

APPENDIX

- A. ETHICS PROVISIONS PROVIDED BY STATUTE.
- B. DESIGN GUIDELINES.

APPENDIX A

ETHICS PROVISIONS PROVIDED BY STATUTE.

Appendix A

1. Campaign finance.

All candidates for the chief administrative office (mayor), any candidates who spend more than \$500, and candidates for other offices that pay at least \$100 a month are required to file campaign financial disclosure reports. Civil penalties of \$25 per day are authorized for late filings. Penalties up to the greater of \$10,000 or 15 percent of the amount in controversy may be levied for filings more than 35 days late. It is a Class E felony for a multicandidate political campaign committee with a prior assessment record to intentionally fail to file a required campaign financial report. Further, the treasurer of such a committee may be personally liable for any penalty levied by the Registry of Election Finance (T.C.A. § 2-10-101–118).

Contributions to political campaigns for municipal candidates are limited to:

- a. \$1,000 from any person (including corporations and other organizations);
- b. \$5,000 from a multicandidate political campaign committee;
- c. \$20,000 from the candidate;
- d. \$20,000 from a political party; and
- e. \$75,000 from multicandidate political campaign committees.

The Registry of Election Finance may impose a maximum penalty of \$10,000 or 115 percent of the amount of all contributions made or accepted in excess of these limits, whichever is greater (T.C.A. § 2-10-301–310).

Each candidate for local public office must prepare a report of contributions that includes the receipt date of each contribution and a political campaign committee's statement indicating the date of each expenditure (T.C.A. § 2-10-105, 107).

Candidates are prohibited from converting leftover campaign funds to personal use. The funds must be returned to contributors, put in the volunteer public education trust fund, or transferred to another political campaign fund, a political party, a charitable or civic organization, educational institution, or an organization described in 26 U.S.C. 170(c) (T.C.A. § 2-10-114).

2. Conflicts of Interest.

Municipal officers and employees are permitted to have an "indirect interest" in contracts with their municipality if the officers or employees publicly acknowledge their interest. An indirect interest is any interest that is not "direct," except it includes a direct interest if the officer is the only supplier of

goods or services in a municipality. A "direct interest" is any contract with the official himself or with any business of which the official is the sole proprietor, a partner, or owner of the largest number of outstanding shares held by any individual or corporation. Except as noted, direct interests are absolutely prohibited (T.C.A. § 6-2-402, T.C.A. § 6-20-205, T.C.A. § 6-54-107–108, T.C.A. § 12-4-101–102).

3. Disclosure conflict of interests.

Conflict of interest disclosure reports by any candidate or appointee to a local public office are required under T.C.A. §§ 8-50-501 *et seq.* Detailed financial information is required, including the names of corporations or organizations in which the official or one immediate family member has an investment of over \$10,000 or 5 percent of the total capital. This must be filed no later than 30 days after the last day legally allowed for qualifying as a candidate. As long as an elected official holds office, he or she must file an amended statement with the Tennessee Ethics Commission or inform that office in writing that an amended statement is not necessary because nothing has changed. The amended statement must be filed no later than January 31 of each year (T.C.A. § 8-50-504).

4. Consulting fee prohibition for elected municipal officials.

Any member or member-elect of a municipal governing body is prohibited under T.C.A. § 2-10-124 from "knowingly" receiving any form of compensation for "consulting services" other than compensation paid by the state, county, or municipality. Violations are punishable as Class C felonies if the conduct constitutes bribery under T.C.A. § 39-16-102. Other violations are prosecuted as Class A misdemeanors. A conviction under either statute disqualifies the offender from holding any office under the laws or Constitution of the State of Tennessee.

"Consulting services" under T.C.A. § 2-10-122 means "services to advise or assist a person or entity in influencing legislative or administrative action, as that term is defined in § 3-6-301, relative to the municipality or county represented by that official." "Consulting services" also means services to advise or assist a person or entity in maintaining, applying for, soliciting or entering into a contract with the municipality represented by that official. "Consulting services" does not mean the practice or business of law in connection with representation of clients by a licensed attorney in a contested case action, administrative proceeding or rule making procedure;

"Compensation" does not include an "honorarium" under T.C.A. § 2-10-116, or certain gifts under T.C.A. § 3-6-305(b), which are defined and prohibited under those statutes.

The attorney general construes "Consulting services" to include advertising or other informational services that directly promote specific legislation or specifically target legislators or state executive officials. Advertising aimed at the general public that does not promote or otherwise attempt to influence specific legislative or administrative action is not prohibited. Op. Atty.Gen. No. 05-096, June 17, 2005.

5. Bribery offenses.

a. A person who is convicted of bribery of a public servant, as defined in T.C.A. § 39-16-102, or a public servant who is convicted of accepting a bribe under the statute, commits a Class B felony.

b. Under T.C.A. § 39-16-103, a person convicted of bribery is disqualified from ever holding office again in the state. Conviction while in office will not end the person's term of office under this statute, but a person may be removed from office pursuant to any law providing for removal or expulsion existing prior to the conviction.

c. A public servant who requests a pecuniary benefit for performing an act the person would have had to perform without the benefit or for a lesser fee, may be convicted of a Class E felony for solicitation of unlawful compensation under T.C.A. § 39-16-104.

d. A public servant convicted of "buying and selling in regard to offices" under T.C.A. § 39-16-105, may be found guilty of a Class C felony. Offenses under this statute relevant to public officials are selling, resigning, vacating, or refusing to qualify and enter upon the duties of the office for pecuniary gain, or entering into any kind of borrowing or selling for anything of value with regard to the office.

e. Exceptions to 1, 3, and 4, above include lawful contributions to political campaigns, and a "trivial benefit" that is "incidental to personal, professional, or business contacts" in which there is no danger of undermining an official's impartiality.

6. Official misconduct, official oppression, misuse of official information.

a. Public misconduct offenses under Tennessee Code Annotated § 39-16-401 through § 39-16-404 apply to officers, elected officials, employees,

candidates for nomination or election to public office, and persons performing a governmental function under claim of right even though not qualified to do so.

b. Official misconduct under Tennessee Code Annotated § 39-16-402 pertains to acts related to a public servant's office or employment committed with an intent to obtain a benefit or to harm another. Acts constituting an offense include the unauthorized exercise of official power, acts exceeding one's official power, failure to perform a duty required by law, and receiving a benefit not authorized by law. Offenses under this section constitute a Class E felony.

c. Under Tennessee Code Annotated § 39-16-403, "Official oppression," a public servant acting in an official capacity who intentionally arrests, detains, frisks, etc., or intentionally prevents another from enjoying a right or privilege commits a Class E felony.

d. Tennessee Code Annotated § 39-16-404 prohibits a public servant's use of information attained in an official capacity, to attain a benefit or aid another which has not been made public. Offenses under the section are Class B misdemeanors.

e. A public servant convicted for any of the offenses summarized in sections 2-4 above shall be removed from office or discharged from a position of employment, in addition to the criminal penalties provided for each offense. Additionally, an elected or appointed official is prohibited from holding another appointed or elected office for ten (10) years. At-will employees convicted will be discharged, but are not prohibited from working in public service for any specific period. Subsequent employment is left to the discretion of the hiring entity for those employees. Tennessee Code Annotated § 39-16-406.

7. Ouster law.

Some Tennessee city charters include ouster provisions, but the only general law procedure for removing elected officials from office is judicial ouster. Cities are entitled to use their municipal charter ouster provisions, or they may proceed under state law.

The judicial ouster procedure applies to all officers, including people holding any municipal "office of trust or profit." (Note that it must be an "office" filled by an "officer," distinguished from an "employee" holding a "position" that does not have the attributes of an "office.") The statute makes any officer subject to such removal "who shall knowingly or willfully misconduct himself in office, or who shall knowingly or willfully neglect to perform any duty enjoined upon such officer by any of the laws of the state, or who shall in any public place be in a state of intoxication produced by strong drink voluntarily taken, or who shall

engage in any form of illegal gambling, or who shall commit any act constituting a violation of any penal statute involving moral turpitude” (T.C.A. § 8-47-101).

T.C.A. § 8-47-122(b) allows the taxing of costs and attorney fees against the complainant in an ouster suit if the complaint subsequently is withdrawn or deemed meritless. Similarly, after a final judgment in an ouster suit, governments may order reimbursement of attorney fees to the officer targeted in a failed ouster attempt (T.C.A. § 8-47-121).

The local attorney general or city attorney has a legal “duty” to investigate a written allegation that an officer has been guilty of any of the mentioned offenses. If he or she finds that “there is reasonable cause for such complaint, he shall forthwith institute proceedings in the Circuit, Chancery, or Criminal Court of the proper county.” However, with respect to the city attorney, there may be an irreconcilable conflict between that duty and the city attorney’s duties to the city, the mayor, and the rules of professional responsibility governing attorneys. Also, an attorney general or city attorney may act on his or her own initiative without a formal complaint (T.C.A. § 8-47-101–102). The officer must be removed from office if found guilty (T.C.A. § 8-47-120).

APPENDIX B
DESIGN GUIDELINES.

**TOWN OF THOMPSON'S
STATION,
TENNESSEE**

**DESIGN GUIDELINES
Adopted September 9, 2008**

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PURPOSE

Thompson's Station is a community of colorful contrasts and rich resources. Townspeople, merchants, retirees, families, students, and visitors contribute to the diversity of a community that is mellowed with years of tradition.

The purpose of this manual is to provide developers and designers with clear answers to the question: What does Thompson's Station consider "good design?" The Town's intention for these "Design Guidelines" is to assure that new designs remain in continuity with the town's existing design "successes," and at the same time inspire exciting and creative additions to the community.

TOWN WIDE DESIGN CRITERIA

These design criteria apply to all new development or redevelopment in Thompson's Station. Physical characteristics and constraints always take precedence in determining the ultimate development intensity of a site. These guidelines are offered to help designers deal with such constraints efficiently and effectively.

Site development issues include landscape preservation, siting of buildings, parking and circulation, and stormwater management. Architectural character issues deal with proportion and scale, building materials, color and texture, and architectural detail. Landscape character issues include entranceways, streetscapes, and tree and plant selection, including size and variety.

CRITERIA FOR DESIGN

Here are some general guidelines for Thompson's Station design:

Livability: Buildings and outdoor spaces should be designed to fit human scale, harmonize with design of streets, and accommodate pedestrian traffic.

Visual Impact: New public and private projects should be visually appealing, and compatible with other development in the surrounding area.

Vegetation: Landscape design concepts should preserve existing trees and incorporate native new trees and shrubbery. The landscape theme should be aesthetically compatible with that of the surrounding neighborhood.

Mobility: Land design concepts should provide a network of roads, bicycle paths and lanes, and sidewalks that give strong consideration to the safety of motorists, cyclists, joggers, and walkers.

Activity Centers: Structures and complexes should enhance community life by use of "destination points" such as arcades, lobbies, and ground-level retail stores, while at the same time providing for safe movement of vehicles and pedestrians.

Views: Streets, buildings, and parking lots should enhance the environment by providing pleasant vistas and geographic orientations.

IMPLEMENTATION OF GUIDELINES

Some of the design guidelines contained in this book will be incorporated into the Town's Design Manual and Engineering Standards, as appropriate. Others will be adopted within the Town's Development Ordinance. These Design Guidelines are intended to communicate the high standards of design that the Town of Thompson's Station expects from its development community.

Should you have any questions concerning the guidelines, or need further assistance, the staff is always available to assist you.

SITE DEVELOPMENT

KEY DESIGN OBJECTIVES

Preserve natural land contours and natural drainage-ways.

Keep design compatible with the positive character of the surrounding area in terms of both existing character and desired future character.

Create development that remains pleasant in character and human in scale, while promoting smooth circulation of people and traffic.

Where possible, incorporate significant tree masses and/or specimen trees as an integral design factor.

Minimize harm and disruption to existing plant and animal life.

OPEN SPACE

Proposed recreation areas or uses should complement nearby existing uses.

Land set aside for ballfields should be level and otherwise suitable for the purpose.

Extension of existing parks or recreation areas into a proposed development is a highly desirable design feature.

Preservation of environmentally-sensitive areas is considered a legitimate "recreational purpose."

The developer must provide for maintenance of both active and passive recreation areas over the life of the project. This can be achieved through the

establishment of a homeowners' association or dedication to the Town, where appropriate.

Design for parks and recreation areas should achieve these general goals:

- Achieve a balance and compatibility between active and passive recreational uses;
- Provide visual appeal;
- Ensure environmental diversity;
- Foster pride among users; and
- Provide safety for users.

