

Town Of Nederland  
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY  
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466  
Multi-Purpose Room  
January 18, 2017 - 6:30pm – 8:00pm  
AGENDA

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A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT ON NON-AGENDA ITEMS (Speakers limited to 3 minutes)

D. CONSENT AGENDA

1. There are no warrants and the minutes are not available and will be approved at February's meeting.

E. INFORMATIONAL ITEMS:

1. NedPeds Report - Alisha Reis
2. Treasurer's Report – Amanda Kneer

F. ACTION ITEMS:

1. Review and accept a bid for flowers and watering from Coloring Colorado
2. Review request to help fund sidewalk maintenance
3. Choose representative for Downtown Task Force, Sustainability Action Board, Planning Commission and ordinance committee

G. DISCUSSION ITEMS

H. OTHER BUSINESS

J. ADJOURNMENT

**NEXT REGULAR MEETING: February 15, 2017**

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation.

The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights.

The NDDA Board meeting packets and agendas are prepared on Monday before the Wednesday meetings and are available on the NDDA website by noon on Tuesday, [www.nederlanddowntown.org](http://www.nederlanddowntown.org). Copies of the agendas and meeting packet are available at no cost via email from [cindydowning0@gmail.com](mailto:cindydowning0@gmail.com). The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Date: 13 January 2013  
To: Board of Trustees  
Cc: Alisha Reis, Chris Pelletier, Alex Knettel  
From: Todd Ficken

RE: **NEDPED – Suggested Revisions/Modifications to NEDPED Project**

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In reference to the Board's request for the NEDPED project team to look into certain modifications/revisions to the installed improvements associated with the NEDPED project, the project team spent some time researching possible improvements and this memorandum presents their recommendations.

In developing the below recommendations, attention was given to:

- (1) Improving the surface materials to accommodate vehicles and pedestrians
- (2) Maintaining the underlying sustainability principles.
- (3) Trying to minimize costs and utilizing as much of the installed work as possible.

The suggestions focus on two sections of the project, specifically, 2<sup>nd</sup> Street from the roundabout to East Street, and Hwy 72 from the roundabout to the western terminus of the project.

**2<sup>nd</sup> Street:**

Issues:

- (a) How do we make the gravel parking areas more useable
- (b) How do we discourage vehicles from driving on the pedestrian pathway

Gravel parking areas are unstable: The gravel is proving to be too "soft" in nature to be used as a parking pad, and vehicles are causing ruts in the gravel. In addition plowing the gravel has appeared to be an issue. The gravel will settle in overtime but the gravel parking areas will require annual maintenance in terms of smoothing the gravel parking areas if the Town opts to keep the original intent of them. If not, some solutions to the existing gravel parking areas include:

- a. Solution A: Eliminate gravel parking areas and pave over with porous asphalt. By paving over with a porous asphalt cap, the Town will still maintain the project intent of in-situ

infiltration, but it will add to the project cost. Maintenance would be similar to the maintenance already associated with the street.

- b. Solution B: The gravel parking areas are paved over with a non-porous material, i.e., standard Hot Mix Asphalt (HMA). This will “cap” off the under recharge zone and in essence, negate the original intent of the Town to explore sustainable storm water solutions. To capture some of the original intent however, it would be suggested to add area inlets to the gravel areas prior to paving over the gravel itself. The grate will provide “windows” through the HMA for storm water and snow melt to enter the underlying recharge zone. As compared to Solution A, solution B would be a less costly.

(2) Vehicles drive on the sidewalks: Regardless of the design, vehicles will drive on the sidewalks for the pedestrian pathway is coplanar with the road surface. The two surfaces, i.e., the road and pedestrian path are of different materials, which will provide for a visual separation, albeit in the months without snow. Thus, once the pavement is put in place, it might reduce the number of vehicles driving on the sidewalk but it will not eliminate it.

- a. An obvious solution would be to install a traditional curb. However, the intent of having the sidewalk flush with the street was to make the maintenance easier by allowing Public Works to plow the walks with a plow truck. The cost to add a curb is also believed to be inhibitive.
- b. Add delineators on the outer curb.
  - i. Boulders – would work, but will definitely be an issue for vehicles, plowing operations, and taking up space on either the street or the pathway.
  - ii. Fiberglass – Small diameter fiberglass pole type delineator may be an option. The diameter is roughly  $\frac{1}{4}$ ". Holes can be drilled into the concrete curb and the fiberglass delineator simply inserted into the hole. If the delineator breaks off, a new one can be simply added.
  - iii. Wood Delineator – A wood dowel, roughly  $1\frac{1}{2}$ " diameter and possibly 12 to 18 inches tall can be used as a delineator, might be a safety issue.
  - iv. Standard CDOT road type delineator could be used (like the delineators along Hwy 72), may not have the same safety issue as noted in the fiberglass option.

- c. Add signs to inform users that parking and driving on the sidewalks is not allowed. Suggest locating the signs on the outside edge of the path. This will not stop a vehicle from driving over the path and the signs will impact snow removal to a certain degree.

**Hwy 72:**

The issue is about clogging of the gravel recharge zone and associated maintenance to keep the recharge system operational.

Plow trucks along Hwy 72 plow sand into the gravel and clog up the gravel: The concern has always been that sand and other fines associated with winter maintenance on Hwy 72 road surface will wash into the recharge zone and “clog” the system. In anticipation of the maintenance, filter fabric was placed between the large aggregate and the smaller aggregate. This would allow the Town to pull off the smaller aggregate, remove the filter fabric, which is intended to collect the fine material, wash the small aggregate and replace. Solutions that might reduce or eliminate the maintenance issue of cleaning the fines are:

- a. Pave over the exposed aggregate with porous asphalt. This would maintain the integrity of the in-situ recharge zone, but it would still be a maintenance issue. The system will still be subject to clogging due to fines. Thus, the Town would have to adopt a cleaning maintenance program.
- b. Pave over the exposed aggregate with HMA. This would significantly reduce the intention of the in-situ infiltration and recharge zone. The recharge system would still be in place, as such, contemporaneous to the paving over with HMA, introducing storm water area-inlets that would allow the storm water to reach the recharge zone.
- c. Either option would provide additional benefit in terms of adding a bike lane.
- d. Either option is an added cost to the project.



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Todd E. Ficken, PE, MBA, Principal  
F&D International L.L.C.

Fn = NEDPED 13Jan17 – Amendments to Project



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: January 18, 2017

Prepared By: Katrina Harms

Consent  Information  Action  Discussion

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### **ACTION ITEM:**

Review and accept a bid for downtown flowers from Coloring Colorado.

### **SUMMARY:**

The town and public works did not include money in their budget for flowers this year. The DDA has budgeted \$4,000 for beautification in 2017. Because not many businesses are asking for Christmas lights and we have a good supply we could put all of that money into the flower project.

Coloring Colorado's bid is attached and covers planning, planting and watering the planters and boxes in the downtown area. It also includes making the planters 'self-watering' this year which will save money on watering this year and into the future.

There may be an option to have volunteers water the flower boxes that don't get self-watering systems saving additional money. Watering is an important part of the budget, if we spend \$7,000 on flowers it is important to water the sufficiently to keep them alive and looking good.

### **FINANCIAL CONSIDERATIONS:**

There is a \$7,000 anonymous donation to fund the bid from Coloring Colorado. We can have the money if we put up the \$4,000 of our money to do the full project.

In order to start the project and order plants Coloring Colorado will need a deposit before the end of January.

### **ATTACHED:**

Bid from Coloring Colorado

10/7/16

Nederland Downtown Development Authority  
P.O. Box 396  
Nederland, CO 80466

Town of Nederland  
45 W. First Street  
P.O. Box 396  
Nederland, CO 80466

To the DDA and Town,

Thank you for the opportunity to help Nederland look its best. Below please find the 2017 bid for flower beautification.

Every effort has been made to reflect actual cost and needs of the project.

Please let me know what questions or comments you have.

Best to you,

Elizabeth Allen  
dba Coloring Colorado  
P.O. Box #8  
Nederland, CO 80466  
[lizbet.allen@yahoo.com](mailto:lizbet.allen@yahoo.com)  
(303) 818-6208

### 2017 Project Totals

<b>Description</b>	<b>Total</b>	<b>Cost Summary</b>
Planters and Gardens	\$4268	p.4-5
Skilled Maintenance	\$2160	p.6
Installation of Self Watering Kits for Planters	\$2865	p.6-7
Supplemental Watering	\$1967	p.7
<b>Project Total</b>	<b>\$11,260</b>	

## I. Planters

This section includes five round planters on 119, one small round planter on 119 near Nature's Own rock shop, one large round planter near Nature's Own Rock Shop, two round planters at the Visitors Center, ten planters on the Pedestrian Bridge, and two planters in front of Peak to Peak Spirits, totaling 21 containers.

The five window boxes at the Visitors Center are not considered in this bid. Mike Auld, former Town Visitor Center employee, asked that the flower boxes be removed in favor of a bench under the west side window. I support removal of the boxes on the west and north sides, as the windows opened up directly into the flower boxes in 2015, and caused plant damage.

\*\*It is suggested to move the large planter located between the Rock Shop and the Pioneer Inn to the Post Office. This planter receives the most abuse in plant damage, and and bar trash like bottles, broken glasses, cigarette butts, etc.

Planting area is measured from soil edge to soil edge.

Due to harshness of exposure it is inadvisable to specify small shrubs or perennials for the containers. The pom pom juniper in the Black Forest container will be excavated and overwintered in a private home. Containers must be planted annually, using fresh soil each year. Soil is donated by the community, resulting in a substantial savings for this project.

Soil will include slow release fertilizer and moisture-retaining polymer. In the month and a half after planting, all containers and gardens will receive two applications of fish fertilizer.

Initial installation includes container design; ordering, procurement, and staging of plants; excavation of soil, mixing soil amendments, filling containers with new soil, planting, watering, site clean up, taking plastic pots to trash/recycling, and hauling old dirt away.

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, and year-end excavation.

\*\* = request help from Nederland Public Works



## 2017 Planters Cost Estimate

### *Hardgoods*

Four pound bag of slow release fertilizer = \$33  
Five pound bag of water retaining polymer = \$60  
2 gal Alaska fish fertilizer = \$40  
Pest control (TBD as needed) = \$100  
Soil = free

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Subtotal = \$233

### *Greengoods*

Flower material for approximately 75% of installation grown and delivered by City Floral Nursery = \$1360  
Other installation flower material needed = \$500  
Replacement flower material = \$500

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Subtotal = \$2360

### *Labor*

Installation = 41 hours at \$20 = \$820  
Pickup and delivery of plants either at install or for replacement: 4 trips at 4 hours ea = 16 hours @ \$20 = \$320

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Total labor = \$1140

**Total for planters and boxes: \$3,733**

## II. Gardens

This section includes the 'Welcome' bed on 119, the Town Hall front beds, the Chipeta Park Entrance bed, and the Jefferson Street corner bed. New to this project is the the small garden under the sign at the Nederland Fire station.

