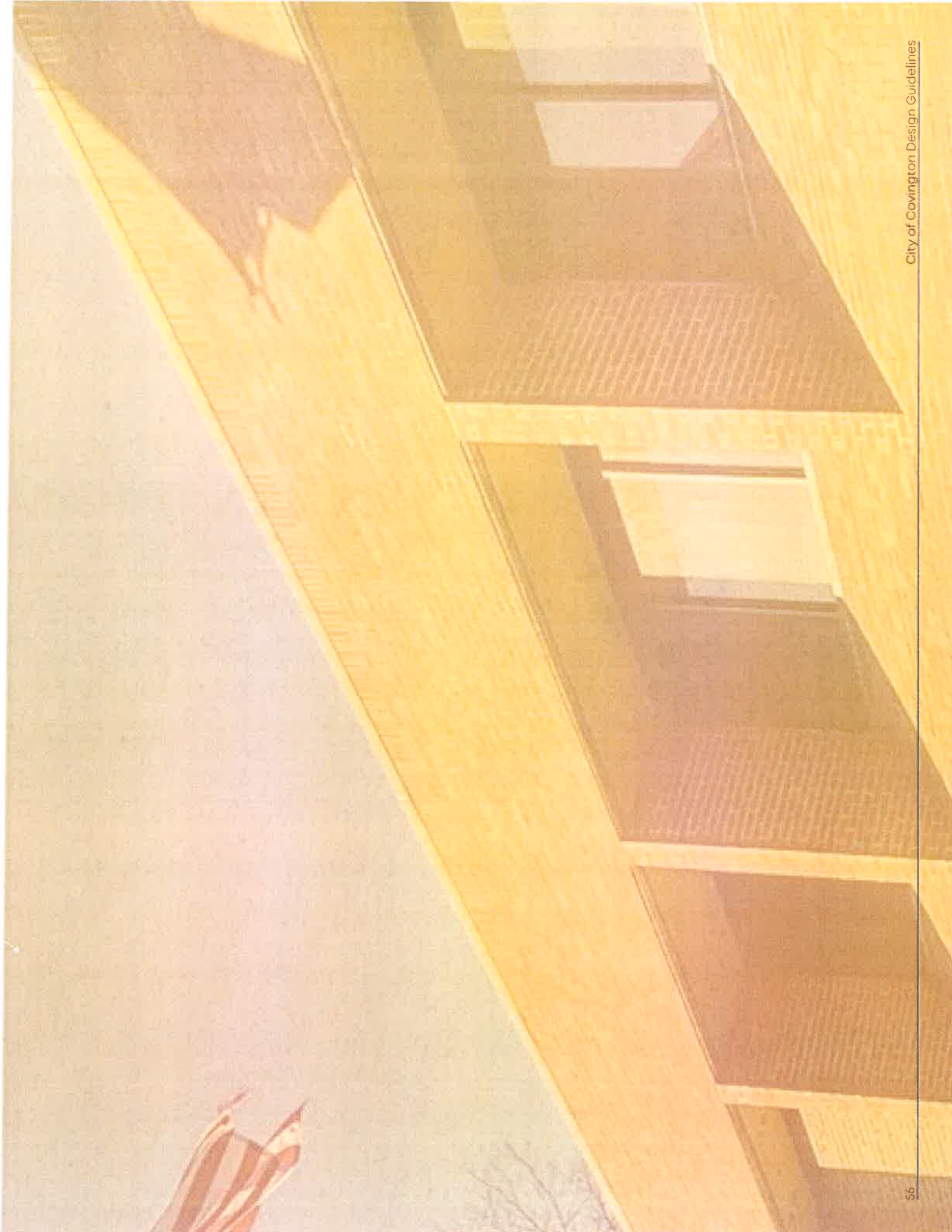
- ☐ Cover Letter with Narrative Description

BUILDING DESIGN

- ☐ Exterior elevations of all sides of buildings. Include labeling and major dimensions (i.e. floor-to-floor height, windows/doors, facade offsets, roof pitch, building height, width, and depth), callouts for materials and colors on the elevations, a materials and colors schedule, and sample board
- ☐ Include a building key plan for development involving multiple buildings or clearly identify each building on the site plan
- ☐ A Roof Plan indicating all penetrations, parapets, changes in plane, and appurtenances such as vents and roof mounted mechanical equipment
- ☐ Include methods, materials, and colors of screening roof and wall mounted appurtenances consistent with and incorporated into the overall architectural design of the building
- ☐ Color and Materials Board