Design concepts also should incorporate these more specific principles:

- Observe appropriate relationships between the various elements of a park complex;
- Relate park and recreation areas to surroundings in both an aesthetic and practical sense;
- Adapt land use to the features of the terrain instead of altering the terrain to suit the use;
- Provide for ease of supervision;
- Make site design compatible with human, physical and aesthetic preferences;
- Blend man-made features with existing features;
- Match scale of outdoor facilities with human scale;
- Consider site features when determining which activities should be encouraged in an area; and
- Consider sun orientation and climatic conditions when locating facilities (example: tennis courts should be on an acceptable geographic orientation).

GREENWAYS

A development located near or adjacent to a greenway should provide safe and efficient pedestrian connection to that greenway and to adjacent properties that might include pedestrian systems in the future.

Designs should include buffer zones separating greenway paths from residential, commercial and office buildings.

Most of Thompson's Station's major streams are designated as greenways. It is intended that one function of these greenways is to link various centers of activities-schools, parks, commercial areas and employment areas.

When a proposed development contains a planned greenway or is near a greenway, the developer should consult with the Town early in the design process.

PRESERVATION OF NATURAL DRAINAGE PATTERNS

Capitalize on natural drainage-ways through innovative building and site design that transforms steep slopes and edges into major site amenities.

Preserve natural drainage patterns where practical.

Make sure that on-site drainage occurs only in areas designed to serve a drainage function.

Design so as to prevent storm water from flowing over sidewalks and paths.

SITE DESIGN

Areas whose physical site conditions make them unsuitable for development should be set aside as conservation areas or as open space.

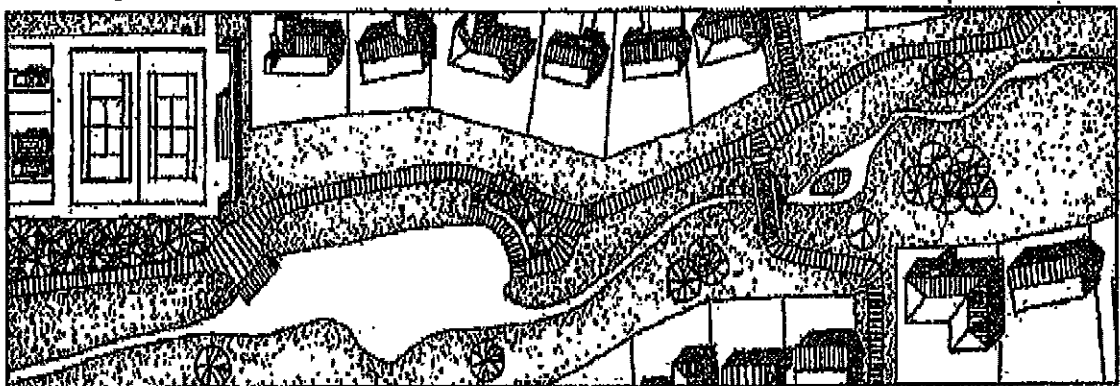
Wooded sites should be developed with careful consideration for the site's natural characteristics. When portions of the woods must be developed, wooded perimeters or the most desirable natural site features should be protected to retain the visual character of the site.

Isolated pockets of existing trees should be protected, and used to enhance the site's visual impact.

The buildability or potential for development of sites is defined as follows:

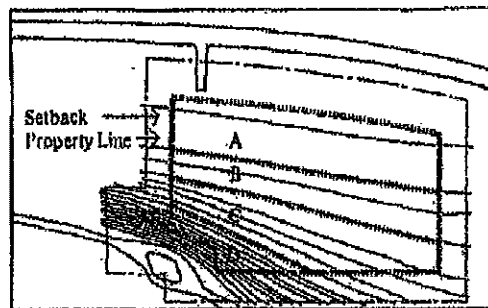
Prime Buildable: Land with little or no building restrictions which occur as a consequence of slope conditions. These areas are defined as slopes of less than 10 percent.

Secondary Buildable: In areas with slopes of 10 to 15 percent, site preparation techniques should be utilized which minimize grading and site disturbance.



Conserved: In areas with slopes of 15 to 25 percent, building and site preparation can occur, but restrictions are severe. These areas require customized architectural solutions and specialized site design techniques and approaches.

Preserved: In areas with slopes greater than 25 percent; a detailed "site analysis" of soil conditions, hydrology, bedrock conditions, and other engineering and environmental considerations should be made to determine acceptable building and site engineering techniques. Generally, the high cost of development associated with acceptable techniques precludes development in these areas.



The buildability or potential for development of sites is classified in four ways: (A) Prime Buildable Land, containing slopes less than 10 percent; (B) Secondary Buildable Land, containing slopes between 10 and 15 percent, subject to site preparation techniques which minimize grading and site disturbance; (C) Conserved Land, containing slopes between 15 and 25 percent, and requiring specialized architectural and site design techniques; and (D) Preserved Land, containing slopes greater than 25 percent, and generally unsuitable for development.

GRADING

Buildings should be designed to harmonize with existing topography, thereby minimizing land disruption.

Grading should be held to a minimum and should complement natural land forms.

Developments should fit the capacity of existing topography, natural drainage-ways, soils, geology and other natural site conditions.

Grading should blend gently with contours of adjacent properties, with smooth gradations around all proposed cut-and-fill slopes, both horizontally and vertically.

All sites should be developed according to their natural characteristics. Flat, open areas on the site are the most desirable for parking areas and large buildings, thus minimizing disruption to site contours and vegetation. Wherever possible, slab-on-grade construction is to be avoided in areas where the slope exceeds 5 percent.

On sites containing slopes in excess of 12 percent, mass grading approaches are to be avoided. Custom architectural applications and specialized building techniques should be primary factors in designs for such sites.

SITING OF BUILDINGS

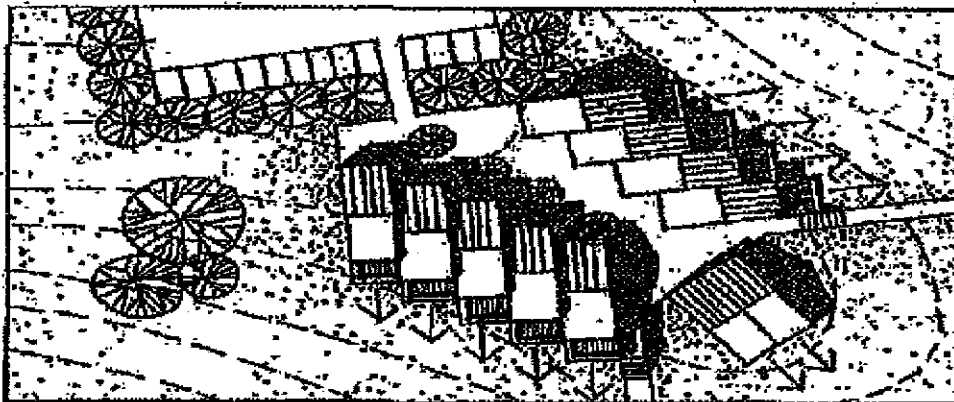
Buildings, particularly those on wooded or steeply-sloped sites, should be carefully situated to take advantage of aesthetic features and views. Buildings should harmonize with neighboring areas; this is achieved through careful attention to elements such as size, style, form, color, and materials.

Buildings should be located in a manner that takes into consideration factors such as shadows, changing climatic conditions, noise, safety, and privacy - all of these being elements that impact adjacent outdoor spaces.

"Stepping-back" - terracing of buildings on hillsides - should follow the slope in order to complement natural contours.

In hilly terrain, clustering of buildings is encouraged as a strategy for avoiding development of steep slopes and sensitive natural areas. This practice is valuable for commercial, office and residential development.

Building placement should ensure privacy, as well as individual site and architectural identity.



V-shaped clusters can be oriented so each unit looks out on the view.

RELATIONSHIP OF BUILDING TO SITE

Thompson's Station's varied site conditions require special sensitivity in building placement. A cluster of buildings often can create unique and dramatic views that would be impossible with a large single building mass.

In most locations, building heights should not exceed the tree line. However, dramatic views suggest using tall, compact units, giving all units an uninterrupted view. Panoramic views suggest using tall buildings on the higher elevations, with lower Units terracing down the slope.

Building design should be fitted to the natural contours of the site.

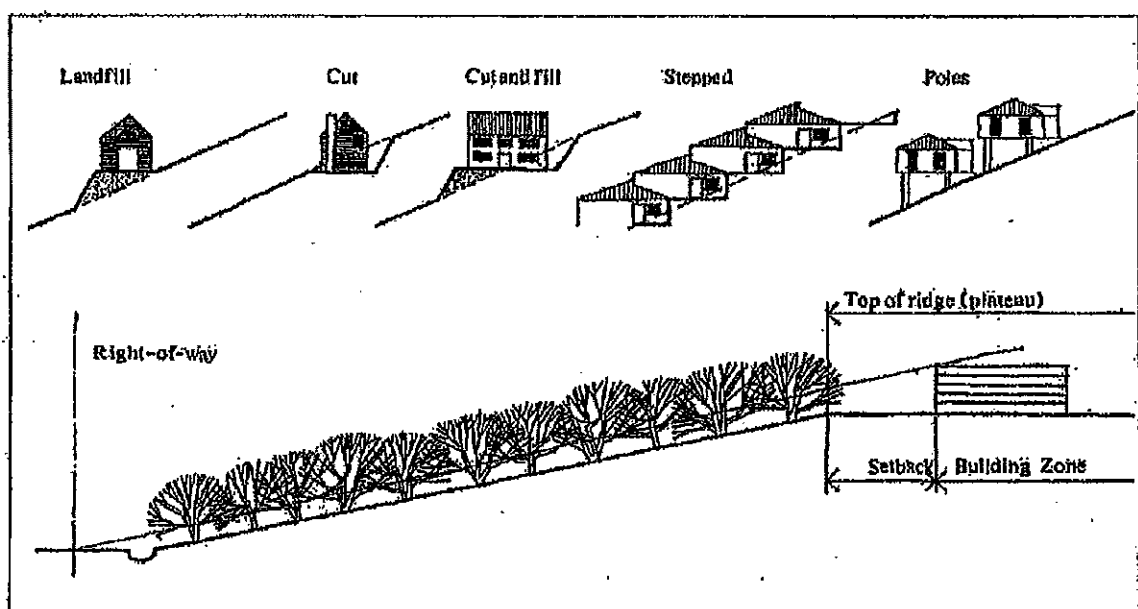
SLOPE DESIGN ALTERNATIVES

As slope steepness increases, conventional development opportunity decreases. Slopes in excess of 15 percent require specialized building and site techniques.

On wooded sites, buildings should be carefully situated to take advantage of the shade, pleasing views, and energy conservation advantages provided by trees.

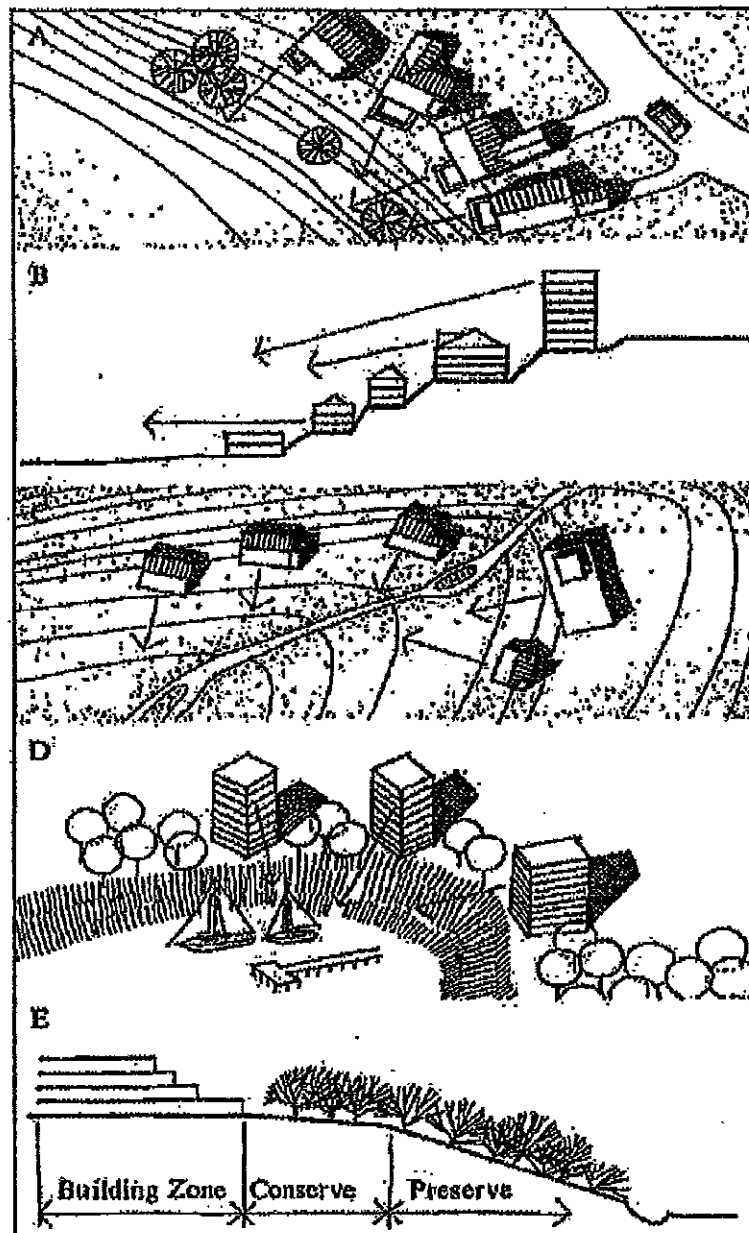
When a wooded site is subdivided, lot lines should be drawn through significantly wooded areas so that trees will be outside areas of construction activity.