All beds will be updated with perennials and annuals, fertilized and mulched.

Initial install includes garden design; ordering, procurement, and staging of plants; breaking up old soil, removing weeds, cutting plants back, adding soil amendments, planting, watering, site clean up, and taking plastic pots to trash/recycling.

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, and winter preparation.

All gardens labor for 2017 will be billed as skilled maintenance. See skilled maintenance section below for cost.

### 2017 Garden Material Cost Estimate

#### *Hardgoods*

Slow release fertilizer = \$40

Mulch for all beds: 18 bags at \$5 ea = \$90

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Subtotal = \$130

#### *Greengoods*

Perennials for Welcome Garden: 8 at \$15 ea = \$120

Perennial for Chipeta Park Garden = \$15

Perennials for Jefferson Street Bed : 2 at \$15 ea = \$30

Perennials for Fire Station Garden: 8 @ \$15 ea = \$120

Fill in annuals or perennials at Town Hall = \$30

Bulbs for all gardens: 2 at \$45 ea = \$90

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Subtotal = \$405

**Total for garden materials = \$535**

### III. Planter and Garden Maintenance

#### Skilled Maintenance

Skilled maintenance includes assessment, watering, cleaning, weeding, deadheading, pruning, fertilizing, procurement and installation of replacement plants, diagnosis and treatment of plant pests and diseases, year-end excavation of planters, and winterizing beds.

Coloring Colorado will not perform installation without doing the skilled maintenance.

For 2017, planting is scheduled to start on Monday, June 11, weather permitting. Skilled maintenance will begin the week of Monday, June 18, and will end Friday, October 20, a totaling 18 weeks.

#### **2017 skilled maintenance estimate**

18 weeks x 6 hours = 108 hours

108 hours x \$20 per hour = \$2160

#### Supplemental Watering - Kit Installation

To reduce supplemental watering labor cost, below is an estimate from Farm Tub, Inc. in Boulder to retrofit all the Town containers except the Pedestrian Bridge with self-watering kits. Locations include the planters at Black Forest, Ace, Bank, Train Cars, Hotel, Visitors Center, the Rock Shop, and Peak Wine & Spirits, totaling 11 containers.

Installation of these kits will reduce watering needs of the above containers to once a week, which will be covered in skilled maintenance.

The kits are not available for the Pedestrian Bridge boxes. However, Farm Tub is open to helping design new self-watering boxes for that area.

The planters in front of Peak Wine and Spirits and the Visitors Center have drainage that must be sealed before kit installation. After installation, holes must be drilled in the reservoir barriers to fit an overflow pipe. Requesting assistance from NPW on those action items.

#### **Estimate for materials and customization for self-watering kits (quoted from Farm Tub email)**

**1. Eleven (11) planter insert kits with customization : 11@ \$215 = \$2365 (#-plus tax unless billed through your company then its a trade account)**

**2. Site visit to take specific measurements of each planter: \$250**

**3. Delivery and set up: \$250**

**Total estimate: \$2865 #**

**As discussed, wicks should last 3-4 seasons and can be replaced at approximately \$20/planter. Water level floats can be replaced at \$15 each.**

**Other materials such as the platform, spacers, and fill tube should last 10+ years.**

**\*\*Regarding preparing your planters, we would prefer that public works do the sealing of the 4 planters that have drainage as well as the drilling of overflow holes at the top of the reservoir for each one. We will mark each planter at the appropriate level. Public works would drill a hole to accommodate a 1/2 inch diameter pvc pipe (about 5 inches long). Public works would cut and insert the piping per our instructions per planter.**

**A 50 percent deposit would be requested to begin work and the balance due at delivery and set up. We will work with your schedule this Fall or Spring to have the planters set up in time for your June planting.**

**Supplemental Watering - Pedestrian Bridge and Gardens**

Supplemental watering includes drawing, transport, and application of water to containers and gardens.

After the installation of the kits, remaining watering needs are for the gardens and the Pedestrian Bridge. The if watered thoroughly, the gardens can be watered 3x week, and the Pedestrian bridge must be watered daily, even if it rains, because it is covered. For 2015 and 2016, Nederland Public Works dedicated Nikki Dunn to supplemental watering. Per Ms. Dunn, drawing water for and watering the bridge takes 30 minutes, add 50 mins for the gardens.

Here’s an example 2017 schedule, totaling 5 h and 30 minutes per week for supplemental watering:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1 hr 20 mins	30 mins	1 hr 20 mins	30 mins	1 hr 20 mins	30 mins	30 mins

In 2016, Ms. Dunn earned \$15.50/hr. Given the standard wage/benefit percentage of 65/35, \$15.50 x 1.35 = \$20.93, the approximate cost of Ms. Dunn’s labor to the Town. In 2016, NPW also used Emmitt Pelletier for the project at \$12.50 per hour, overhead costs to Town for Mr. Pelletier’s wage is unknown. Calculations below are formulated using Ms. Dunn’s wage, as it is unknown if Mr. Pelletier will be assigned to the project next year.

Supplemental watering is scheduled to end one week before skilled maintenance ends, as the last week of skilled maintenance consists of excavation, planting bulbs, etc. and water is not needed.

**2017 NPW supplemental watering estimate**

5.5 hours per week for 17 weeks = 93.5 hours  
 94 hours x \$20.93 = \$1967

Coloring Colorado is available to do supplemental watering at \$20/hr totaling \$1880.

2016 NPW supplemental watering was estimated at \$4,536, with actual costs N/A. Installation of the kits will reduce watering by an estimated \$2569, using the NPW supplemental watering estimate above. Costs of kit installation is \$2865.

\*\* = request help from Nederland Public Works

**2017 Project Totals  
(repeated for reference)**

<b>Description</b>	<b>Total</b>	<b>Cost Summary</b>
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**Terms**

City Floral has yet to specify terms, assume 50% of total as deposit when planted, date TBD, probably between December and February and 50% of total upon delivery in June.

Farm Tub requires 50% of total as deposit to start the project, date TBD but probably March or April, and 50% of total payment upon completion in May.

For balance of materials, please make a check to Coloring Colorado two weeks by June 2, 2017.

Installation labor will be billed upon completion.

Billing will occur for skilled maintenance at the end of each month and is due upon receipt.

Any funds not spent on materials will be returned to DDA/Town, unless otherwise directed.



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: January 18, 2017

Prepared By: Katrina Harms

Consent  Information  Action  Discussion

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### ACTION ITEM:

Allocate funds to Sidewalk Maintenance

### SUMMARY:

The town is requesting that we help fund sidewalk maintenance. More information will be available after the BOT meeting 1/17.

### FINANCIAL CONSIDERATIONS:

Securing volunteers for the watering of the Flower Project will save approximately \$2,000. We don't know what is left in our budget from 2016.

### ATTACHED:



## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: January 18, 2017

Prepared By: Katrina Harms

Consent  Information  Action  Discussion

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### ACTION ITEM:

Recruit members from the board to represent the DDA with other boards and take on projects.

### SUMMARY:

There are several projects, identified in the project calendar from November's meeting, and requests for collaboration from other boards and boards that we should be proactive with.

### ATTACHED:

2017 project calendar

BOT AIM for Downtown Task Force

## Draft 2017 Calendar

### January

- ordinance committee(s) and action plan
- Downtown Task Force (from 2016)
- start grant searching/research for funding for research and projects

### February

- finish draft Master Plan
- Business Support and Education plan (tarp)

### March

- BOT approves MP
- MP Project outlines and budgets  
    prioritize master plan project for budgeting

### April

- Final Master Plan sent to district

### May

### June

- draft Debt Authorization Question approved by DDA

### July

- final approval of Debt Authorization Question

### August

- Debt Authorization Question to BOT for approval  
    prepare materials for outreach

### September

- Debt Authorization Education  
    mailing and advertising

### October

- Debt Authorization Campaign  
    mailing and advertising

### November

- Election November 7

### December





## AGENDA INFORMATION MEMORANDUM NEDERLAND BOARD OF TRUSTEES

Meeting Date: November 15, 2016  
Prepared By: Mayor Pro Tem Charles Wood  
Dept: Board of Trustees  
Consent  Information  Action  Discussion

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### AGENDA ITEM:

Creation of a Task Force for a Downtown Development Incentive Policy

### SUMMARY:

Attached for the Board's consideration is a proposed resolution **Downtown Development Guidelines and Incentives**. For the purpose of studying and recommending limited term policies to encourage mixed use development in Downtown Nederland. The purpose of such policies is to incentivize property owners and developers to create appropriate housing and commercial development in underused infill areas Downtown.

### HISTORY AND PREVIOUS BOARD ACTION:

The Board attended a work session with the Nederland Downtown Development Authority and the Planning Commission on October 24, which presented ideas on maximizing a local economy through proper development in downtown areas. As part of that discussion, planning consultant Joe Minicozzi discussed the concept a short-term policy that could provide incentive for housing or other economic development.

In discussion of the topic in its meeting of November 1, the board was in unanimous agreement to proceed with formation of a Task Force to study such a policy and make recommendations to the Board.

### QUESTION BEFORE THE BOARD:

Do you wish to create a task force to make recommendations to the Board on this subject?

### ATTACHMENTS:

- 1) Proposed Resolution
- 2) Joe Minicozzi example/model of policy

### FINANCIAL CONSIDERATIONS:

If the policy is successful the Town would realize increased property tax and sales tax revenues.

**TOWN OF NEDERLAND  
Boulder County, Colorado**

**RESOLUTION 2016-29**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NEDERLAND  
FORMING THE MAYOR'S TASK FORCE ON DOWNTOWN DEVELOPMENT  
GUIDELINES AND INCENTIVES**

WHEREAS, Nederland Vision 2020 promotes a strong local economy: “In 2020, Nederland’s economic is local, community based, self-sufficient and is characterized by diverse and essential products, services and jobs that both support the local community and are mindful of potential impacts on the environment”; and

WHEREAS, Nederland Vision 2020 encourages a balanced economy: “In 2020, Nederland’s economy encourages and welcomes new, non-traditional economic models, the responsible management of tourism and the stewardship of the environment. The community consistently recognizes and responsibly encourages the thoughtful and meaningful relationship between recreation, culture and the economy”; and

WHEREAS, current shortages of both housing and commercial space contribute to economic hardship and environmentally unsustainable commuting; and

WHEREAS, the Board of Trustees identified Economic Sustainability, Housing and Infrastructure as its top three goals in 2016 and 2017; and

WHEREAS, it is widely recognized that multi-use development, especially in downtown infill areas improves environmental sustainability through walkability, reduced commuting, maximizing road and utility infrastructure and reducing urban sprawl; and

WHEREAS, much of Nederland downtown is underutilized for the above purposes, and it is in the Town’s interest to realize increased property and sales tax revenues that would result from better downtown infill property utilization; and

WHEREAS, current “use by right” development would likely not serve these purposes, and the Board of Trustees recognizes it is in the Town’s best interests to take the lead in defining the appropriate downtown development and incentivize property owners to create such developments, and

WHEREAS, there are models and examples where municipalities have used temporary, area specific, multi-use guidelines and codes to incentivize appropriate development, and

WHEREAS, the Board of Trustees wishes to establish a task force of the Town to be known as the Mayor’s Task Force on Downtown Development Guidelines and Incentives and to appoint the members thereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF NEDERLAND, COLORADO:**

There is hereby established the Mayor's Task Force on Downtown Development Guidelines and Incentives, which shall be created in accordance with the attached proposal (Exhibit A).