SITE DESIGN

- ☐ Site Layout including labeling, dimensions, building orientation (parallel to the street), access, sidewalks/trails, furnishings, parking, and stormwater
- ☐ Service Areas and ground mounted appurtenances identified and adequately screened (dumpster, exterior storage, meters, transformers, mechanical units, backflow preventers, and irrigation equipment)
- ☐ Continuous sidewalk system with hardscape materials/finish defined
- ☐ Required Buffers and Open Space with Fencing and Furnishings identified
- ☐ Tree Removal and Protection Plan and Landscape Plans (with species, quantities, sizes identified labeled on the plan and within a landscape schedule)
- ☐ Irrigation Coverage Identified
- ☐ Lighting and Photometric Plan (with quantity, type, size, full cut-off, options, shielding, fixture color, intensity identified within a lighting schedule)
- ☐ Sign locations identified; application and exhibits submitted for approval



06

APPENDIX

6.1	BASE MAPS	58
6.2	STEERING COMMITTEE KICK-OFF NOTES	58
6.3	COMMUNITY VISION SURVEY SUMMARY	60



Architects | Designers | Planners
 50 South B. B. King Blvd.
 Suite 600
 Memphis, TN 38103
 901.521.1440

MEMO

January 29, 2025

TO: Leslie Fisher

FROM: Scott Henninger

RE: Covington Design Guidelines – Steering Committee Kickoff Meeting Comments

Community Vision & Character Discussion Questions

1. What are the characteristics of great design? What are places that embody these characteristics?

- Well Maintained – Clean
- Well lit
- Landscaped
- Beautiful – Uniform
- Historic
- Accessible
- Quality Materials – not low quality
- Curb Appeal – Inviting to those passing through
- Continuity – Contextual
- Signage Uniformity
- Utilities & 51 Corridor – Hidden
- More Williamsburg – less Vegas
- Pedestrian friendly
- Architecturally Diverse
 - Not bedroom community
 - Not cookie cutter
- Informed Design and Diversity
 - Not Vegas
 - Not Germantown Road
- Sidewalk access out to Dyersburg - Grant
- Safe, clean atmosphere – Inviting
- Resilient – Adaptation of Historic Buildings
 - Crosstown Concourse
- Exciting (Harbor Town, Crosstown Concourse)

- Mixed Use – Walkable neighborhood – Grocery + Residential + Retail
 - Prairie Village, Kansas (walkable community)
 - Famous Amos Cookies
 - Cape Cod homes
 - Florence, Alabama
 - Court Street down to river
 - Park and Marina
 - Charleston, South Carolina
 - Walkable, open
 - Big City that feels like a community
 - Niagara on the Lakes, Ontario - Mixed-Use neighborhood
 - DOWNTOWN Greenville, South Carolina
- 2. What are your concerns about site and character?
 - Highway 51 – broken signs, vacant buildings, lack of screening, open storage, blight
 - Patholes
 - Disrepair for extended periods – unkempt
 - Utilities not screened
 - Poor lighting
 - Bad Service
 - Litter / Blight
 - Safety – Uncomfortable
 - Parking – good parking (apartments)
 - Handicap parking and locations
 - Apartments with nice fencing / screening (lost longer – maintained)
 - Cordova – Atoka (lots of similar rooftops)
 - Hickory Hill – Smyrna
 - Poor quality
 - Too close
 - Cheap and rushed
 - Monotonous
 - Apartments along Danny Thomas
 - Already run down
 - Lack of Maintenance – durable materials
 - Expectations – Dialed Right