Preservation of slopes and tree cover is recommended to the fullest extent possible.



Selected tree removal should occur only in areas where site development is inhibited. Building and parking locations should be identified on the basis of preserving natural amenities.

(Below) (A) Territorial views suggest arranging units along the edge of level land, giving each part of the view. (B) Panoramic views suggest tall buildings on the higher elevations, with lower units terracing down the slopes. (C) Views into a valley are preferable to views away. (D) Dramatic views suggest tall compact units giving all units an uninterrupted view. (E) Slope design is an exercise in the sensitive conservation and preservation of existing vegetation.



STREETS, PARKING AND CIRCULATION

Much of Thompson's Station's existing character is based on past development that encourages extensive automobile use. Travel by foot, bicycle, or transit should be made attractive and safe by site design and by connection to Town-wide systems.

ROADWAY LOCATION

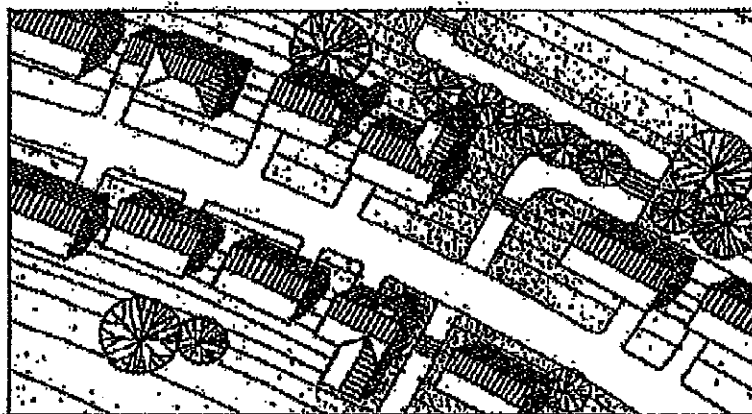
Whenever possible, road location and design should avoid difficult topography including stream crossings, steep valleys, and greenways. If one of these must be crossed, the developer should explore the feasibility of a bridge crossing, with provisions for pedestrian movement under the bridge structure. If a bridge is not appropriate, the developer should consider an innovative means of stream crossing such as an arched culvert.

If the site's landform is hilly and/or steep, a curving route paralleling one contour is recommended because less steep roads provide more comfortable access for pedestrians and bicycle riders. Such roads also require less power output from automobile engines and therefore decrease both noise and air pollution.

Major streets or access roads should be designated to take advantage of unfolding views and vistas, thereby focusing attention on the area's more pleasing elements.

Roadways should be sited so that they do not interfere with natural drainage patterns.

Roads and pedestrian paths are best placed along the contours of a site. This minimizes fuel consumption in automobiles and makes for ease of access for pedestrians.



STREETS

All major developments are expected to have two points of street access, except when:

All surrounding land already has been developed, precluding dual access to a street;

The second means of access can be achieved best by subsequent development of an adjacent piece of land, and a road stub-out to that land is provided; or

Traffic impact analysis justifies a waiver of the requirement for two or more points of access.

NEW STREETS

The Town of Thompson's Station Subdivision Regulations identify parameters for new streets (right-of-way width, pavement width, curb-and-gutter, etc.) according to the street's classification. It is the Town's policy to require full compliance with the engineering standards for projects within newly developing areas. These standard parameters can be varied in special circumstances. For example:

In an almost fully developed area, the design of new streets should reflect the best characteristics of nearby streets.

In areas of particularly difficult topography, where slopes exceed 15 percent, standards may need to be adjusted (e.g., narrower streets to minimize land disturbance) and current street design requirements relaxed.

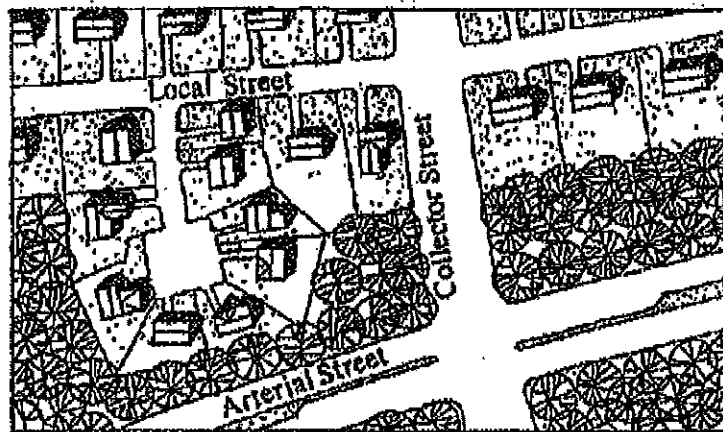
Residential streets should be designed to enhance a neighborhood's character. They should be narrower than primary streets, designed to discourage high speeds, and planned to provide pleasure and safety to pedestrians. The site plan should incorporate a "hierarchy" of roadways and walkways that provide for safe, smooth and pleasant movement of vehicles and people.

In planned unit housing developments which desire to recreate the style and character of older parts of the Town, narrow streets without curbs and gutters may be appropriate.

Narrow, winding roads should provide enough room to accommodate automobiles passing cyclists on turns where they may not be able to see oncoming traffic. Because curbs and gutters make it impossible for a cyclist to get off the street without dismounting, their presence can greatly increase the danger of an emergency avoidance maneuver. Conventional curbs and gutters should not,

therefore, be installed on narrow streets. Storm gratings should be of a design that will not catch the wheels of a bicycle.

Links between adjacent and contiguous neighborhoods for pedestrians and bicycles are encouraged. New developments are encouraged to include pedestrian walkways to existing neighborhoods whenever feasible.



The Town's hierarchy of streets is:

Arterial: Large streets serving as thoroughfares.

Collector: Streets providing access to various buildings, groupings, or lots.

Local: Small internal streets, or lanes, serving minimal business or residential lots.

Existing streets adjacent to a proposed development must be upgraded and improved as part of a new development, when such streets are made necessary by increased traffic flow from the development.

Whenever possible, two means of access should be provided for all medium and large-scale developments. Dual access assures an efficient circulation pattern for residents, users, and Town service vehicles; it also promotes movement of pedestrians and vehicles, and assures emergency access in the event that a street becomes temporarily impassable. However, dual access should be designed so that it does not encourage through traffic.

Generally, dual access should be provided for all new projects, except for small subdivisions or development projects.

Arterial Streets

Streets within all new developments should be consistent with the Town's Thoroughfare Plan.

Long tangents and long radii are required.

Attention should be given to alignments that capture significant views or existing features.

Landscaped median islands are encouraged.

Pedestrian crossings should be a part of street design.

Wide outside lanes or striped lanes should be provided to accommodate bicycle traffic.

Collector Streets

Alignment should be simple and direct.

Long tangents and horizontal curves with short radii should be avoided whenever possible.

Graceful, flowing alignments are recommended for enhancing the overall project or area.

Local Streets

These streets should recreate "village-like" qualities through use of design elements including:

Winding, tree-lined lanes;

Accents of local brick and/or stone;

Median strips with trees;

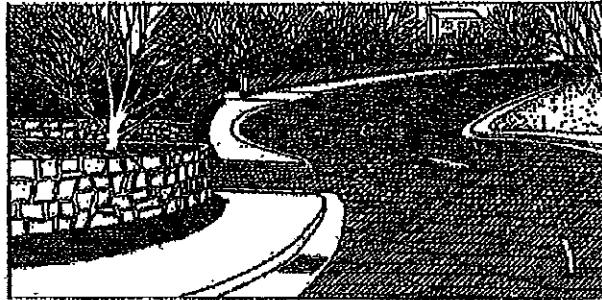
Creative measures for discouraging through traffic;

Stone retaining walls that preserve natural topographical features; and

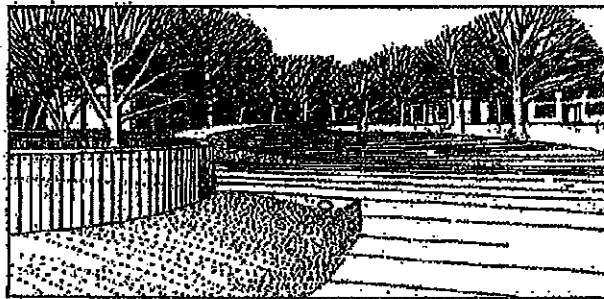
Streets without curbs and gutters (where drainage characteristics permit).

Street landscaping can be functional and beautiful. Several ways in which this can be accomplished are shown below, (A) Winding, tree-lined lanes with curbs and gutters; (B) the same lanes without curbs and gutters; (C) median strips with trees; and (D) accents of local brick and stone.

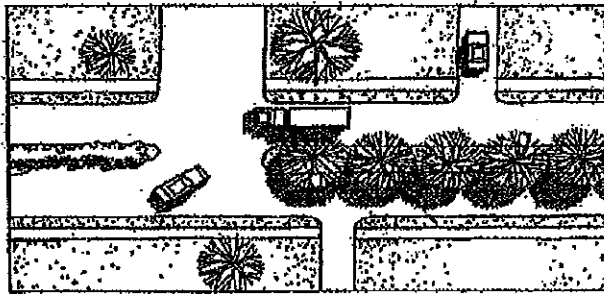
A.



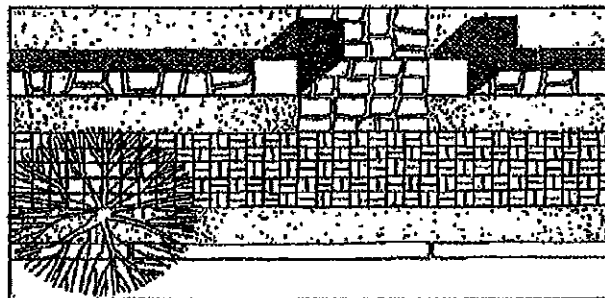
B.



C.



D.



Internal Circulation: Streets and Driveways

Safety and convenience of automobile, bicycle and pedestrian movements are critical considerations.

Automobiles should be able to enter a site safely and then move to parking areas. Particular attention should be paid to the location of dumpsters for trash collection. Dumpsters should be completely screened, located behind buildings, and accessible to service vehicles.

Roads and other internal driveways should be designed to accommodate a variety of vehicles in addition to passenger cars, including delivery trucks, sanitation trucks, and emergency vehicles.

Pedestrian access must be safe and convenient within a site. Sidewalks must be clearly separated from driving areas. Sidewalk systems must connect buildings to each other, to parking areas, and to sidewalks or pedestrian paths adjacent to the site.

Special attention should be paid to points at which pedestrian, bicycle, and automobile movements are in conflict. Hazards in these areas can be reduced by clearly marked crosswalks (painted or indicated by a change in surface), or by sensitive routing of pedestrian paths away from main automobile traffic areas.