**RESOLVED, APPROVED and ADOPTED this 15<sup>th</sup> day of November, 2016.**

TOWN OF NEDERLAND

By: \_\_\_\_\_

Kristopher Larsen, Mayor Pro Tem

ATTEST:

\_\_\_\_\_

LauraJane Bauer, Town Clerk



## Town of Nederland, Colorado

45 West First Street – P.O. Box 396  
Nederland, CO 80466-0396  
www.nederlandco.org  
Phone: (303) 258-3266

FAX: (303) 258-1240

### Exhibit A

## 2016-17 Nederland Downtown Development Guidelines and Incentives Task Force Proposal

1. Goals and Expectations
  - a. Task Force (TF) recommendations will adhere to the principles expressed in Nederland Vision 2020
  - b. TF will consider, and make as a priority, the Town's long-term economic and environmental sustainability.
  - c. TF will consider the wishes of the community to: 1) reduce carbon emissions caused by unnecessary commuting, 2) increase walkability in the downtown area, 3) increase quality housing stock, 4) increase available commercial space, 4) improve downtown parking options to reduce driving encourage walking.
  - d. TF will research successful development incentive programs from other communities and adapt, as appropriate to Nederland.
  - e. TF will provide to BOT recommendations for an ordinance, reflecting the above criteria that will incentivize responsible property owners and developers to actually develop downtown properties that achieve the above criteria in a timely manner.
2. Membership and Recruitment
  - a. Task Force members will be approved by the Nederland Board of Trustees and composed of elected officials and current members of Town advisory boards, as follows:
    - i. Two members of the Nederland Board of Trustees.
    - ii. Two members of the Downtown Development Authority Board.
    - iii. One member each from the Sustainability Advisory Board and the Planning Commission.
3. Leadership
  - a. The Task Force will be co-chaired the two members of the Board of Trustees.
4. Process and Timeline
  - a. Authorization by BOT 11/15/2016
  - b. Approval of Task Force membership by the Mayor and BOT 12/4/2017
  - c. Research of successful models from other communities and draft outline by 1/17/2017
  - d. Community outreach and input by 2/21/2017
  - e. Preliminary recommendations, public comment, BOT review 3/7/2016
  - f. NPP (if determined by the BOT) 3/7-4/18/2017
  - g. Final report and recommendations to BOT 4/18/2017

**A1 PURPOSE OF THE GUIDELINES**

These Guidelines are set forth by the City Commission and the Planning Department of the City of West Palm Beach. They are intended to support the vision of the Downtown Master Plan of 1994 for Building Types IId, IIIa, and IIIb by:

**A1.1** Establishing a measure of architectural harmony by guiding building proportion, scale, and materials.

**A1.2** Encouraging the design of building frontages that support pedestrian activity.

**A1.3** Supporting the regional architectural heritage of Florida and Palm Beach County.

**A1.4** Facilitating the review process by making the architectural expectations of the community more predictable.

**A2 SCOPE OF THE GUIDELINES**

These Guidelines are to be used in conjunction with the Urban Code of the Downtown Master Plan.

**A2.1** To expedite the permitting process, the design of buildings should follow these guidelines.

**A2.2** There are three degrees of importance in the provisions of these guidelines. Developers are required to incorporate those components that are activated by the verb "shall". Those components activated by the verb "should" are recommended. Those activated by the verb "may" are considered good practice but remain optional. The City will measure proposals for compliance with these guidelines.

**A2.3** The approval process shall be initiated by a preliminary meeting with the Planning Department staff to assure that the provisions of these guidelines are properly understood.

**A2.4** These guidelines apply to private buildings where harmony is expected. This is in contrast to civic buildings, which are expected to express the aspirations of the institutions they embody. Civic Buildings shall not be subject to these guidelines but shall nevertheless require the approval from the Downtown Action Committee (the DAC).

**A2.5** Palm Beach County manifests a sample of virtually every Western architectural style. One of the more predominant styles is Mediterranean Revival. This style is responsive to the climate, the quality of light, and culture. It has proven its flexibility in economically accommodating a wide variety of modern building programs, commercial as well as residential.

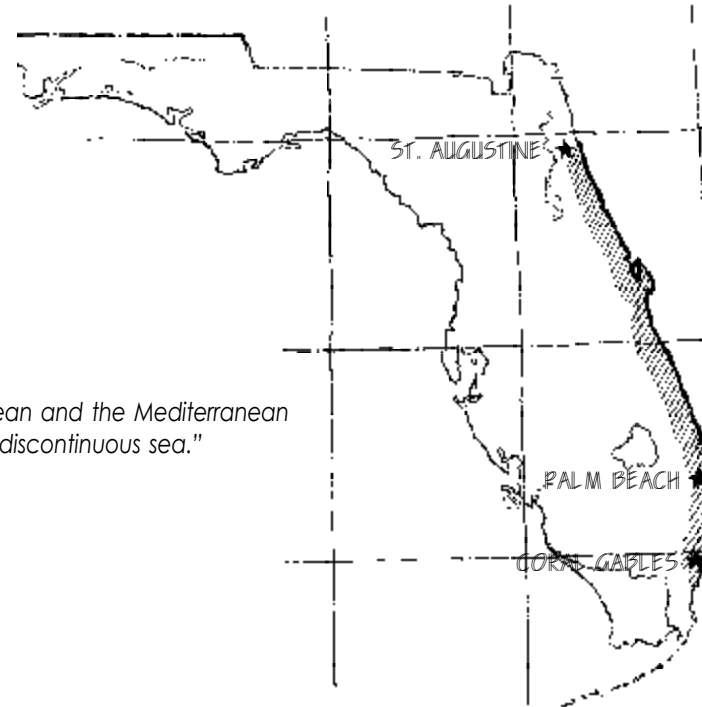
**A2.6** The Mediterranean Revival style predominates along the eastern seaboard of Florida from St. Augustine to Coral Gables. **FIGURE 1** It involves, in various combination, those elements of masonry construction derived from the architecture of the Mediterranean basin, seen in areas of historic Hispanic settlement in Florida, and later influenced by the techniques of wood construction brought by settlers from the Northern states and the Caribbean. Within this range there is sufficient variety for an urbanism that, providing that its architects are skilled, does not risk monotony. The reference here to Mediterranean Revival does not preclude the use of other architectural styles as described on A2.7-A2.9.

**A2.7** Fundamental to these guidelines is the conviction that the suburban, Neo-eclectic building styles that have defined the suburbs in recent years are contrary to the vision of a pedestrian-oriented downtown; their

use is not encouraged. Regardless of a building's architectural style, the implementation of components that define that style must remain consistent. The free adaptations and blending of various architectural styles diminishes the regional architectural qualities so skillfully nurtured by the pioneering architects of Florida.

**A2.8** These guidelines are intended to provide a framework for the successful execution of quality, urban architecture. The contents address components of architectural composition, scale, and building articulation.

**A2.9** Proposed designs must strictly adhere to a documented and substantiated Florida vernacular architecture that is appropriate for buildings five stories and taller. Mediterranean Revival, Art Deco and Art Moderne are examples of significant architectural styles in Florida's historical development, which accommodate buildings of this scale.

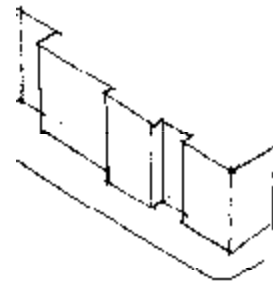


**FIGURE 1. MAP OF THE FLORIDA EAST COAST** where an architecture influenced by the Mediterranean is the prevalent vernacular

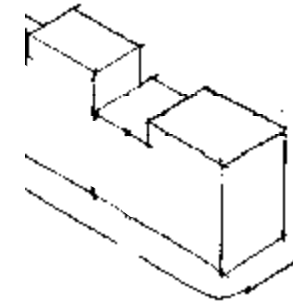
**B1 BUILDING ARTICULATION**

**B1.1** The size of a building is independent of its scale. The scale can be modified by articulation.

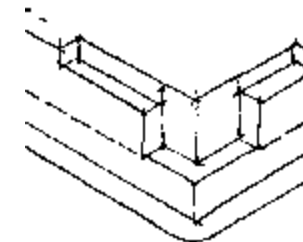
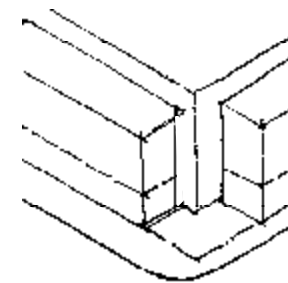
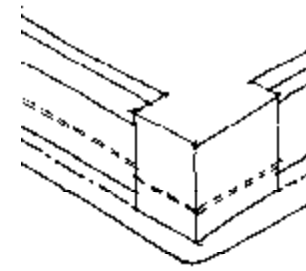
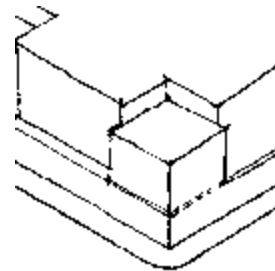
**B1.2** The problem of size results from building on a large lot within an urban context of small lots. Most original lots in Downtown West Palm Beach are only 50 feet wide. This dimension or its double multiple has been a determinant of building size from the better part of a century. Overly long buildings should be broken down to a scale comparable to that of the buildings on the rest of block face. This can be accomplished by articulating the building in plan or elevation inches may be enough. **FIGURE 2**



ARTICULATION IN PLAN



ARTICULATION IN ELEVATION



ARTICULATION IN BOTH PLAN & ELEVATION

**FIGURE 2. THE ARTICULATION OF A BUILDING** is the composition of the large-scale volumes, excluding smaller elements and details. Buildings may be articulated in plan or in section and usually, both ways. The articulation of larger buildings is a powerful tool to break down the mass to one compatible with the general run of smaller buildings on a block face.