- Munford neighborhood – all alike
 - No DR Horton – 5 model, cookie cutter
- Total uniformity – don't want
- No – Completely restrictive HOA (12 colors)
- Color variation – too little or too much
- Careful Landscape Requirements – not too much or too little
- Proper (Appropriate) Landscaping – trees, shrubs, etc. in the best locations
- 3. What are your suggestions Design Principles for your Municipal Design Guidelines? What do you find important?
 - Depot District – Artist's Studios, Distillery (Adaptive Reuse)
 - History of N. Main – Mini Beale (Entertainment District)
 - Consider whether to save buildings and warehouses in Depot District
 - might reconstruct with same vibe
 - Loss of context – Maintain character and vibe using Design Guidelines
 - Safety & Security – Principle
 - Contextual infill
 - Tone for gateways and entries to the city – set expectations
 - Well maintained

Draft Design Principles for Development

1. Protect Our Story
2. Preserve and Enhance Assets and History
3. Reinforce Existing Places (Contextual)
4. Unique Orderly Public Realm (Upgrade Corridors & Gateways)
5. Inviting, Accessible, and Active
6. Design for Safety and Longevity
7. Shroud the Utilitarian
8. Encourage Maintenance and Blight Remediation

pc: Jonathan Flynt, Rachel Helton

<5/1/24>
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City of Covington Community Visual Survey Results

A Community Visual Survey was designed to identify citizen preferences for the appropriate character of buildings, structures, landscaping, screening, signage, and streetscapes in the City of Covington. The Visual Survey was developed to supplement and provide insight into issues identified by the Steering Committee.

The survey included visual questions covering topics such as Buildings and Structures, Landscape and Screening, Site Improvements, and Signage. Fifty-two images were arranged in thirteen sets of questions covering the categories as follows:

- Residential Streetscape
- Downtown Streetscape
- Major Road Streetscape
- Retail Building
- Multifamily Building
- Townhomes
- Industrial Site
- Storefront
- Parking Screening
- Dumpster Screening
- Utility Screening
- Monument Sign
- Stormwater Feature
- Residential Open Space

The Visual Survey was available online for the public from February 3, 2025 through March 24, 2025 and was presented at a City of Covington Open House on February 24, 2025. The survey was completed by 562 respondents. The survey methodology for each visual question utilized a series of four images that were presented using Slido software accessible from smart phones or tablets and simultaneously presented on large screens in the room. This methodology allows a multiple-choice question scenario where a respondent could answer the question by selecting one of the images or "None".

For each question, the set of images was carefully selected to present a range of choices, alternative solutions, and precedents from other locations. Respondents were asked to choose the image which best represents their vision or select "none". A summary of survey results and findings follows.



COMMUNITY VISION SURVEY

Covington Design Guidelines

Covington, TN | 01.24.054.00 | 03.26.2025

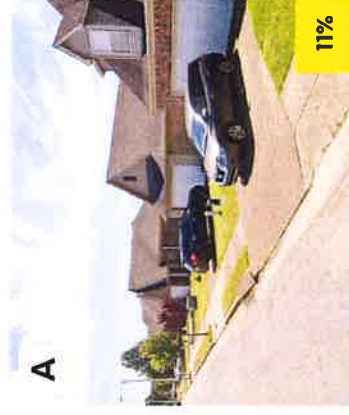
Final Survey Results recorded on March 26, 2025





Residential Streetscape

In the Community Vision Survey 8 out of 10 respondents selected Images C and B which depict residential streetscapes focused on the pedestrian experience and engaged front facades of single family homes. Respondents preferred Image C for the pedestrian scaled lighting and the looser front setback over Image D. Overwhelmingly, respondents voted against forward facing garages, particularly those that conflict with sidewalks and push the garage closer to the street than outdoor porches and front-facing living space.