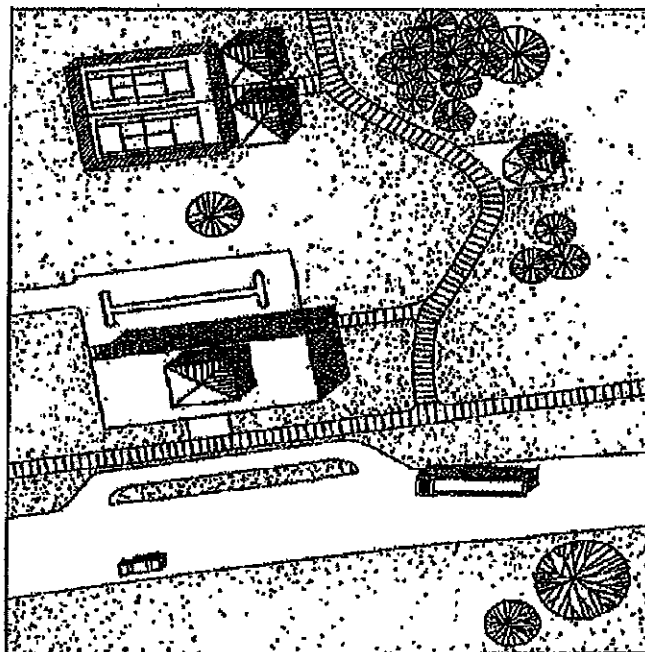
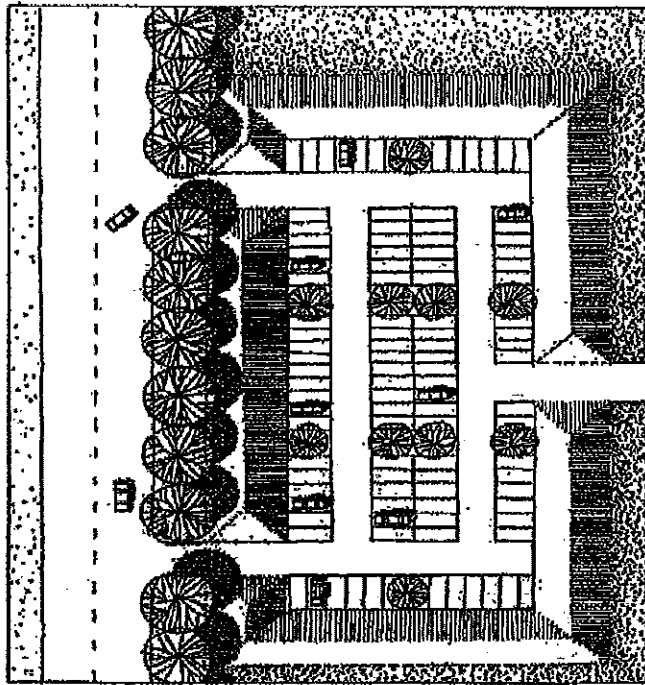
PARKING

Parking lots should not be focal points of a development. Parking areas should be located away from streets - preferably behind buildings. Parking areas adjacent to streets or residential areas should be screened by berms, trees, shrubs, walls and fences. In some cases, parking structures offer a solution that provides required parking while reducing the unsightliness of large parking areas.

Parking lots should not spoil views from neighboring properties or from streets. Thompson's Station's rolling topography makes it important to disperse parking masses in order to protect views.

Parking lots and site roads should follow existing grades and land forms where possible in order to minimize environmental disturbance.

Earth berms combined with trees provide an effective method for screening cars.



Paths and sidewalks should connect destinations.

Surface Parking

Surface parking bays should be kept small, and be separated from each other by native vegetation or by landscaped areas. This strategy minimizes required grading and takes advantage of natural drainage. New plantings help to capture surface runoff; small-size bays allow smooth pedestrian movement.

Streets and pedestrian walks can be set apart from each other by contrasting paving materials, special plantings, and lighting effects.

Parking lot configuration and location should harmonize with site conditions - including topography, drainage patterns, and natural amenities.

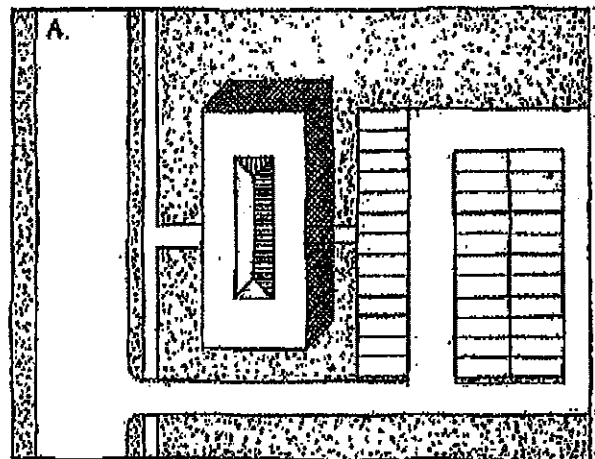
Flat, open areas on the site should be the designer's first choice for parking to minimize disruption to site contours and vegetation.

Parking is best located in the rear portions of a site, thereby using buildings as effective visual barriers.

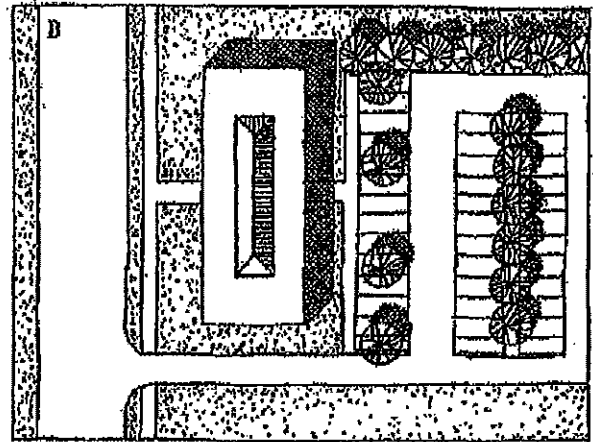
In hillside developments, consideration should be given to parking areas that wrap around buildings. This breaks up the massing of cars and reduces site grading requirements.

Parking lots should be located where they will not keep the new development from blending into its natural setting.

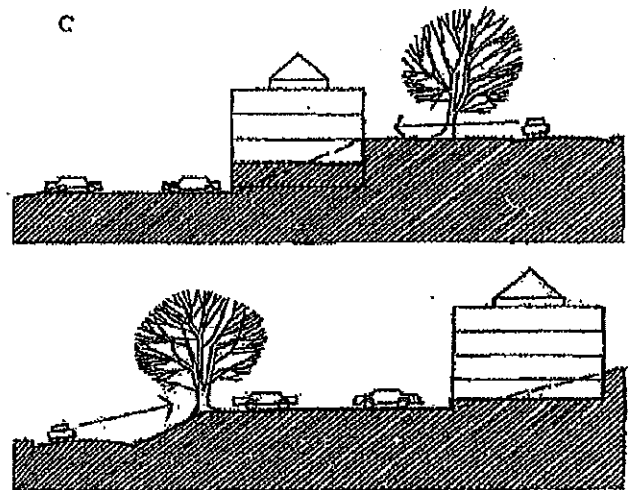
(A) Large expanses of unrelieved pavement create stormwater runoff problems and poor comfort conditions for pedestrians.



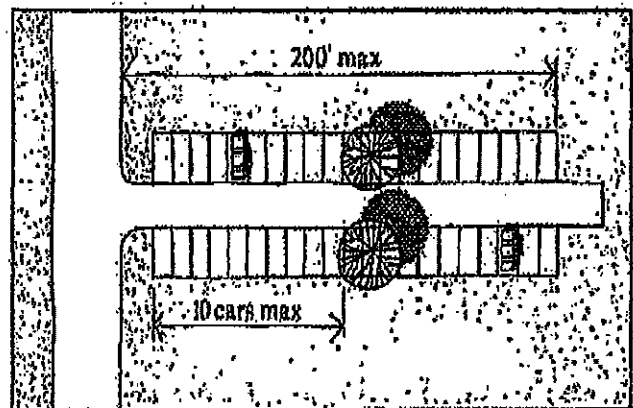
(B) These problems can be lessened through landscaped planting areas which include shade trees.



(C) Parking is best placed behind buildings on the downhill side of the road, and in front on the uphill side.



In an optimum parking arrangement there should be no more than 10 cars in any continuous bay, and dead-end runs should not exceed 200 feet.



For parking lots of 100 cars or more, an internal pedestrian system should be provided, safely separating pedestrians from vehicles. Clearly defined crosswalks, where driveways meet public streets, can be made both effective and attractive through use of contrasting textures, materials, pathway lighting, and plantings.

Parking lot paving materials other than asphalt or concrete may be appropriate, depending upon topography, subsoil conditions, drainage characteristics and intensity of use.

Parking Decks

Parking decks may be either free-standing or located under a building. Parking structures or decks are appropriate especially on small tracts, or on sites whose contours make much of the area unbuildable. Care should be taken to avoid overloading small sites with excessive parking.

The following guidelines apply to parking structures:

Height of a parking structure is limited to three decks above grade. Parking structures should be less prominent than the buildings they serve.

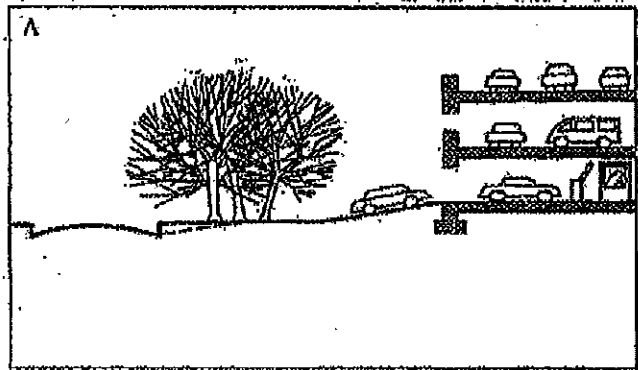
Parking structures that are not integrated within buildings should be located inconspicuously behind buildings or screened by vegetation.

Parking structures should not be located immediately adjacent to major Town streets or to principal activity and amenity areas. If separation by buildings or dense landscaping is not practical, then exposed parking structure facades should be integrated into their surroundings by architectural detailing, plantings, terracing, or other design techniques.

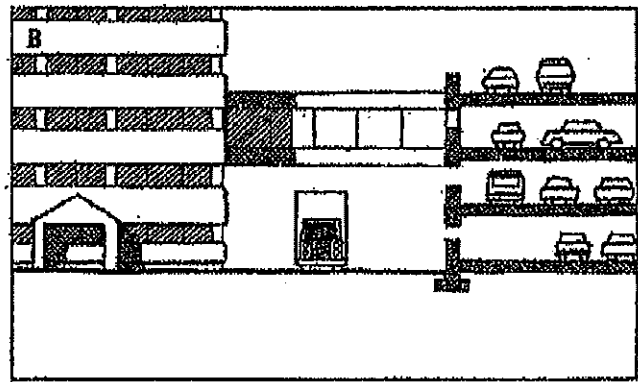
Parking structures located beneath buildings or open spaces should use the natural change in grade or create a new elevated grade. This technique reduces excavation costs and provides adequate natural light and ventilation. Open edges and internal courts should be provided, to keep users oriented and promote a safe, pleasant atmosphere within the enclosure.

The design should use natural changes in site grade levels to make horizontal pedestrian connections between parking structures and the buildings they serve. This technique minimizes the need for multiple flights of stairs to and from parked cars.

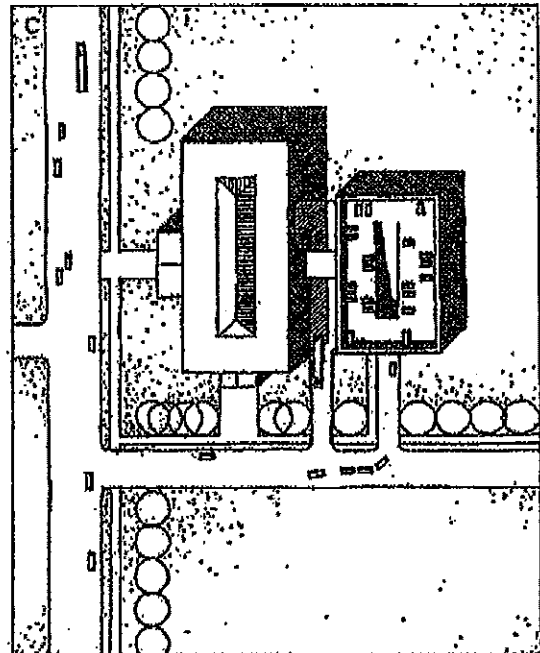
(A) Parking structures should be screened from site access roads or amenity areas by buildings or vegetation.



(B) Parking decks should be less prominent in height than the buildings they serve.



(C) Placing parking structures behind the buildings they serve and utilizing trees and shrubbery as screening devices provides an optimum siting arrangement.



Building Entrance Considerations

Service and all-day employee parking should be separated from visitor and front-entrance traffic, if possible.

Entrance drives should be widened at the building entrance to provide a visitor drop-off zone.

Parking spaces at the building entrance should be wider than usual to accommodate frequent arrivals and departures.

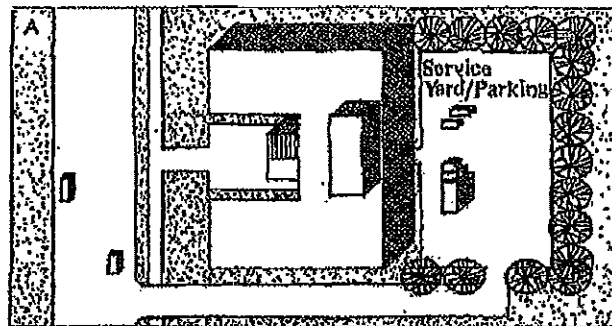
Required handicapped parking should be convenient to the main entrance to each building.