**B1.3** Scale is most effectively modified when the various integral elements of the facade (windows, balconies, loggias and parapets) support the articulation. **FIGURE 3**

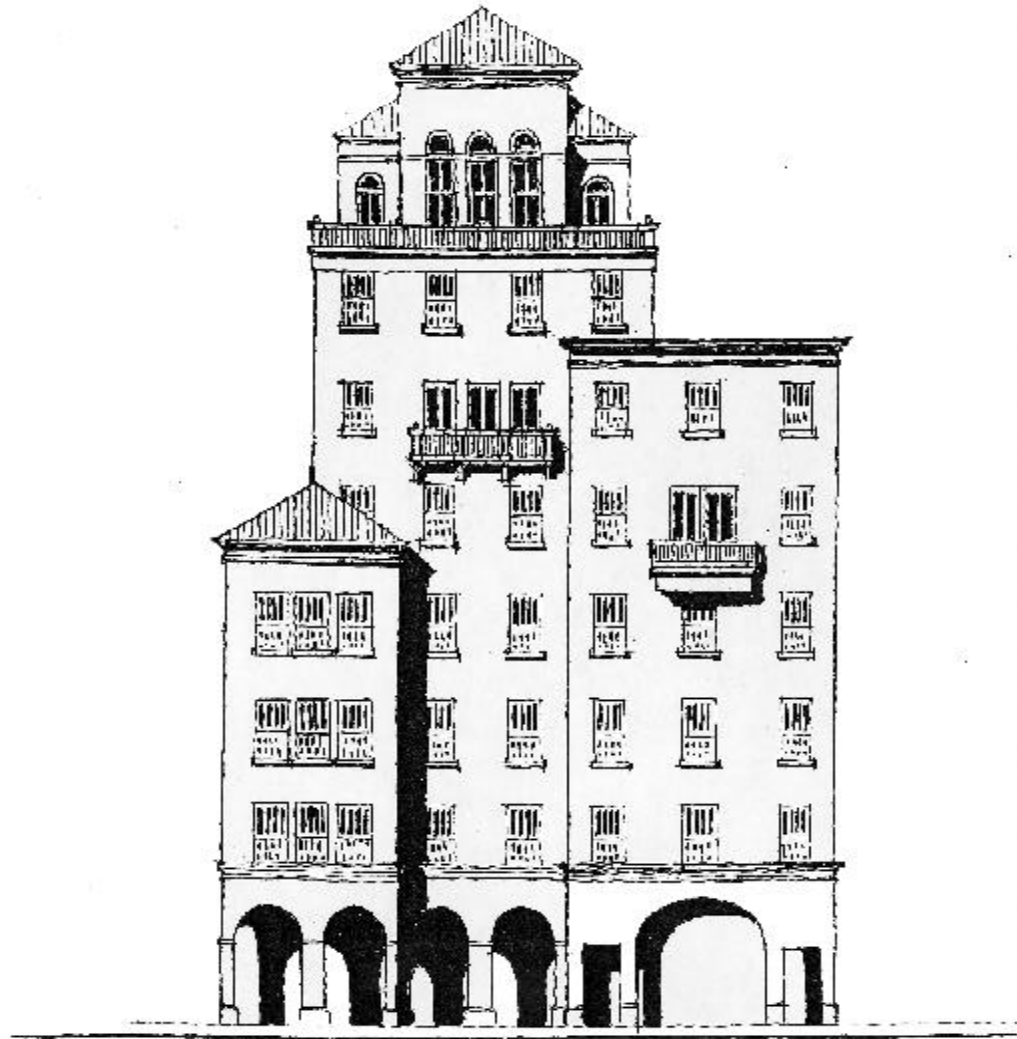
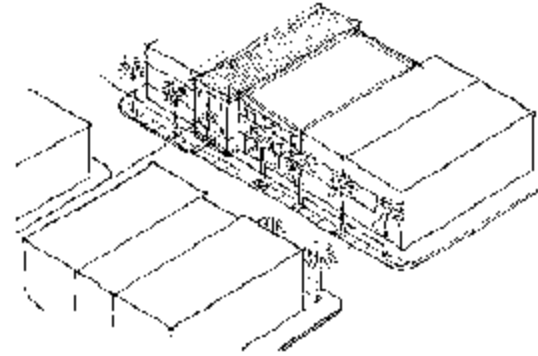


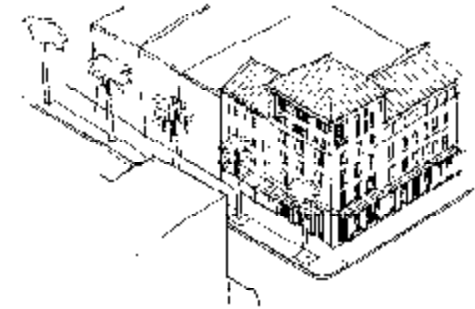
FIGURE 3. ARTICULATION SUPPORTED by windows, balconies and parapet elements.



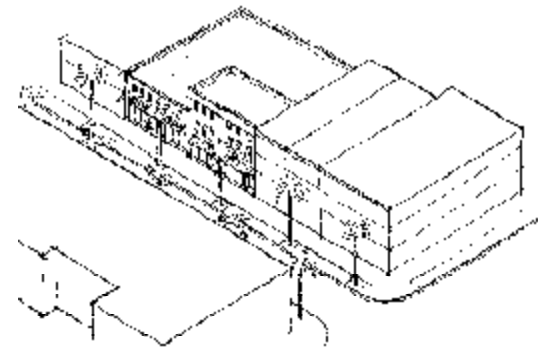
**B1.4** It is not necessary that articulation be catalyzed exclusively by the necessity to manipulate scale. Articulation is a compositional technique justified by its meaningful relationship to an urban condition. One such articulation may acknowledge the corner of a block; another may emphasize an entrance; yet another may receive the visual axis of an adjacent street. **FIGURE 4**



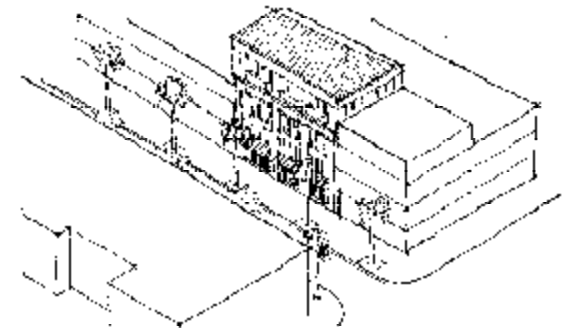
ARTICULATION RESPONDING TO AN AXIS



ARTICULATION MARKING A CORNER



ARTICULATION IN SECTION ADJUSTING TO BLOCK FACE



TRANSITION LINE ADJUSTING TO BLOCK FACE

**FIGURE 4. THE ARTICULATION OF A BUILDING** may respond to its urban context, rather than its internal concerns.

**B2 BUILDING FRONTAGES**

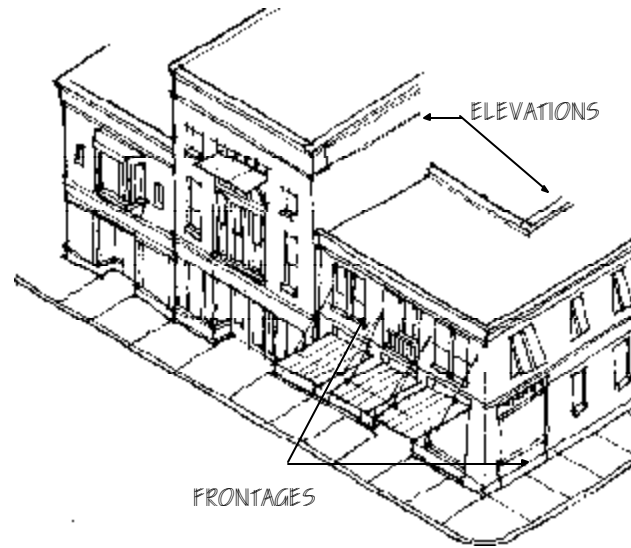
**B2.1** Those aspects related to the overall composition of the facade are addressed in this section. Others, generally concerned with elements in detail, appear in subsequent sections.

**B2.2** The frontage of a building is a primary contribution to pedestrian activity. The frontage is that elevation which faces a public street or public open space. Frontages are sometimes called facades. Elevations to interior side and rear property lines, including those facing alleys, shall not constitute frontages. Greater care shall be taken on frontages by the architect's design and the relative allocation of expense and workmanship by the developer.

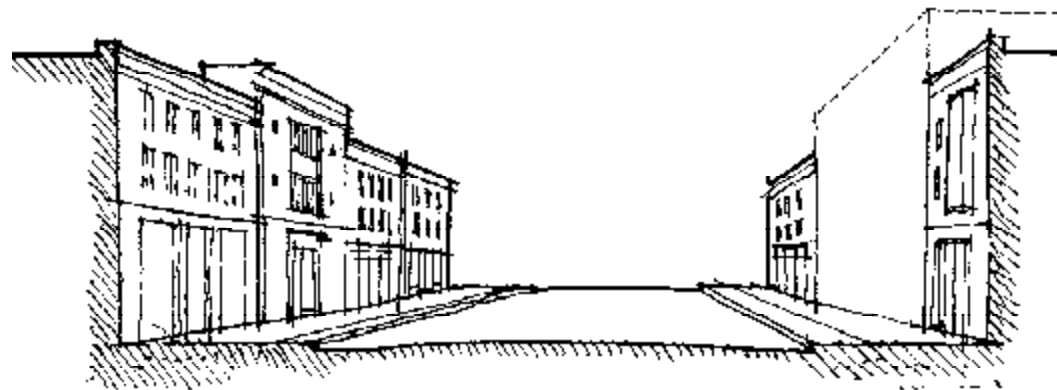
**FIGURE 5**

**B2.3** The frontages of new buildings shall be harmonious with the block face on both sides of its street. The existing buildings will provide the design context unless they are non-conforming or non-contributing. Applicants shall provide drawn and/or photo documentation of the block faces with the frontage proposed building drawn within its urban context.

**FIGURE 6**



**FIGURE 5. THE FRONTAGES AND ELEVATIONS** of buildings have different roles to play in the urban fabric. Frontages face the streets and are therefore important to the pedestrian experience while elevations do not.