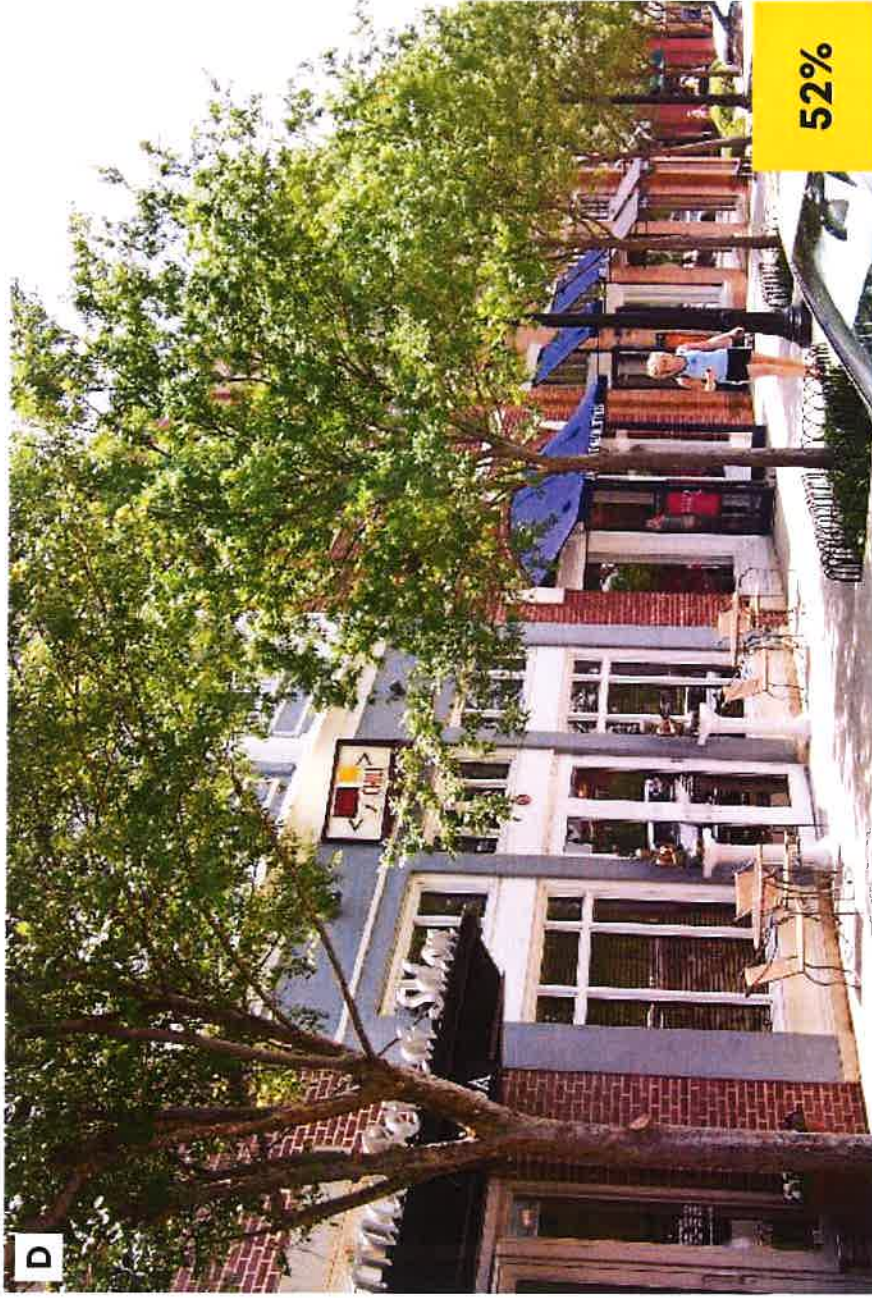
COMMUNITY VISION SURVEY

Covington Design Guidelines

Covington, TN | 01.24.054.00 | 03.26.2025

Final Survey Results recorded on March 26, 2025





Downtown Streetscape

More than half of the Community Vision Survey respondents selected Image D, which depicts an active Downtown Streetscape with on-street parking, street trees, and outdoor dining. Respondents commented that though they preferred Image D, the street trees were too dense and could obscure business signage. Image B was preferred as a close second for the robust outdoor dining, pedestrian activity, and street trees.



E None of the above

1%





Major Road Streetscape

Community Vision Survey respondents preferred Image C for a Major Road Streetscape. Image C shows a high-level of landscaped screening and pedestrian connection along the streetscape. Respondents also selected Image D and decorative sidewalks and paving might be appropriate in special locations. At the public meeting there was consideration given to Image B as a minimum acceptable streetscape with the intent to progress to the landscaping and detail shown in Images C and D.



E None of the above

2%



COMMUNITY VISION SURVEY

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Retail Building

8 out of 10 respondents selected Images A, B, and D which depict open and transparent retail storefronts, with awnings and canopies, and clear pedestrian connectivity. Several respondents commented on maintaining the look and feel of Covington and the desire to refrain from overly stylized architectural elements, such as those depicted in Image C.