Service/Storage Areas

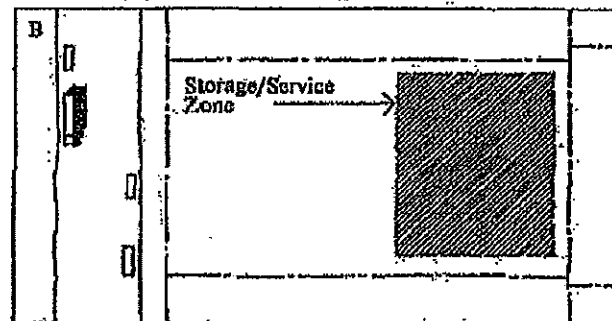
All outside service and storage areas of commercial buildings should be completely screened with the use of architectural compatible walls or fencing material and the incorporation of landscape treatments.

Areas used for storage should be away from major streets, residential areas, and other high visibility zones, and located preferably on the rear half of the site. This requirement also applies to outdoor storage of equipment, service vehicles and U-haul vehicles.

(A) Buildings should be utilized to screen service yards and parking.



(B) Storage and service zones are best placed at the rear of a site, away from the street.



PEDESTRIANS

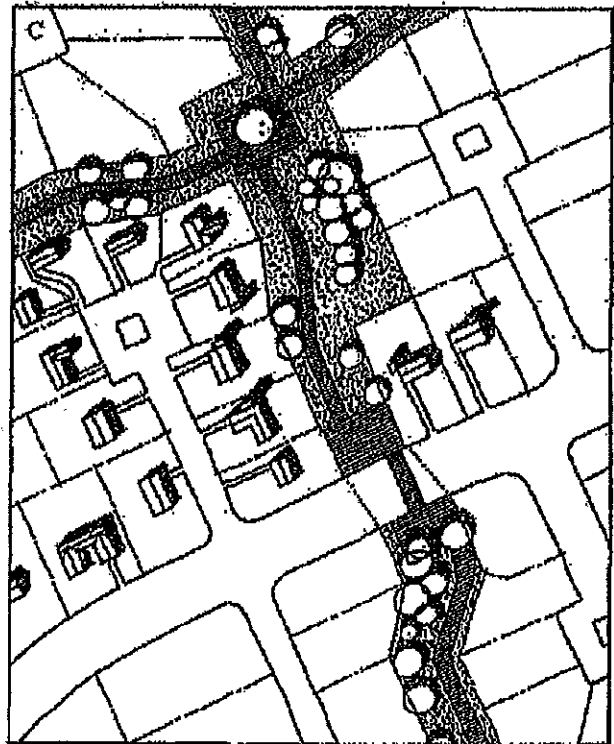
All new developments should assure that pedestrian access is safe, pleasant, and convenient.

The internal system should be linked with neighborhoods or Town-wide systems, particularly to greenways and parks (existing or planned).

Identifiable pedestrian crossings should be a part of street design.

Plans for pedestrian easements (easements located outside public rights-of-way) should identify clearly the party responsible for the easement's perpetual maintenance.

Internal pedestrian movement systems should be located in continuous, landscaped easements.



Major residential subdivisions should develop a system for internal pedestrian movement.

Internal Walkways

Walkways should be designed to promote safe pedestrian movement to parking areas, to other buildings, and to the external sidewalk system. Internal walkways should be protected from automobile traffic by raised curbs, and should be routed to minimize conflicts with automobiles. Where intersections occur, pedestrian walkways should be clearly marked with paint or a contrasting surface material.

Walkways or sidewalks should be provided along all public streets. Recommended design solutions include:

Separating sidewalks from the roadway by a planted strip;

Allocating a wider-than-usual pedestrian section when the sidewalk bends and meanders;

Bending the sidewalk into adjoining lands;

Providing an asymmetric road section with a wide pedestrian area on one side and a narrow one on the other;

Depressing or raising the walk and constructing adequate barriers to ensure safety;

Providing parking adjacent to the walk as an additional barrier and measure of safety;

Installing special expanded sidewalks at intersections as a strategy for making motorists aware of the presence of a pedestrian crossing, and encouraging drivers to reduce speed before entering the block;

Making the walk compatible with walks in the existing neighborhoods by using similar materials; and

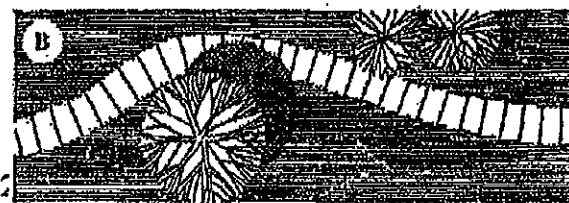
Providing for handicapped access along walkways at street/driveway intersections and whenever appropriate.

Variations in walkway construction can have a beneficial impact on pedestrian activity. Some typical variations are as follows:

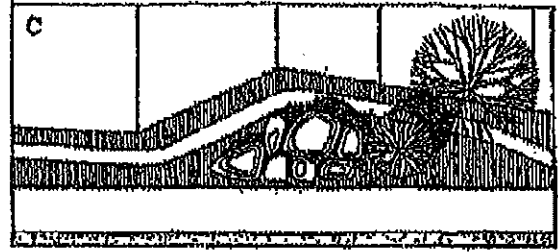
(A) Curbside planting strips;



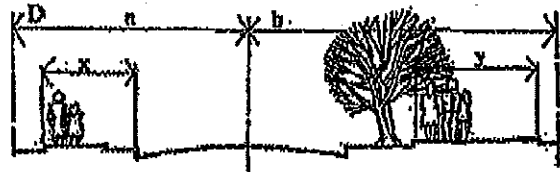
(B) Meandering paths;



(C) Detours around natural features;



(D) Width of sidewalks and placement within right-of-way;



(E) Elevation; and



(F) Materials and patterns of construction.



BICYCLES

Thompson's Station's intends to encourage alternate modes of transportation inclusive of bicycles. Whenever practicable, developments should incorporate new bikeways into its plans.

In addition, if a development's location or function makes it likely to attract significant bicycle traffic, development planning should include areas for bicycle storage and parking.

Bicycle Parking

Bicycle parking should be a part of the plan for all new construction and renovation projects. The kinds of bicycle parking needed are related to the function of the project, as follows:

Multi-unit dwellings should provide proper facilities for the safe and sheltered storage of bicycles. Bicycle parking and storage should be as convenient and close to a dwelling entrance as automobile parking.

The number per dwelling unit of bicycles for which storage should be provided should be appropriate to the location and expected clientele.

Bicycle parking for businesses:

Businesses and organizations should recognize the needs of cyclists who may bicycle to work as well as patrons of the business or organization. These cyclists need convenient use of a bicycle rack.

STORMWATER MANAGEMENT

Prudent site planning includes special consideration for storm water management for the purpose of (1) preserving natural drainage-ways and (2) slowing storm water run-off from individual sites en route to streams and rivers by use of catchment ponds and retention-sedimentation basins. Storm water discharge should be directed away from slopes and into such ponds. The rate of discharge must correspond to the rate prior to site development. It is important that natural drainage systems be kept free of development in order to avoid drainage bottlenecks on individual sites. Where "rip-rap" is to be utilized, local use of stone (for color) should be used. The use of "blue/gray" stone, in areas of high visibility, is discouraged.

Detention Ponds

Detention ponds for run-off and sedimentation should be located where a natural holding pond already exists.

Disruption to hillsides should be minimized so that the natural drainage pattern might continue uninterrupted, resulting in a gradual run-off rate that minimizes downstream erosion.

Retention and/or detention ponds on wooded sites should be located in existing ponds or drainage tributaries that subsequently feed into major valleys.

Ponds should be designed as part of the landscape with grades so gradual that no fencing is required.

In retention ponds that always contain water, pond design should provide for aeration (by use of a fountain, for example).

Detention areas designed for temporary run-off should be designed and graded to fit naturally into the landscape; erosion-prone slopes should be planted with wetland vegetation.

UTILITIES

In new-site development, all utility lines and electrical power lines with a capacity less than 3-phase must be placed underground. Underground installation of all lines is encouraged.

Where overhead lines are necessary, they should be located in a manner that minimizes their visual impact.

Utility easements and installations should overlay site access drives, wherever possible, to minimize disturbance of native vegetation.

In areas of vegetation, trees should remain as dominant vertical visual elements-utility poles should not extend above the tree line.

Overhead utility lines should be located inconspicuously by reducing the length of straight, elongated easements. To minimize vegetation disturbance, easement widths should be kept to a minimum, and cut in a manner that will reduce "tunnel" effects. The planting of low-growing trees within the easement will enhance its natural appearance and are encouraged.

Utility poles and supports should be neutral in color.

Utility easements should be planted with native plant species to help blend into the surrounding vegetation. Developers should check with local utility companies to determine their varying planting standards.

Landscaping should be planted to recognize existing or below-ground utilities. Appropriate plant materials should be selected that will not, when mature, interfere with above ground utilities, or create problems with routine underground maintenance practices.

Landscaping in the vicinity of surface mounted transformers and switching boxes should allow for sufficient distance to perform routine maintenance of these facilities.

ARCHITECTURAL CHARACTER

KEY DESIGN OBJECTIVES

Buildings should be designed and located so that they provide visual interest and create enjoyable, human-scale spaces.

Building design should blend with the natural terrain by means such as terracing or other techniques that minimize grading.

Designs should be compatible, in form and proportion, with the neighboring area.

Designers should strive for creativity in form and space wherever contrast and variety are appropriate to the larger environment.

PROPORTION AND SCALE

Proportion: the relationship of elements to one another in a building.

A development's buildings should be designed so as to relate to the proportions of architectural forms, planes and details within the existing physical context. Proportions are the ratios established by length, width, and height; and may exist as planar or volumetric measurements. Doors, windows, stairs, porches, pediments, architraves, roof shapes, and entire facades are frequently used as sources for proportions.

Scale: The relationship of building to a person.

Designs should incorporate architectural elements that give scale, or a sense of scale, to buildings. For example: Small windows make a building look larger; use of textured concrete lends "scale" to a building's mass.

ARCHITECTURAL DETAILS

Entrances

Entrances should clearly identify important access points.

Entrances should provide an introductory statement for a building, and should be landscaped with plants complementary to the building's architecture and style.

Facade Treatment

All elevations of a building's exterior design should be coordinated with regard to color, materials, architectural form and detailing.

The number of different materials on exterior facades should be limited.

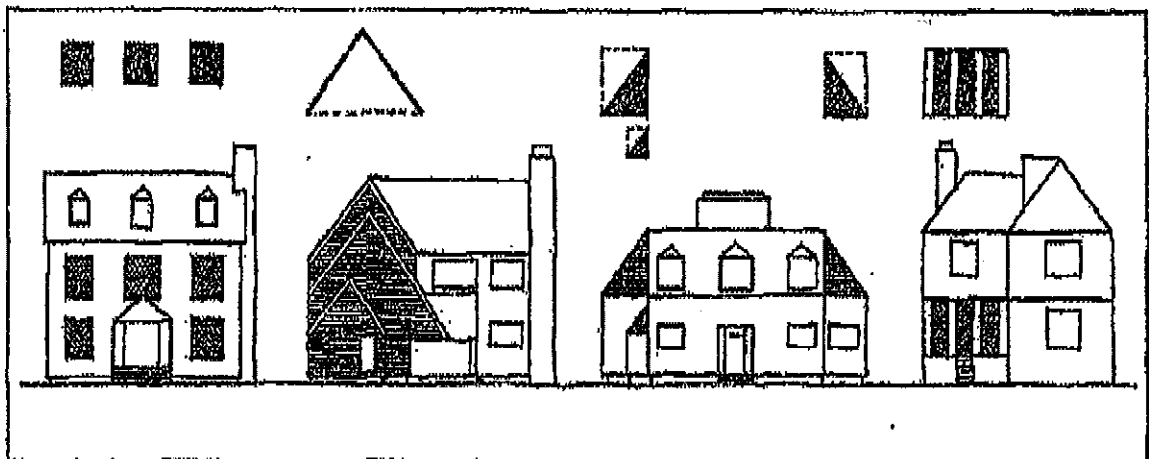
When a portion of a building faces onto a greenway or park, it should be similar in design to the front facade of the building.

Setbacks

Building setback (distance from street) should be compatible with positioning of existing buildings on the block or Street.

Business blocks should maintain a continuous neighborhood facade - for definition of sidewalk space and pedestrian interest.

Proportions derived from existing forms, surfaces, and details can be the basis for decisions concerning architectural character. The heavy black shapes and lines shown below are some of the formal elements of a language of design in this streetscape.



Roof Design

Roof shape, color and texture should be coordinated with treatment of the building's perimeter walls.