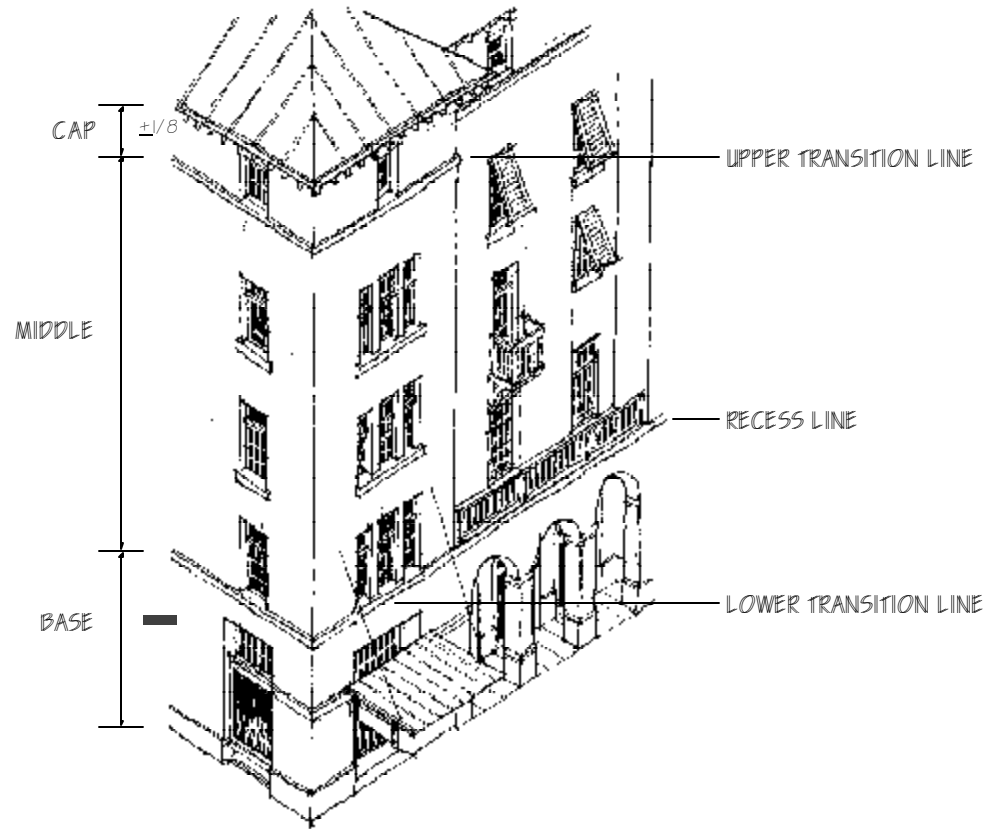


**FIGURE 6. THE BLOCK FACE** constitutes the row of buildings that share the viewshed with the proposed building. This includes adjacent buildings and those across the street. The provisions of these guidelines reference the blockface.

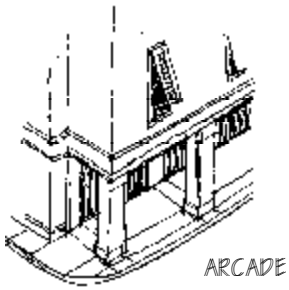
**B2.4** The base is comprised of the first to third stories of the frontage of a building. It is this portion that has the greatest effect on pedestrian activity. The design of the base, as well as the quality and durability of its materials, should be emphasized. The building's base shall be presented to the Planning Department in a larger scale, and in a more detailed drawing than the remainder of the facade. **FIGURE 7**

**B2.5** In addition to a base, an urban building includes a middle section and a cap. The middle of the building shall be differentiated from the base by a transition line at the top of the first, second or third floor. The transition line's specific location is determined primarily by the overall height of the building and that of the adjacent buildings. If adjacent buildings are lower than the proposed building, and judged likely to be permanent, then an effort should be made to have the transition line relate to them.

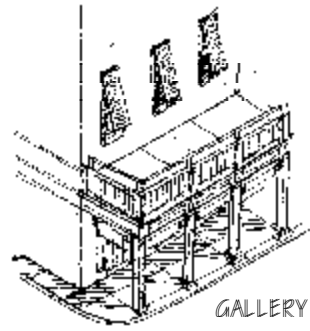
**B2.6** Base frontages are, in descending order of their positive pedestrian contribution; (a) a gallery or arcade; (b) a shopfront with awning; (c) a residential stoop; (d) a fence and porch; (e) a landscaped front yard; (f) a blank wall; (g) an unbuffered parking structure; and (h) an open parking lot. The latter three types shall be avoided. **FIGURE 8**



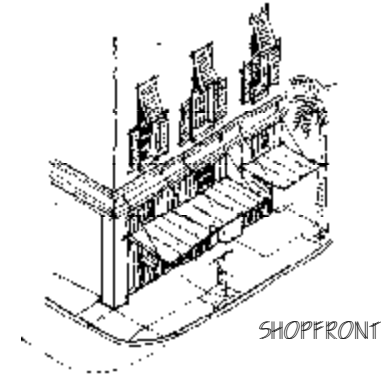
**FIGURE 7. THE BASE, MIDDLE AND CAP** of a building are the base, the middle, and the top of the facade. The appropriate articulation of each of these elements is the basis for architectural co-position.



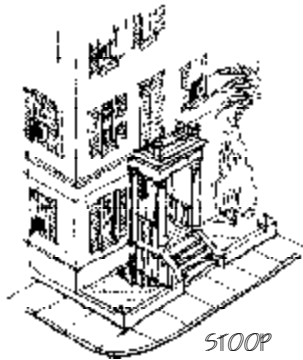
ARCADE



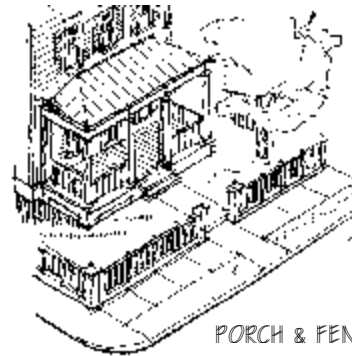
GALLERY



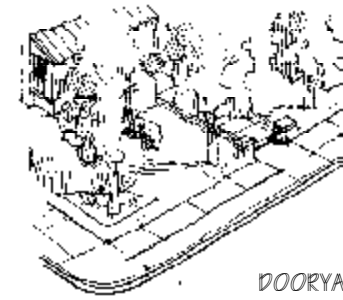
SHOPFRONT



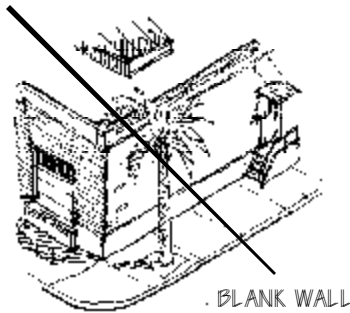
STOOP



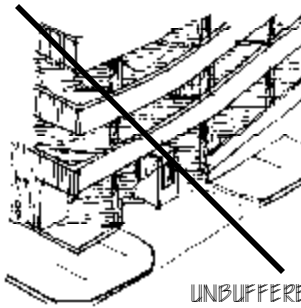
PORCH & FENCE



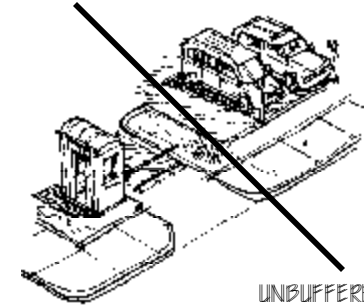
DOORYARD



BLANK WALL



UNBUFFERED PARKING



UNBUFFERED LOT

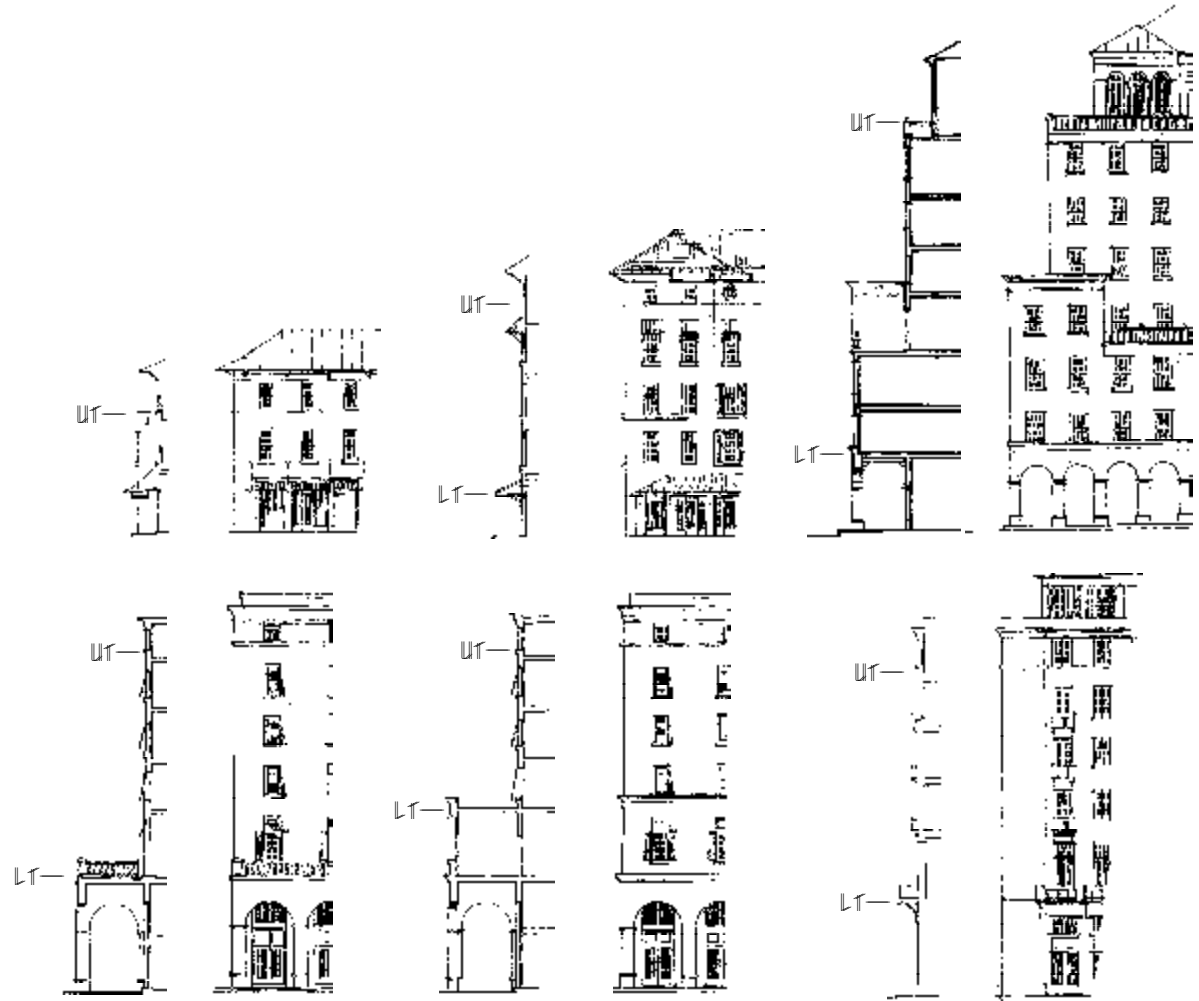
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**FIGURE 8. THE FRONTAGE** is that part of the building that has the most effect on the pedestrian. It is where the facade meets the pedestrian at eye level. Some frontages are known to be more effective than others. The first six frontages illustrated here are more pedestrian friendly than the latter three. There is nothing more interesting than passing by a storefront and few things more boring than looking at an open parking lot.