E None of the above **6%**



COMMUNITY VISION SURVEY

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D

38%

Multifamily Building

Over half of respondents selected Images D and B for Multifamily Buildings, which engage with the primary street, incorporate low landscaped elements, and offer a variety of frontages from stoops to door yards. The preferred Image D depicts a multifamily building with gabled roof forms and vertical breaks within the building that break down the overall massing and contribute to a more residential feel for the building.



B

20%



C

17%



A

14%

E None of the above

12%



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Townhomes

Respondents preferred Images A and B equally indicating a preference for more traditional style architecture and varied roof forms to distinguish individual residences. Images A and B differ in how they engage with the primary street which may provide flexibility to townhome design. Image A engages the primary street with a private garage for each unit and landscaping that screens and separates driveways. Image B engaged the primary street with front stoops that connect to a sidewalk and on-street parking.



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Industrial Site

Community Vision Survey respondents preferred Image D. This Industrial Site incorporates a well defined main entrance with openings visible from the primary street. Architectural features such as the canopy and columns clearly indicate where visitors are welcome and a single blade of parking at the front of the building provides direct access to the building. Respondents selected Image A the least which depicts an industrial building with no openings or transparency.



None of the above



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Covington Design Guidelines
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Final Survey Results recorded on March 26, 2025





Storefront

Respondents selected Images D and B. Image D depicts a diverse grouping of storefronts with corresponding colors, materials, and varied frontage types that maintain a cohesive design for the overall streetscape. Image B depicts a smaller scale building with contemporary storefront, a terraced frontage, and wood railings and canopy that add to the character of the place.



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Covington Design Guidelines
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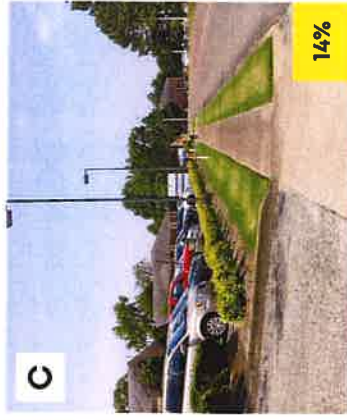
Final Survey Results recorded on March 26, 2025





Parking Screening

Almost half of the Community Vision Survey respondents selected Image B. Participants preferred well-maintained plantings to screen parked cars from the pedestrian but expressed their preference for low shrubs and grasses for safety and security. Image B also includes pedestrian scaled lighting and trees planted in the median between the parking lot and sidewalk. Respondents selected Image A that completely lacks landscaped screening elements.