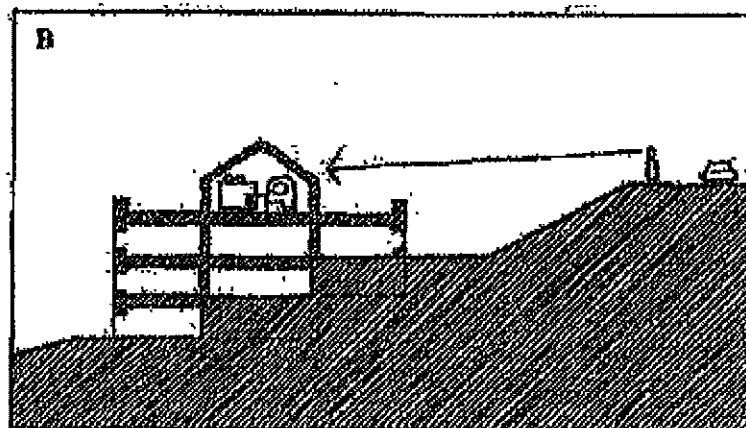
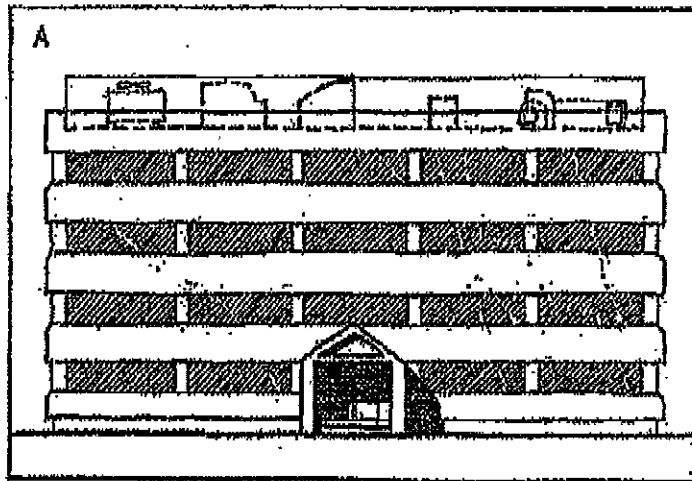
Roof design should minimize the negative impact of roof protrusions by grouping plumbing vents, ducts and other utility structures together.

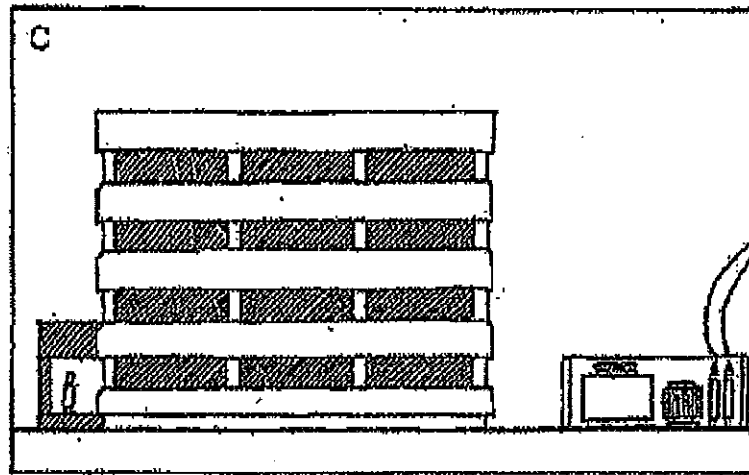
All rooftop mechanical and electrical equipment should be screened from view of people on the street.

On hillside sites, a stepped roofline helps relate the building to the topography and natural vegetation.

Large, flat-roofed areas viewable from the street are unacceptable.

Roofshape and silhouette strongly influences architectural character. (A) Rooftop mechanical systems, elevator penthouses and other features are best screened by a parapet. (B) In hillside situations where the possibility exists for viewing roofs from above, it may be necessary to incorporate mechanical systems into the roof design, (C) or place them in a screened area at ground level.





EXTERIOR BUILDING MATERIALS

Some nonresidential recommended facing materials are as follows: stone; unglazed and un-patterned brick in soft colors; painted, stained or weathered wood siding or shingles; textured concrete; and aluminum siding in soft colors and fine textures.

There should be strong transitions between changes of materials and surfaces. In newly developed areas, an overall and simple geometry for the building mass is recommended.

Color and Texture

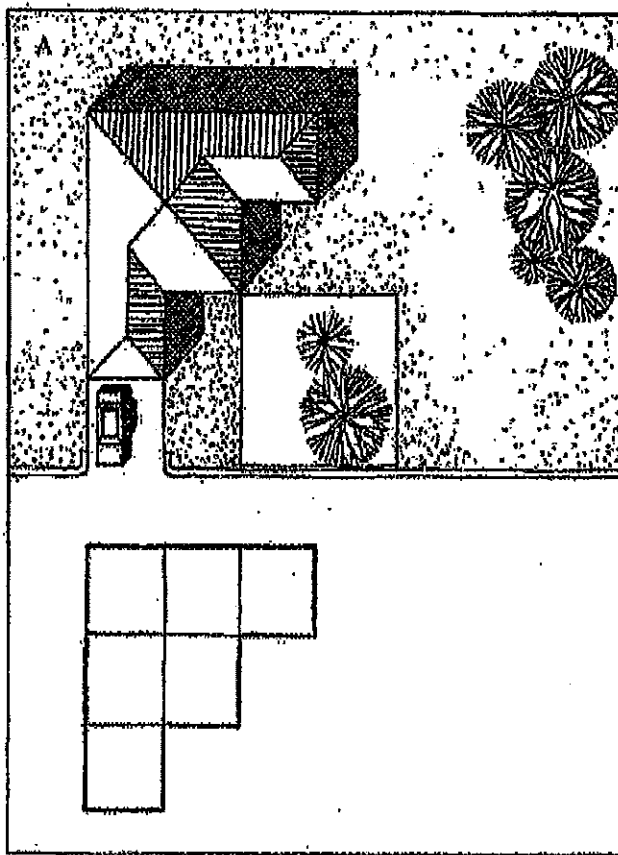
Simple buildings can be made interesting by having their openings and entryways clearly expressed with offsets, and with changes of texture or color. Basic materials, texture, and color should be compatible with other buildings in the area.

Entries are transition areas and may be reinforced by special paving, planting and lighting treatment. Architecturally, they should be expressed by simple changes in form, line, color or texture.

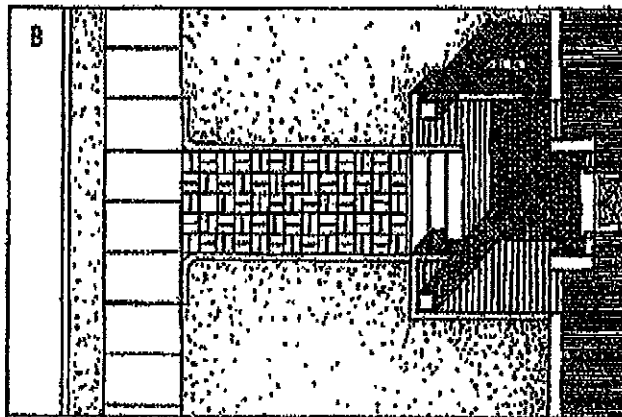
Color and texture for architectural finishes should be selected to provide visual unity.

Texture of the roof and wall finishes should provide scale or a reference point for the pedestrian in proximity to the structure.

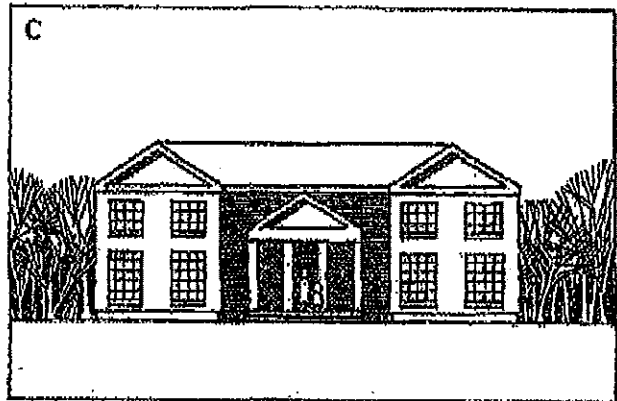
(A) The use of offsets in walls and building masses can make simple structures quite interesting.



(B) This same reasoning applies to controlled variations in level, form, line, and patterns of materials.



(C) Textures - both visual and tactile can help reinforce scale in buildings.



LIGHTING

Exterior lighting and site furniture should be architecturally integrated with the building's style, material, and color.

Lighting intensities should be controlled to assure that excessive light spillage and glare are not directed toward neighboring areas and motorists.

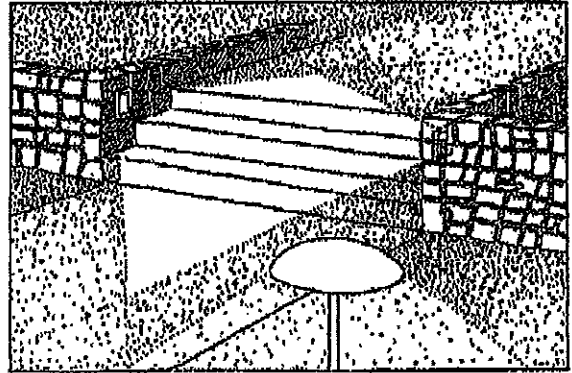
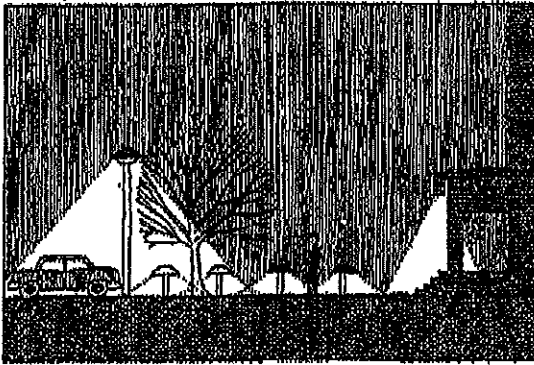
Down lighting should be used to reinforce the circulation corridor; up lighting is better suited for highlighting transition points.

Incandescent fixtures, on light posts of appropriate size, should be used to indicate onsite, pedestrian-circulation systems. Low lights should be located along driveways and other internal site corridors to provide continuous illumination of the pavement. Areas between parking lanes, as well as pedestrian-ways through parking areas, should be emphasized by low angle lighting of the vegetation.

Low-angle lighting of buildings generally is not encouraged. However, such lighting can be attractive if it is incorporated carefully into the architectural design.

When adjacent to greenways and parks, site lighting should be compatible with neighboring lighting systems.

Down-lighting is most effective in illuminating a circulation corridor. For safety, lighting is needed especially at stairs along such corridors.



LANDSCAPE CHARACTER

KEY DESIGN OBJECTIVES

A landscape theme should foster unity of design and reinforce existing vegetation with compatible plantings. (Example, new seedling plantings could expand an existing tree canopy.)

Entrances into developments should be sensitively landscaped. Appropriate signs, compatible with the building(s), should be installed to identify the project and frame the entryway.

Appropriate landscaping should be used around structures to blend with the natural landscape.

Trees should be retained, where they provide screening or soften views of the site.

Landscaping should be massed or clustered - not spread out in thin, linear patterns.

BUFFERS

Developers are encouraged to provide street tree plantings that establish an attractive and consistent streetscape and scale.

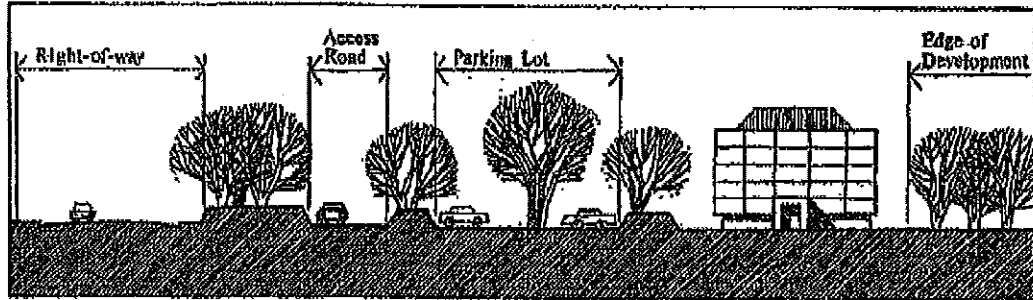
Natural vegetation along property edges is useful for hiding parking areas.

Storage and loading areas must be screened with planted buffers at least six feet in height, or rising two feet above material or equipment being stored, whichever is greater.