**B2.7** In the absence of a context, the base transition line shall be judged to be between one-fifth to one-quarter of the overall height. An additional upper-transition line, articulating the cap, shall be placed approximately one-eighth of the overall height from the top. Expression lines shall consist of a continuous, shallow balcony; a short setback; a covered loggia; or a slightly articulated trim course. The transition should be supported by a change of window rhythm or size and a change in material or color. **FIGURE 9**

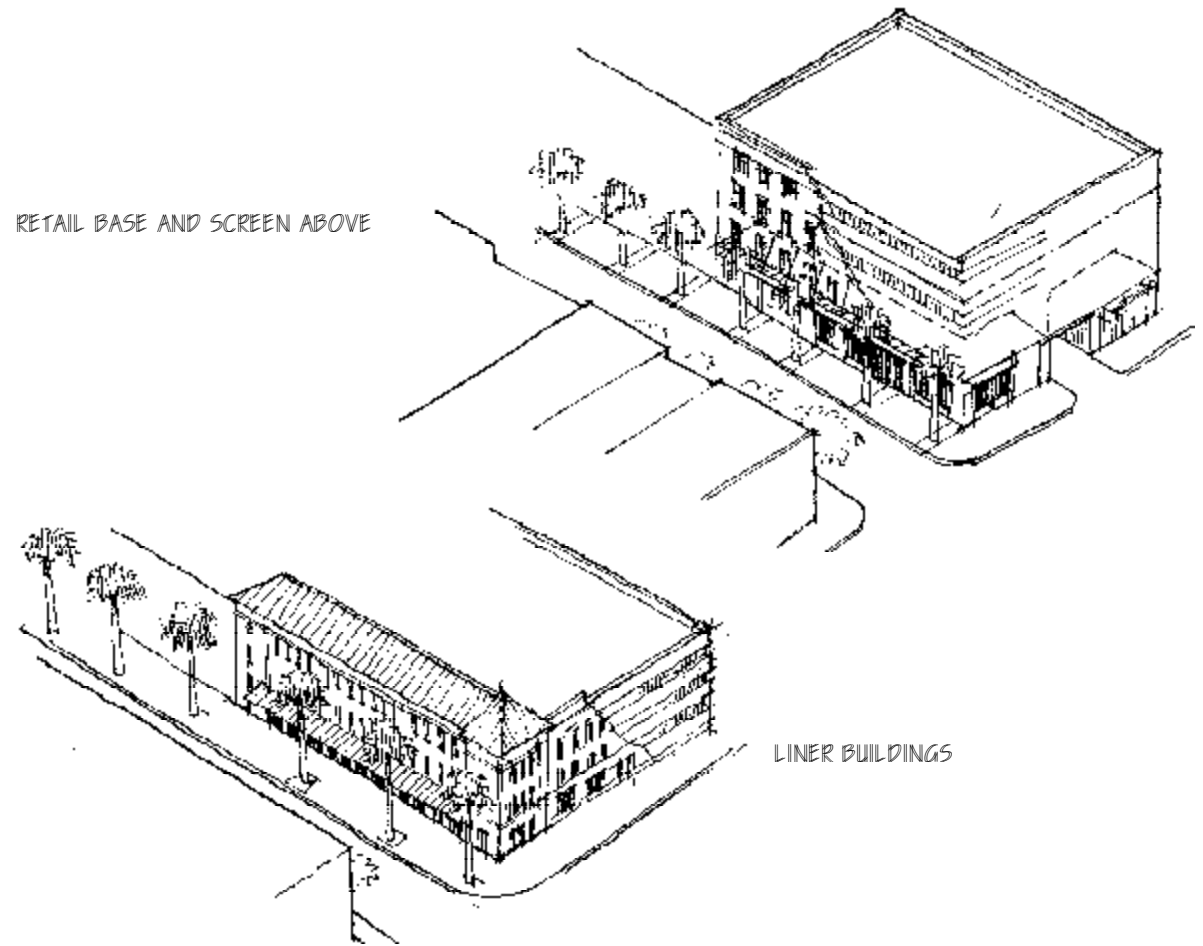
**B2.8** The roof of a building may be flat, pitched, or both. The rooftop shall be designed to be seen from taller buildings, existing or potential. If the roof is pitched, it shall be clad with one of the high-grade materials described in section B3. If the roof is flat, designing it as a terrace attached to a partial penthouse is the best way to achieve visual adequacy, as the materials, landscaping and furnishing of a terrace provide an adequate visual finish.

**B2.9** The location and masking of rooftop machinery shall be as consciously designed as any other aspect of the building. Adequate parapets shall mask any negative impact from street level, as well as horizontally from adjacent buildings.



**FIGURE 9. VARIATIONS** The lower transition (LT) and upper transition (UT) lines.

**B2.10** Parking decks shall not be considered exempt from the provisions of these guidelines. Particular attention shall be placed in the design and programming of the base of parking decks. On Primary Streets, which strive for pedestrian continuity, the building shall be masked by a habitable liner building on all stories. On Regular streets, a habitable liner shall mask the decks on the first story, and the decks above shall be screened from view by a designed facade consistent with the overall building design. **FIGURE 10**



**FIGURE 10. SCREENING** is important, particularly on parking structures. On the best pedestrian streets this should be done by habitable liner buildings, and in other streets by compatible facades.

**B3 INTEGRAL ELEMENTS**

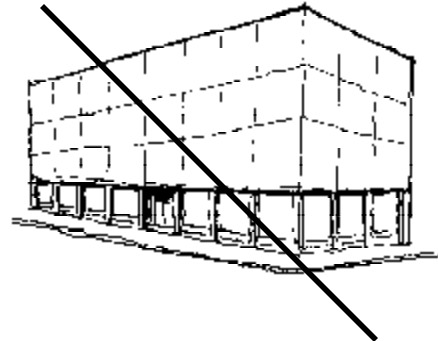
**B3.1** Exterior building materials shall be consistent with the architectural style of the building. Wall finish (including walls, chimneys and other appurtenances) shall be primarily smooth stucco or its visual equivalent, native stone, terracotta, marble, granite, brick, wood, and other natural materials that age with integrity. Materials at the base shall be more durable and easier to repair than those at the middle and top. Pitched roofs may be tile or metal.

**B3.2** Certain trim elements (especially at the eaves or associated with balconies and trellises) may be made of heavy, finished, timber. Wood may be used for the fabrication of small architectural elements such as posts, brackets, railings, and shutters, etc. The design of the wood components shall be drawn in detail.

**B3.3** The openings on a frontage shall remain within a void-to-solid ratio of no more than 45 percent with each facade measured independently. The void-to-solid calculations shall not include the shopfront. Disharmony arises when the range of void-to-solid variation is extreme, approaching that of the all-glass office building or the multi-balconied condominium.

**FIGURE 11**

**B3.4** The void -to-solid ratio of the frontage includes fenestration (windows), porches, arcades, loggias and



**FIGURE 11.** The void to solid ratio is disrupted by facades that are primarily glazed and by a predominance of balconies.

balconies. The minimum requirement for fenestration on facades shall be 20 percent.

**B3.5** Commercial fenestration at the base – or shopfronts – has the opposite constraint. It should be not less than 70 percent void. A shopfront shall have a kick plate between 18 and 42 inches high running continuously.

**B3.6** Porches, arcades and loggias may have high localized void-to-solid ratios. However, a continuous series of these elements can undermine the solidity of a façade, and should be avoided.

**B3.7** Balconies shall be used in moderation and shall be integrated into the overall composition of the facade. Balconies shall not be implemented in a monotonous or repetitive configuration. This pertains to both indented balconies (loggias) and to cantilevered ones. **FIGURE 12**

**B3.8** Cantilevered balconies shall extend no more than 3 feet from the building facade and shall be visibly supported by brackets. In the case of balconies that are nearly flush with the facade and associated with inwardly swinging doors (French balconies), there may be as many balconies as there are doors. Being co-planar with the façade, such balconies do not de-materialize the facade.

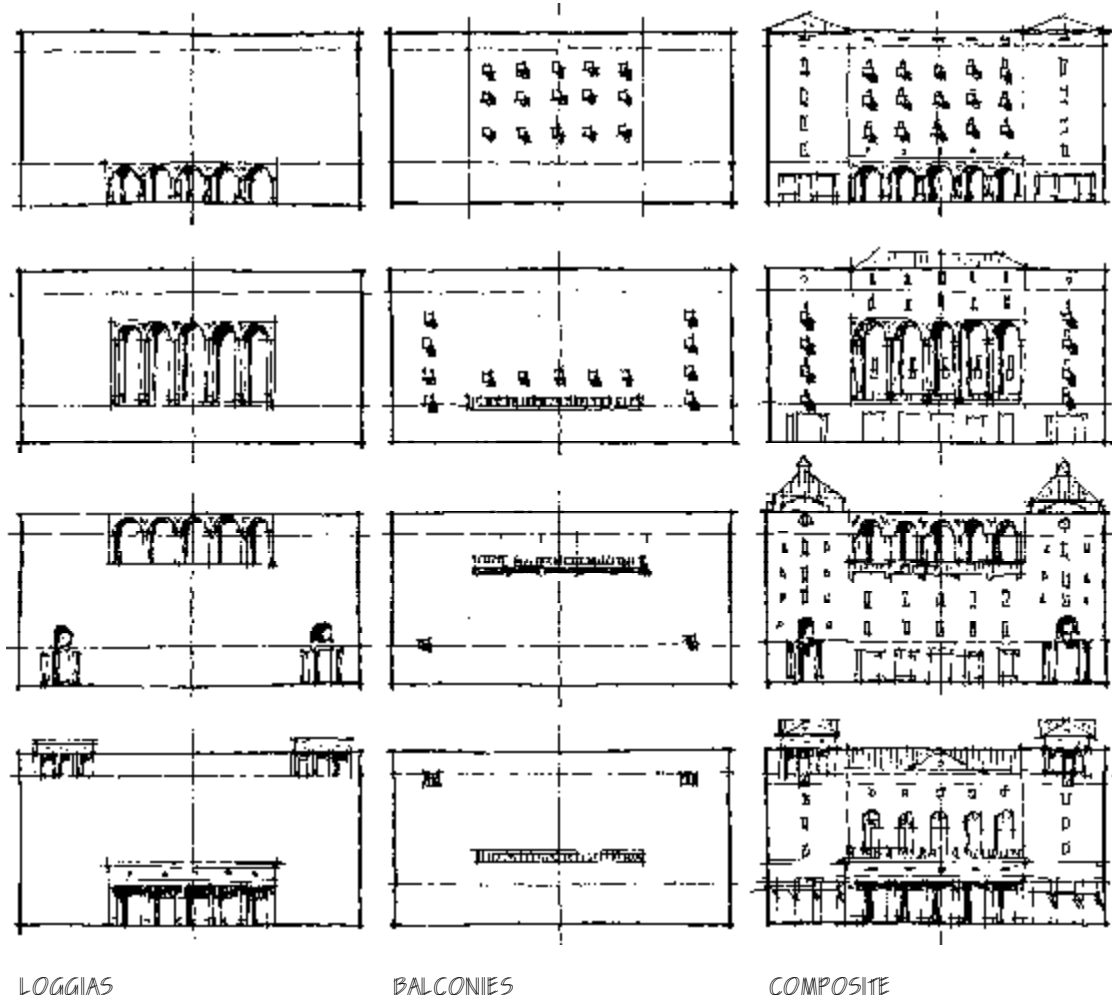


FIGURE 12. THE ELEMENTS of a facade should support the articulation.