E None of the above

3%



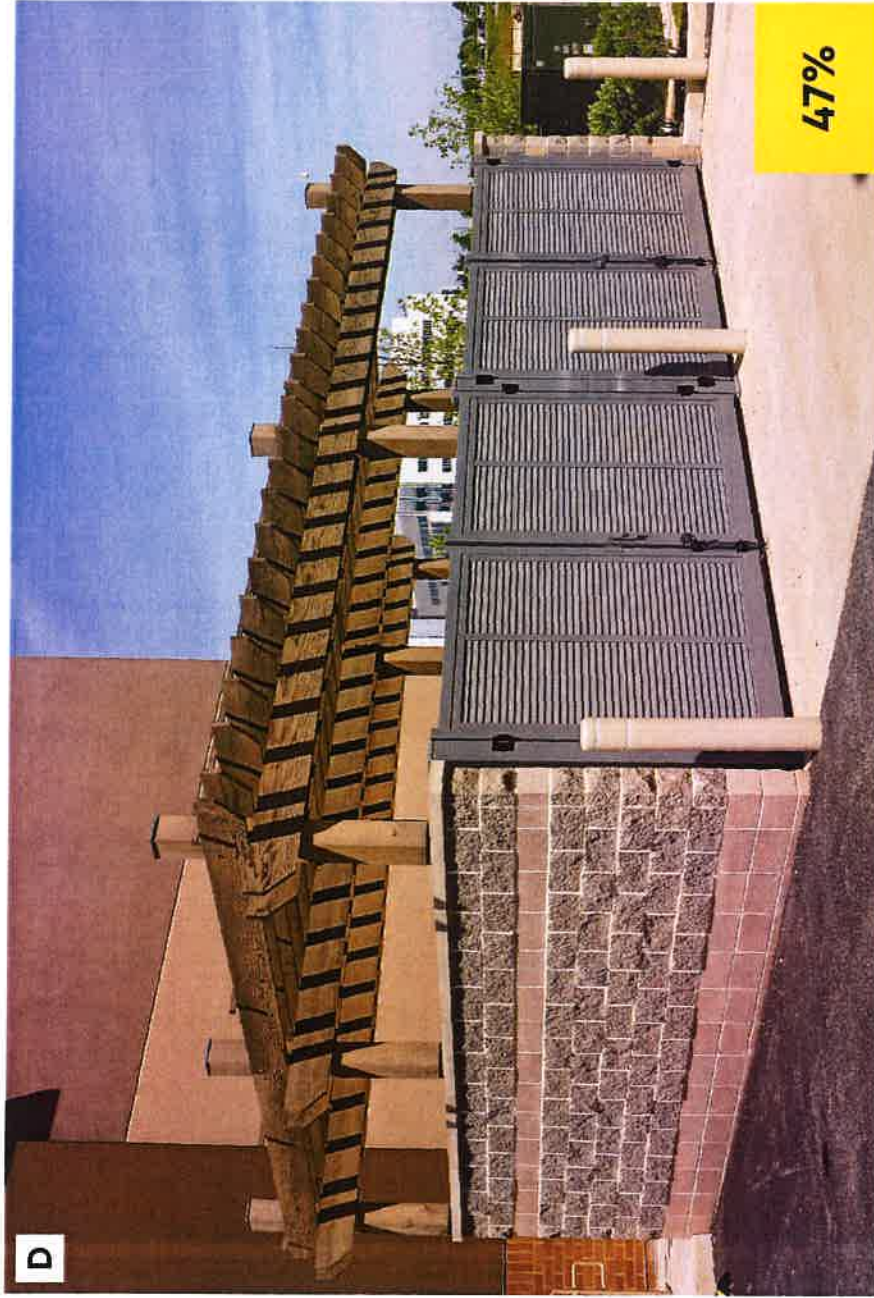
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Dumpster Screening

Almost all respondents selected either Image D or Image A. Both images fully enclose and screen the dumpster. Image D depicts a concrete block wall with minimal detailing and an architectural feature covering the enclosure that relates to the architecture of the development. Image A depicts a brick wall with a covered chain-link fence for the gate to enclose the dumpsters.