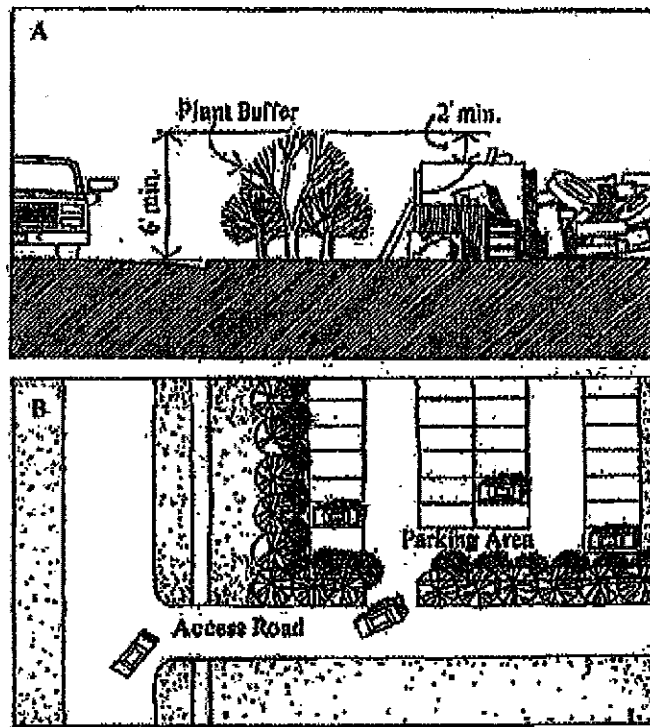
All loading berths and refuse containers should be within the building or concealed by means of a screening wall of material similar to and compatible with that of the building. Suitable plant materials could be used at the base and corners of the screening wall to soften the wall's appearance.

Buffers should be located carefully so that they are not just edge strips. This can be achieved through placement of plantings, and in some cases by the addition of plant materials beyond buffer requirements.

This illustration shows the desirable use of landscaping buffers between roads, parking areas and buildings.



(A) The minimum height for effectively screening a storage area is 6 feet. (B) Landscaped buffers serve as both visual and physical screens for pedestrians and motorists.



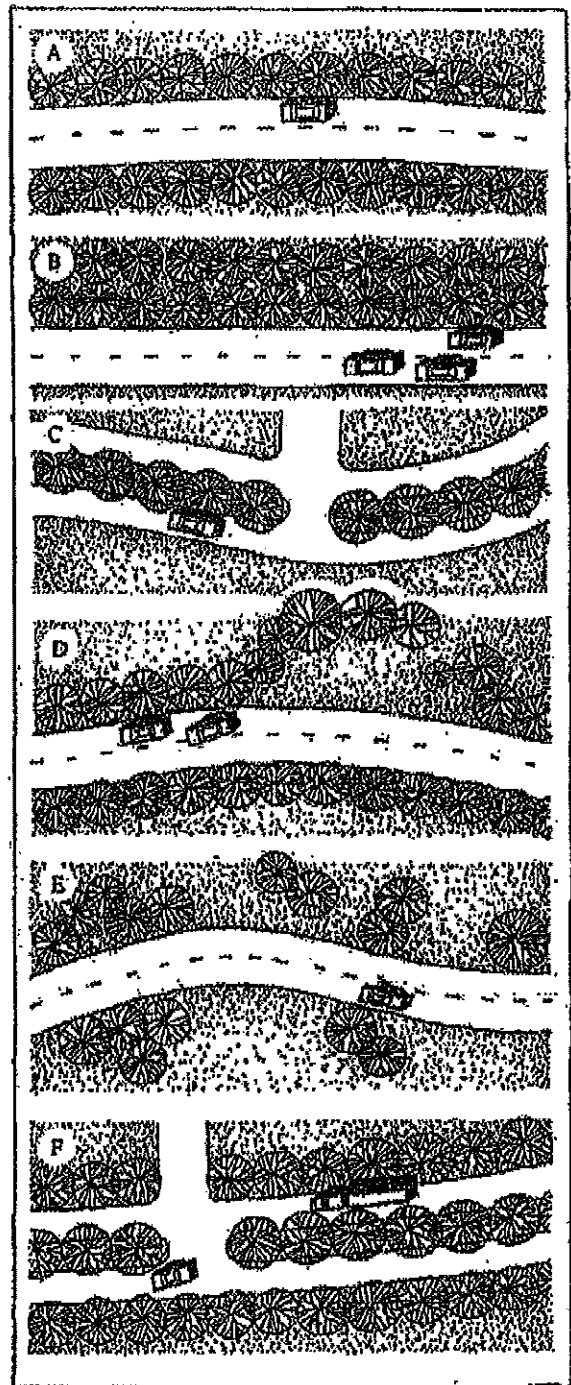
The Planting Plan

Quality landscaping is essential to a good environment, and a good environment helps maintain the occupancy level of a completed development as much as any other factor. Locating a few trees on the site is unacceptable; landscape development should be an integral part of the project early in the planning process.

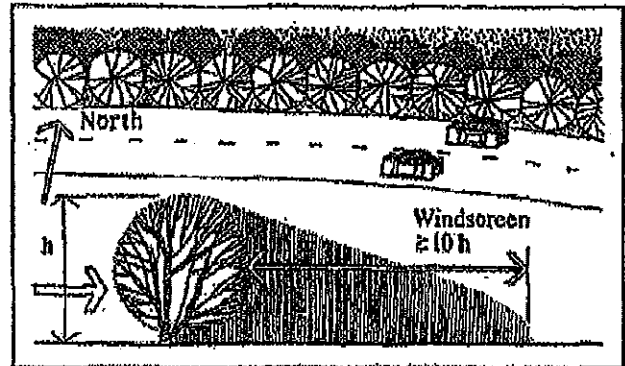
Variations in street tree planting arrangements can enhance landscape character.

From top to bottom:

- (A) Single row on either side;*
- (B) Double row on one side;*
- (C) Single row in median;*
- (D) Break in formal planting pattern;*
- (E) Informal planting pattern;*
- (F) Single row on either side and in median.*

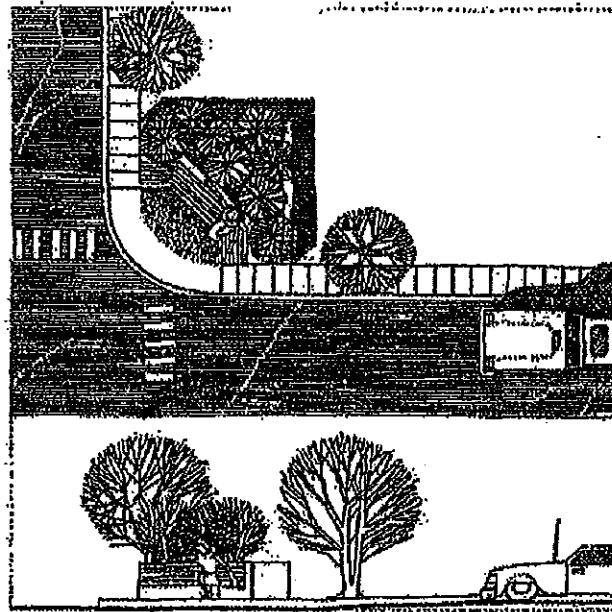


Trees planted on the north side of the street provide shade for houses. Trees also act as a windscreen, creating a protected area as much as ten times in width as the average tree height.

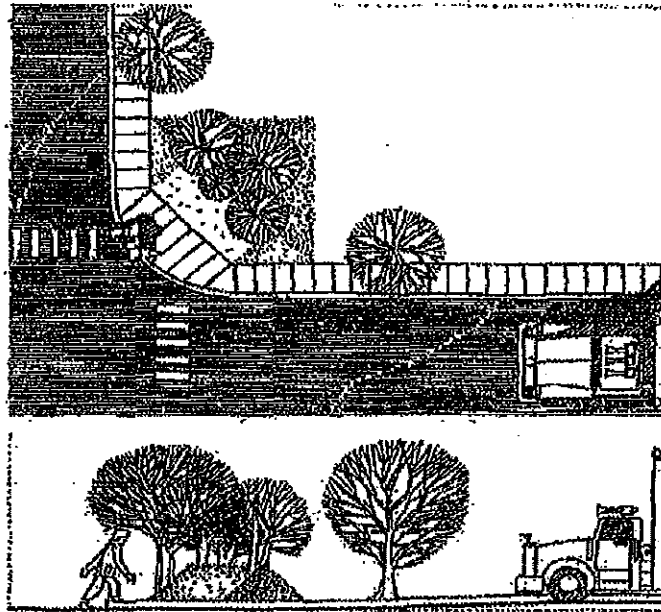


Intersections and Street profiles reveal many possibilities for landscaping and pedestrian walkway design.

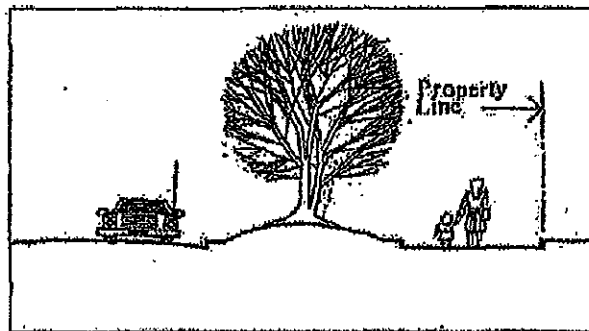
INTERSECTION AND STREET PROFILE DESIGN



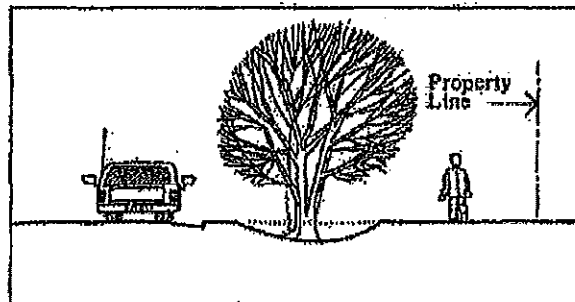
INTERSECTION A



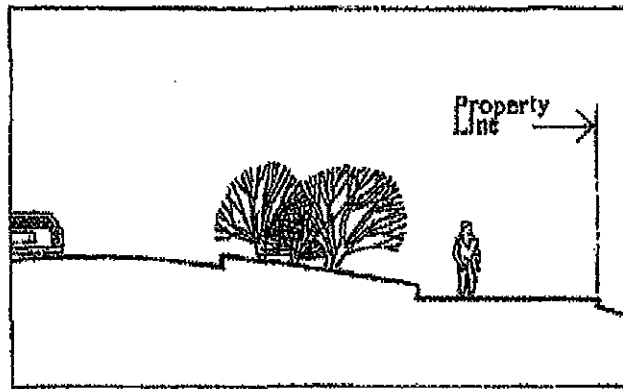
INTERSECTION B



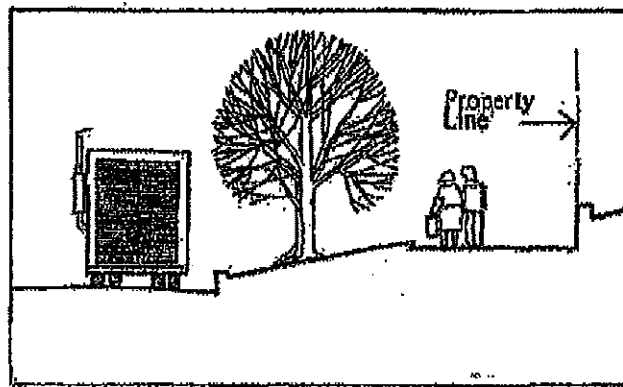
LEVEL GRADE STREET PROFILE - Alternative A



LEVEL GRADE STREET PROFILE - Alternative B



DESCENDING GRADE STREET PROFILE



ASCENDING GRADE STREET PROFILE

TRANSITIONS AND ENTRIES

Arrival points and building edges are intended to serve as transitional zones between the vehicles, pedestrians and buildings. The arrival area should be landscaped to make a positive introductory statement about the site.

A 20- to 40-foot transitional zone consisting of special landscaping and paving materials should be provided along building edges to separate pedestrian and vehicular traffic as well as introduce the visitor or user to the main entrance.

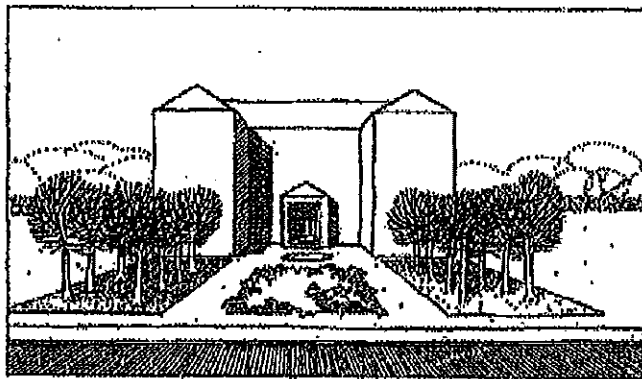
Entries

Entries bring people onto a site. Special landscaping provides a sense of arrival and introduces the visitor or user to the building's main entrance.