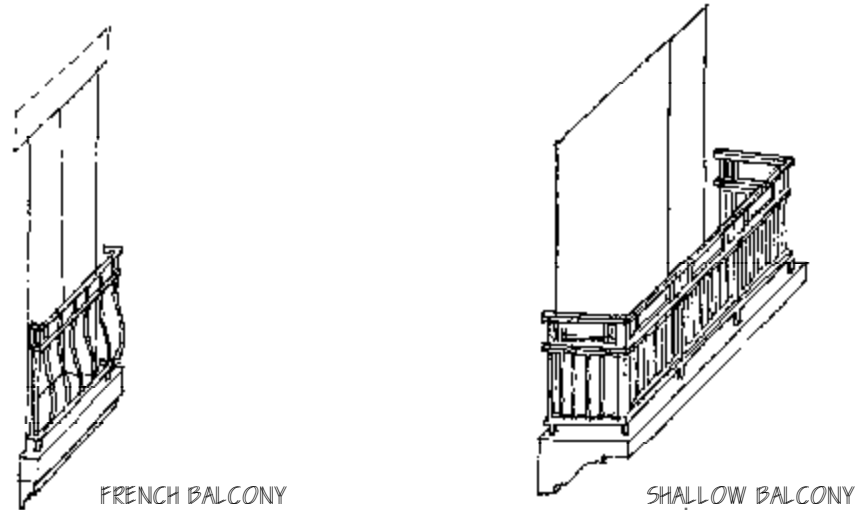


**B3.9** Balconies may have masonry or metal balustrades. They shall be detailed so that the required 42-inch railing height is re-proportioned by a separation of the grille and the handrail, or by a similar method. Balconies shall be presented in a larger scale, and in a more detailed drawing than the remainder of the facade.

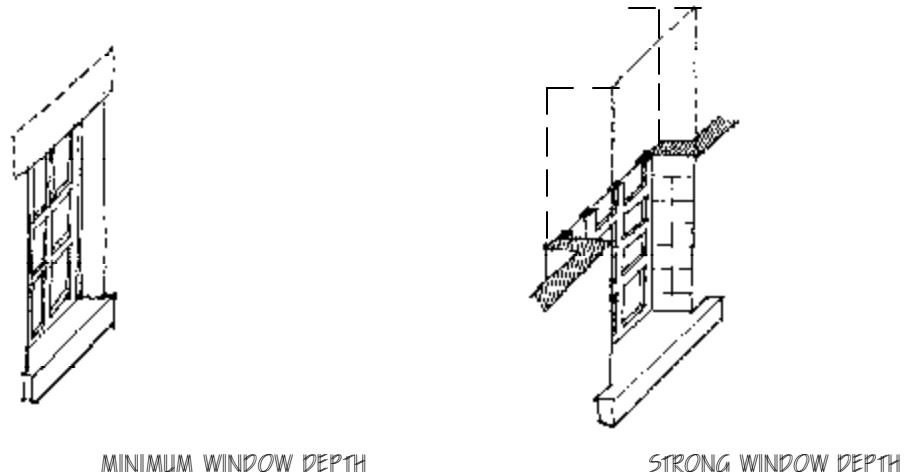
**B3.10** All windows, except storefronts, shall be operable as hung or casement. Sliding and awning windows shall not be permitted. **FIGURE 15** Whenever insect screens are provided, they shall cover the full opening, not just the operable portion. A majority of the windows shall be rectangular with a height-to-width ratio between 1:1.6 and 1:3. Square, circular and semi-circular windows are also allowed in moderation.

**B3.11** Windows, except storefronts, shall be subdivided into lights by muntins, and the lights shall be square or vertical in proportion. The lights throughout the building shall be uniform in size or proportion, an exception being when windows become gradually smaller toward the upper stories. Lights at the ground level shall be visibly divided by muntins and spacers.

**B3.12** The general characteristic of the Mediterranean architectural vernacular is that of mass and weight. Thus, showing the frontage wall thickness is integral to the Mediterranean Revival vernacular. Under no



**FIGURE 13. BALCONIES** The shallow "French" and the cantilevered version with supporting brackets.



**FIGURE 14.** The mass of the wall is supported when the window is set flush with the interior, and better yet when the masonry unit is turned in one block's width.

circumstances shall the windows be installed flush with the outer surface of the facade. Installation may be flush with the interior wall, as this increases the depth of the shadow cast. It is possible to turn the masonry unit inward at each opening to visually create a thick wall. This shall be the practice in the case of French balconies, loggias and larger openings.

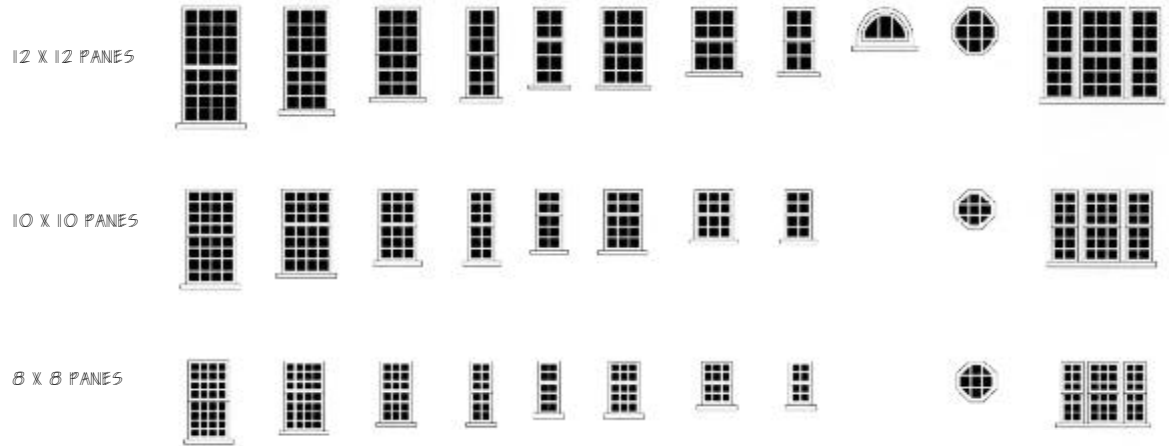
FIGURE 14.

**B3.13** Window sills should be provided, and lintels may be shown. The window sill should slightly overlap the width of the window opening, but shall not project more than 2 inches.

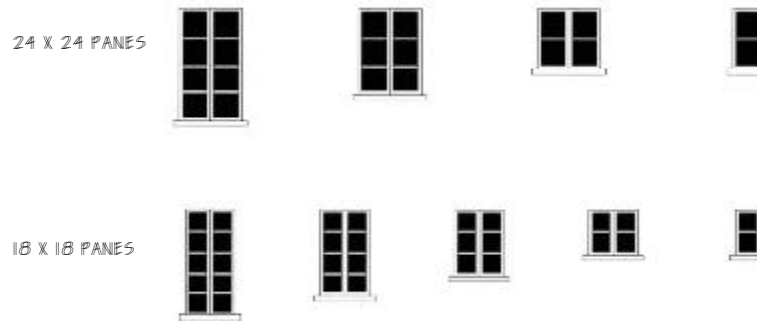
**B3.14** Loggias and arcades shall have columns and piers of a width and depth proportional to the height of the element. A rule of thumb is a width-to-height ratio between 1:6 and 1:8 but in no case less than 16 inches wide. FIGURE 16

**B3.15** The proportion and detail of columns or piers in the classical language shall be exactly as described in the manual *The American Vignola* (Dover Press) and shall require the correct use of the classical syntax, including capital, base, and moldings, corresponding with the selected order.

**B3.16** Chimneys shall be substantial, no less than 32 x 32 inches in plan and they shall be finished with a design at their top. Waterspouts shall be made of



HUNG WINDOWS



CASEMENT WINDOWS

FIGURE 15

stone, cast stone, terracotta or metal. Bay windows shall be fabricated of material other than the wall material and shall be three-sided.

**B3.17** Arcades and galleries shall overlap the front sidewalk to within eighteen inches of the curb. The interior passage of arcades should be a minimum of 12 feet deep. The openings of the arcade/ gallery on the facade shall be vertical, measured to the top of its arch or lintel. An air-rights easement must be obtained from the City Commission for use of the Public right-of-way for arcades.

**B3.18** Arcades shall be 14 feet clear from sidewalk to ceiling. This measure shall be taken to the top of the vault or to the ceiling between visible beams or coffers. The ceiling of the arcade shall be formed as vaults or coffers or equipped with visible beams.