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Utility Screening

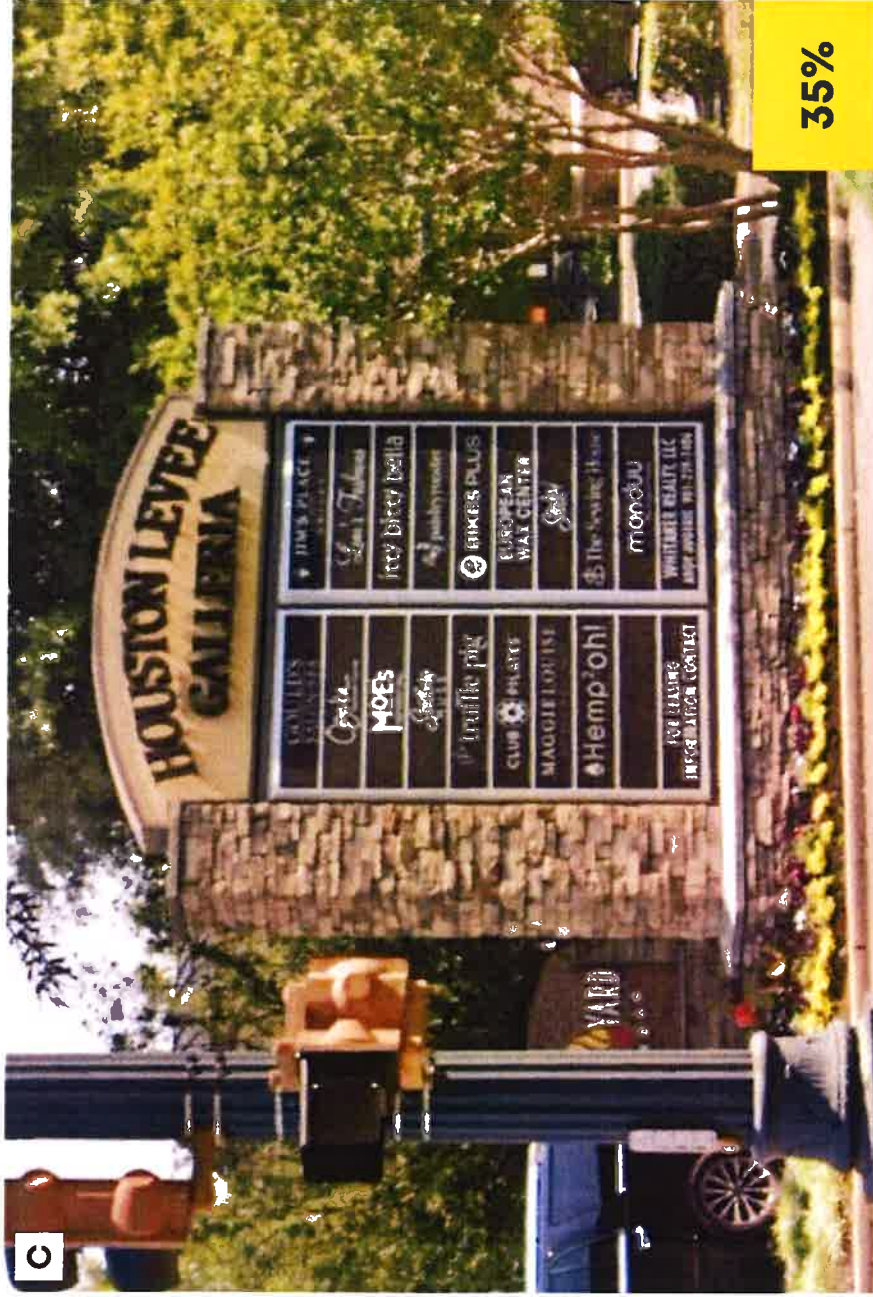
Over half of the Community Vision Survey respondents selected Image C. Image C depicts a landscaped screening element that conceals the utility equipment from all possible views. The utility equipment is also painted to blend into the landscaping. Respondents selected Image D with the understanding that the landscape elements would grow to form a uniform screening element over time.



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Community Preferred Monument Sign

Community Vision Survey respondents preferred both Image C and Image A equally. Both images depict signage that is visible from passersby, easy to read, and holistically designed to reflect the character of the development.