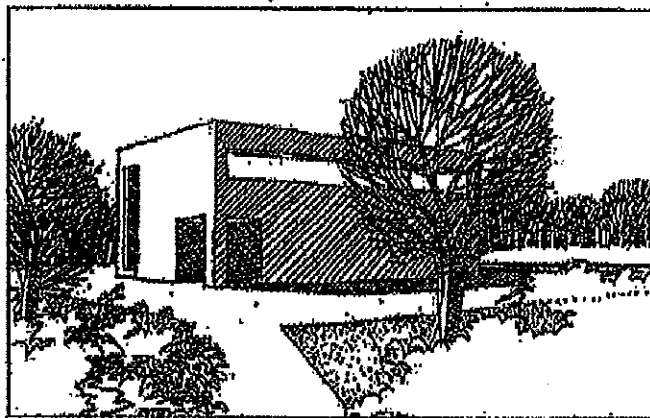
Entries may be landscaped formally or informally, depending upon natural site conditions and the image desired.

Use of landscaped median islands is encouraged for medium or large-sized developments. Landscaping should provide consistency with surrounding neighborhood and consist of low-maintenance plants.

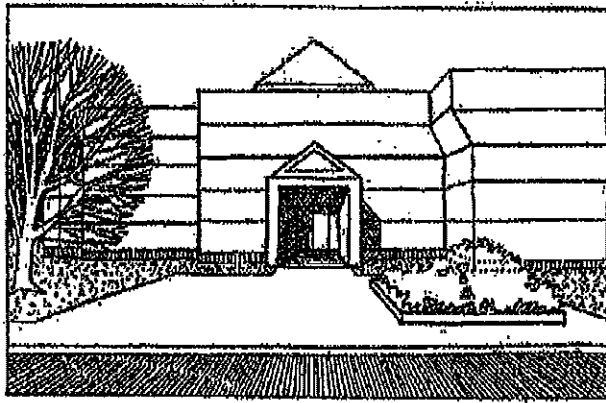
ENTRANCE DESIGN CONCEPTS



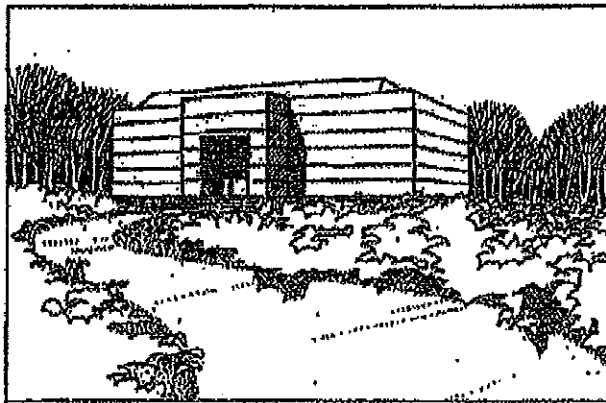
Symmetrical



Nonsymmetrical



Direct



Indirect

PARKING AREAS

Views from buildings into parking areas should be broken by strategic placement of planting islands within the parking area.

Visual buffers should be solid enough to screen the mass of pavement and cars from neighboring properties and streets. This buffering should be achieved with existing vegetation wherever possible.

Buffering materials should be placed in clustered units.

Interior planter islands should be large enough to sustain canopy tree growth. Ends of parking aisles should contain landscaped islands at least eight feet in width. These islands delineate driveways, entrances, and exits of the parking lot.

Natural contouring should occur in the required buffer-yards and be supplemented by earth berms, where appropriate, to blend in with the character of the site while effectively screening the parking area.

In parking lots of more than 100 cars, landscaped dividers of sufficient size and foliage density are necessary to break up the mass of pavement. In such cases, clusters of wide planted islands are encouraged. The intent is to generate a landscaped mass within parking areas of sufficient size to break parking into manageable areas.

In parking lots of 200 cars or more, a pedestrian walkway separated from traffic aisles is recommended in order to minimize conflicts between pedestrians and vehicles.

Recommended Parking-area Details

Tree Planting: Trees planted between rows of cars and around the parking lot perimeters provide important visual screening.

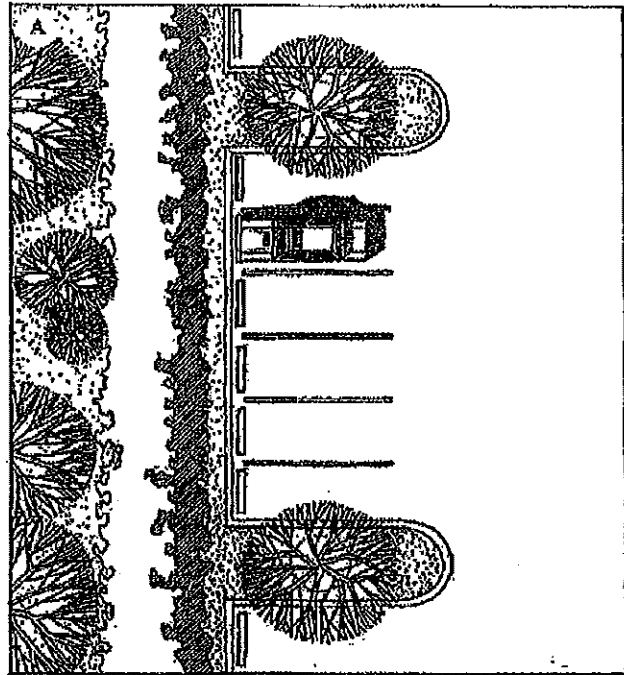
Berms: Berms are planted earth mounds which physically, and often gracefully, block views without relying on architectural elements. Berms are most useful where the mounding is natural and there is plenty of room.

Fences and Walls: These architectural solutions are immediate, effective, and inexpensive methods to screen unwanted views. They require little room and can be designed to solve specific problems.

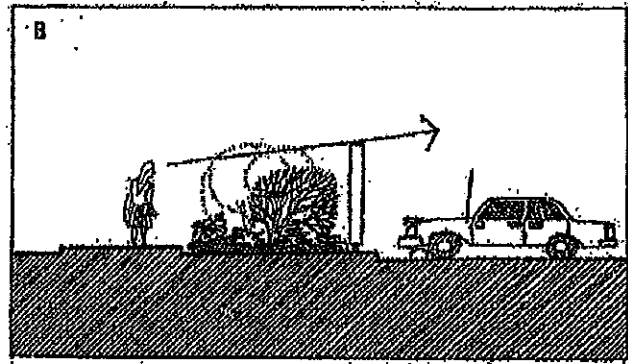
Below-grade parking lot: This is an effective measure that can be worked in with various other site constraints.

Grassed parking areas: Bricked or cobble-stoned parking lots, with materials spaced so that grass can grow, can be much more attractive than paved areas. Such areas cannot support heavy wear, but are useful for occasional parking. Landscaped islands should be designed to sustain healthy plant growth.

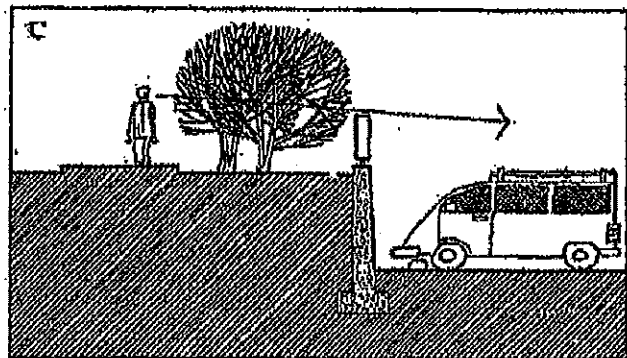
(A) Hedges and trees can act as visual screens in parking areas.



(B) To be effective on level sites, screens must shield the roofs of cars and vans from view.



(C) Sunken parking areas are more effective in shielding automobiles from view if augmented by trees and shrubs.



PLANTS

Preserving Natural Vegetation

Tree preservation is an important issue within Thompson's Station. Significant existing trees exceeding 18 inches in diameter should be preserved wherever possible. At a minimum, selective retention of the more significant trees should occur, particularly within areas where the fragile ecological setting could be disrupted by tree removal.

Vegetation on sloping sites plays a critical role in maintaining aesthetic quality and in minimizing erosion and downstream flooding.

Preservation of specimen trees at entries and within parking areas provides the opportunity to project an image of buildings tucked into, rather than superimposed on, the natural landscape.

During a development's construction phase, preservation of existing trees requires protection by physical barriers, plus adequate supervision during site construction activities.

Plant Selection and Maintenance

New plant material should complement existing site vegetation and be consistent in character with natural site features, particularly where excessive slopes exist.

Planting design should be integrated with all other site features. Indigenous and/or regionally grown plants are preferred.

Tree and shrub plantings should be grouped together to create strong accent points.

Landscaping should be of sufficient size so that mature appearance will be achieved within three to five years of planting.

Deciduous trees should be provided along a building's southern exposure, and conifers and broad evergreen trees along east and west exposures. Such plantings help to lower a building's energy requirements.

Mature plants and shrubs are preferable to immature ones.

FENCING

Walls of natural rock material are a much revered part of Thompson's Station's history. Use of stone walls constructed of local stone materials is strongly encouraged for defining property lines, particularly those along street frontages.

Fencing Needs

Fencing is as much a part of the public environment as it is part of a site's private landscape. Therefore, a complex set of factors must be considered in any fencing scheme, which include:

Fencing uses and purposes

Topography

Connections to structures

Plantings

Fencing Uses and Purposes

In Thompson's Station, fencing is most-commonly used for protection, entrance definition, or for the creation of an outdoor room.

Protection

The basic function of protective fencing is to keep human beings and animals in or out. A fence also can serve as a psychological deterrent to trespassers.

Entrance definition

An entrance zone can be created by using architectural and/or planting elements to define the entrance space. Fencing can direct pedestrian traffic, expand interior space, and extend the architectural expression of a house.

Outdoor room

Fencing can be used to create an outdoor "room," thereby providing a small, private, open space for each household. Such a room can be an extension of the interior of a house or a separate garden or courtyard. A fence can divide a yard into specific areas for work or play; it also can screen storage, garbage cans, and other visually undesirable elements.

Topography

Generally, as fences become more solid, they require flatter topography. Solid board fences, in particular, demand a very flat site.

On topography that is more rolling - 3 percent to 6 percent grade - non-solid or semitransparent fences provide a better fit with the land. Some solid or semi-transparent fences can be effective where retaining walls are planned as an integral part of the fencing scheme.

Long, solid fences should contain offsets or other architectural treatments to break up the appearance of a continuous mass.

Connections to Structures

If a fence is attached to a structure, it is considered an architectural extension and should be built at the same time as the structure and with compatible materials.

Fences that are adjacent, but not attached to a structure, usually are built of similar materials; and may be constructed at a later time. An obvious visual joint exists in such a situation and should be recognized. For a cleaner, neater appearance, the fence should be "offset," featuring occasional angles for visual relief from a straight fence line. Generally, fences should be located at corners or related to some architectural feature of a structure.

Planting

Any fencing design should include detailed plans for planting.

Long, solid fences should be complemented by appropriate landscaping.

Simplicity is important to any successful planting scheme. A well-balanced mixture of materials is preferable to a wide but unrelated variety of plants.

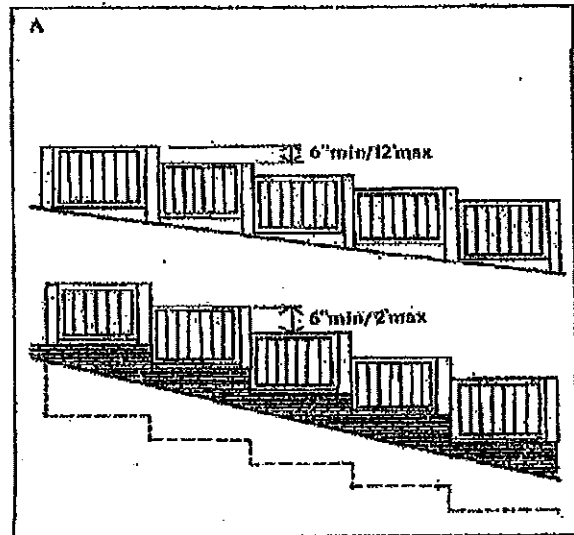
Vines, shrubs, and trees all can be used in fence plantings. In most cases, large-scale trees are as appropriate as vines or shrubs. Vertical lines of trees help to break the often monotonous horizontal line of a fence.

Fence design should take into consideration the play of shadows against the fence. Evergreens have a particular advantage for planting because they provide year-round color and contrast.

Whichever plants are chosen, they should be grouped or massed at key locations along the fence, such as corners or grade changes.

Planting can be used to replace, as well as to complement fences. In many situations a good landscaping plan will eliminate the need for a fence, while providing a "softer" ambience for outdoor activity.

(A). Stepped fencing relates well to undulating topography and gentle slopes. Steeply sloping land suggests the use of retaining walls in conjunction with fence design.



(B) and (C) Fences are also useful in defining circulation paths and in creating individual identities for houses.