FIGURE 16

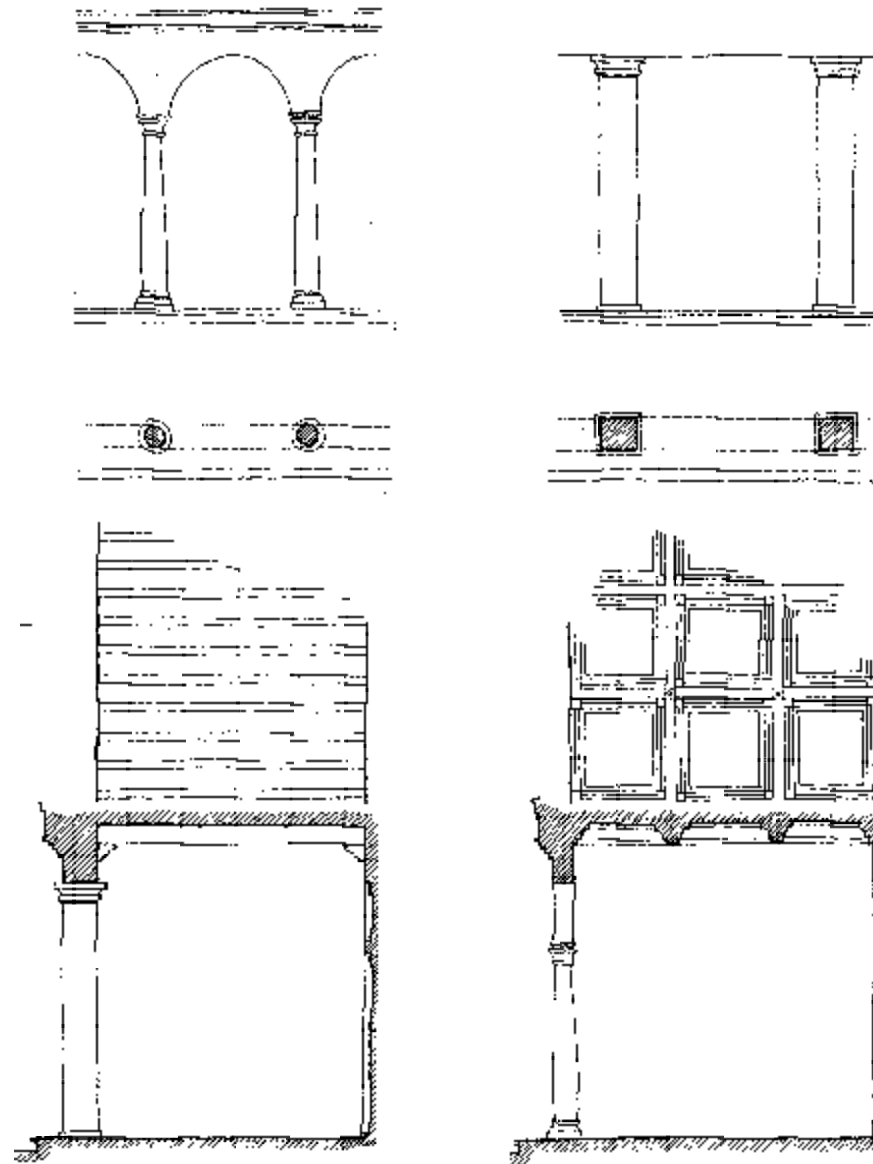


FIGURE 16. LOGGIAS & ARCADES shown with alternative details.

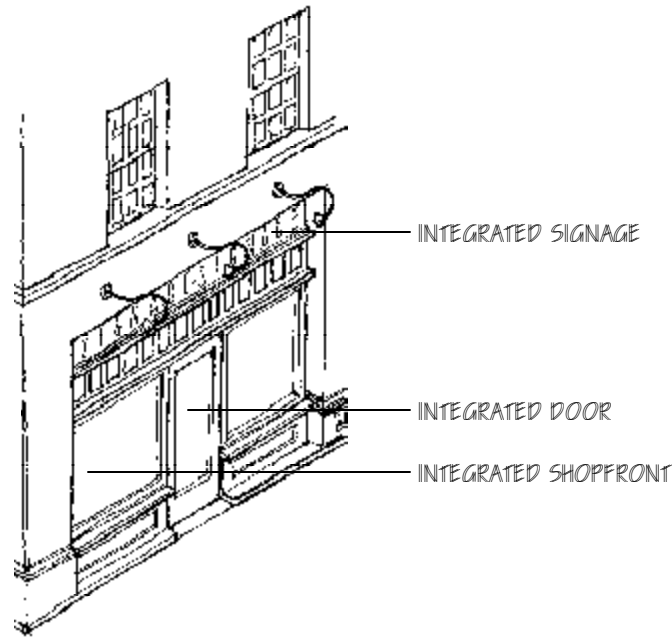
**B4 ATTACHED ELEMENTS**

**B4.1** Storefront glass shall be clear, as any saturation will cause the display to become invisible behind the resulting reflection. Neither reflective (mirror) nor colored glass shall be permitted on any shopfront, or windows above.

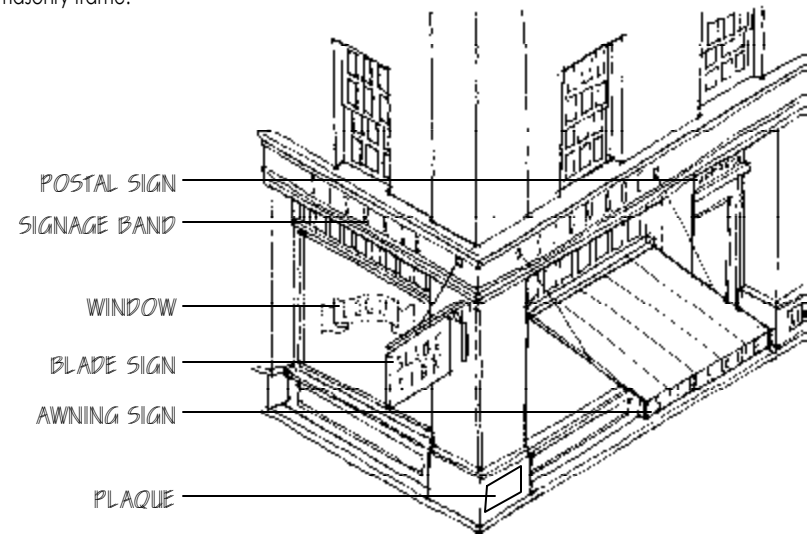
**B4.2** The shopfront, door, signage and lighting shall be designed as a unified design **FIGURE 17**

**B4.3** Signage shall be permitted within the following constraints **FIGURE 18**:

- a. A building may have a postal number applied anywhere in the entrance area.
- b. One two-sided blade sign is permitted for each business with a door on the sidewalk level. The blade sign shall be securely affixed to the facade or storefront and may project over the sidewalk so long as it does not interfere with pedestrian flow. The blade sign may not exceed 4 square feet in area (including mounting hardware) and may not be translucent.
- c. Each building may have a single sign band 60% of the width of the building frontage, with a height not to exceed 3 feet. The sign shall be integrally designed with the building or the associated storefronts in material and paint



**FIGURE 17. AN INTEGRALLY DESIGNED SHOPFRONT** The windows, doors and signage are conceived as a unified design within the masonry frame.



**FIGURE 18. SIGNAGE** There are five types of signage permitted. a) a postal number b) a signage band c) a pedestrian blade sign d) a window logo e) an awning band f) a construction memorial plaque

- color. The sign band may only be externally lit.
- d. A logo including the name of the store inscribed on the storefront glass is permitted.
- e. An awning may have an inscription on its valance, so long as it does not exceed 6 inches in height.
- f. The building should have the name of its architect, the builder, and the year of its construction inscribed on a plaque, permanently affixed in a conspicuous location.

**B4.4** Awnings shall be colored canvas or painted metal. Awnings shall be straight, even when associated with arched openings. Such awnings shall be open at their ends (without triangular panels), and they may be fixed or retractable. Awnings shall overlap the sidewalk as much as possible, the encroachment being confined only by street lamps, street trees and potential interference with parked vehicles at the curb. **FIGURE 19**

**B4.5** Vertically hinged shutters, when provided, shall coincide in size to the opening with which it is associated. Horizontally hinged shutters ("Bahamas shutters") may exceed in width and be shorter in height than the associated opening. Shutters may be made of any durable material. All hurricane or security shutters shall be designed to be visually integrated with the façade composition. **FIGURE 20**

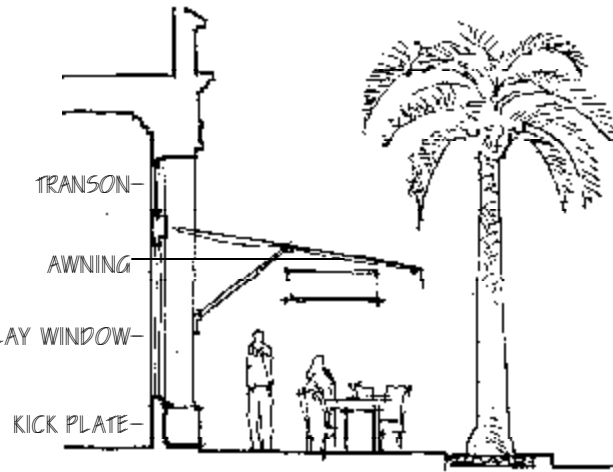


FIGURE 19

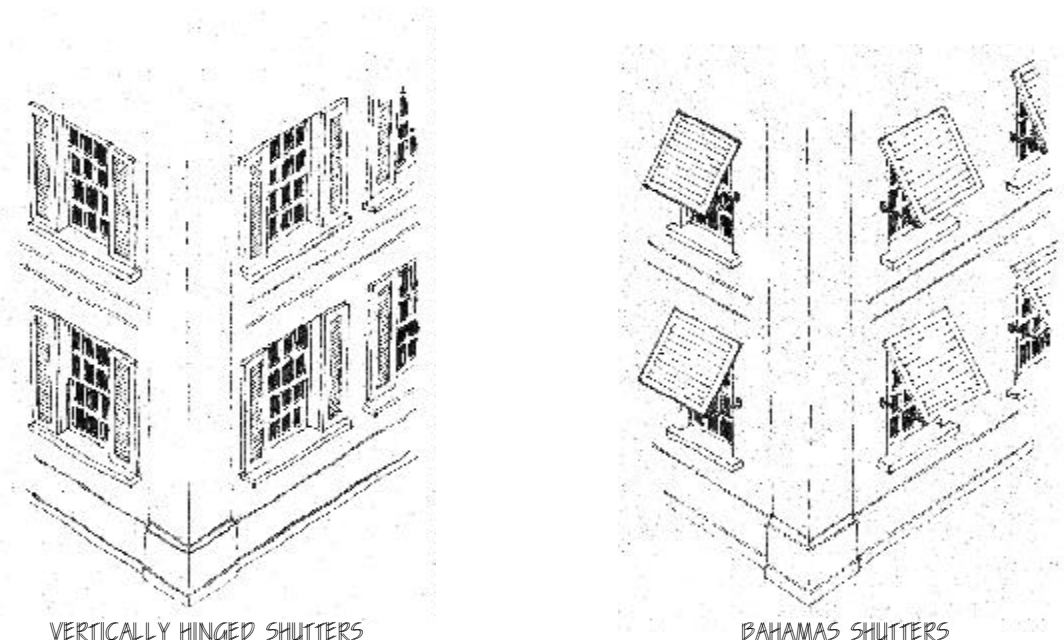


FIGURE 20

**B4.6** Facade colors for each building should be selected from any one of the four quadrants of the color wheel. This technique, without specifying particular colors, allows a range that is automatically harmonious. Trim and attached elements may be white or a darker or lighter saturation of the wall color. Awnings, signage, doors and shutters may be any color, however, dark blues, greens and reds are traditional.