E None of the above

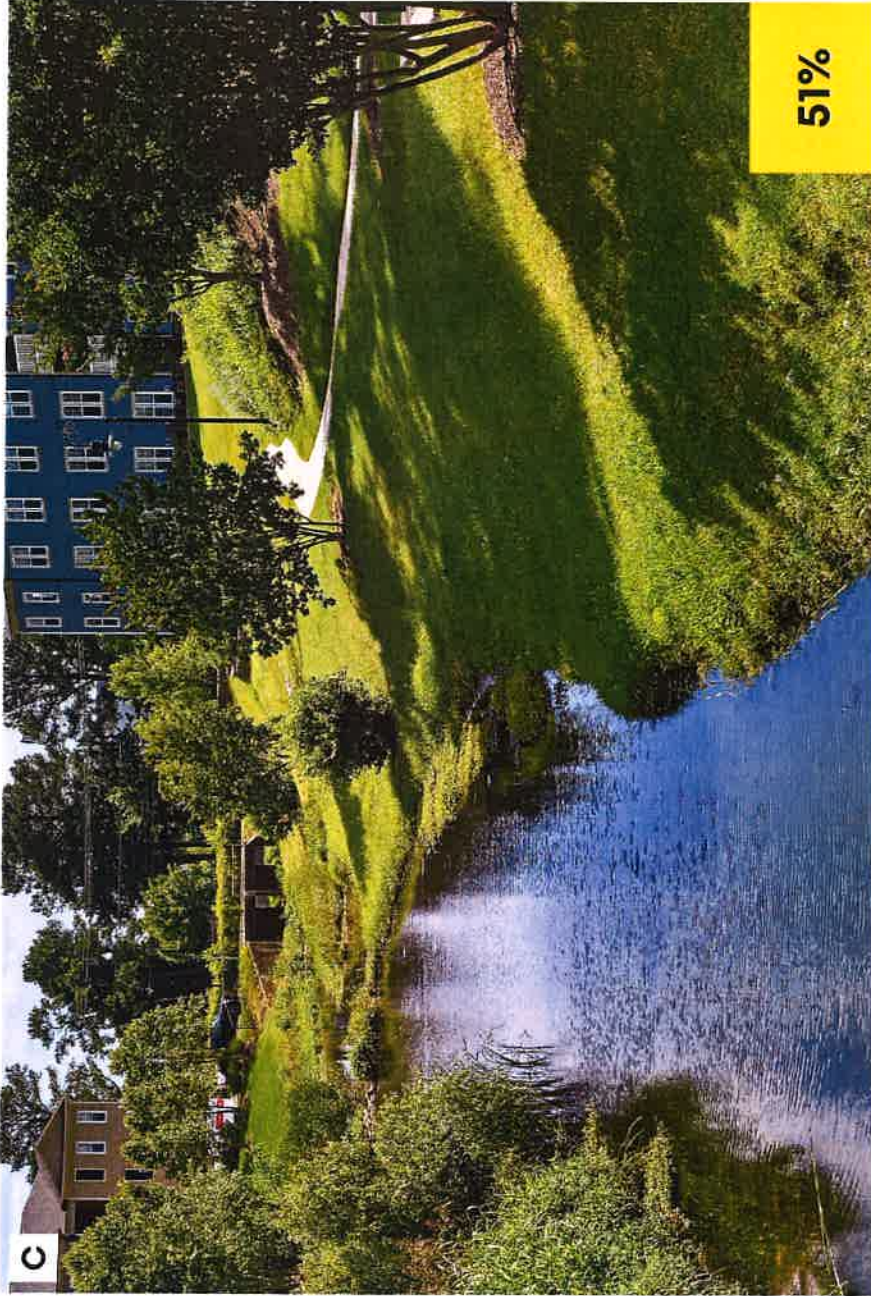
7%



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Covington Design Guidelines
Covington, TN | 01.24.054.00 | 03.26.2025

Final Survey Results recorded on March 26, 2025





Stormwater Feature

Over half of the Community Vision Survey Respondents selected Image C. Image C depicts a well-maintained, usable stormwater feature that is designed to hold water as an asset for the surrounding community. Respondents selected Image B the least with community members noting the lack of maintenance that is depicted in the image.



E None of the above

4%



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Final Survey Results recorded on March 26, 2025





Residential Open Space

The majority of community respondents selected Image A. The Image depicts a well-maintained, large scaled open green space that is surrounded by trees and low landscaping to create a sense of enclosure without being cut off from the surrounding neighborhood. Respondents stated they preferred the well-defined space and emphasized that it appeared "kid friendly."



E None of the above

2%



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MEMORANDUM FOR RECORD

TO: Covington Municipal-Regional Planning Commission.

RE: Performance Bonds and Letters of Credit

The following is a list of performance bonds and letters of credit held by the Covington Municipal-Regional Planning Commission. Sixty (60) days before the expiration date, the Department of Code Compliance staff, will request the developer to renew the financial instrument. If the performance bond or letter is not renewed within two weeks of notice then staff will recommend that the Covington Municipal-Regional Planning Commission "call the bond "or submit a draft on the letter of credit.

<u>Developer</u>	<u>Renewal Date</u>	<u>Notice Date</u>	<u>Expiration Date</u>
Deena, LLC 80 Deena Cove Covington, TN 38019	September 3, 2024 Irrevocable Letter of Credit \$17,000.00	July 23, 2025	September 3, 2025
Barry J. & Melody K. Diggs 247 Holly Grove Road Covington, TN 38019	September 30, 2024 Irrevocable Letter of Credit \$100,000.00	August 19, 2025	September 30, 2025
Taylor Ventures LLC 10355 Memphis Arlington Road Lakeland, TN 38002	 Irrevocable Letter of Credit \$142,911.00	August 1, 2025	September 12, 2025