

# DESIGN GUIDELINES FOR GROVEWAY HYBRID FORM-BASED OVERLAY

created by Whole Town Solutions  
edited by City of Roswell

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# INTRODUCTION

These Design Guidelines for the Groveway Community were initiated by the City of Roswell Mayor and City Council in 2012 as part the Hybrid Form-Based ordinance adopted on April 9th, 2012. The desire of the City is to provide this area of Roswell a recognizable and interrelated appearance resulting from development and future redevelopment. Likewise, the purpose of the Groveway Design Guidelines is to achieve and maintain a unified, pleasing aesthetic quality in site planning, architectural styles, landscaping, hardscapes, signage, lighting, and open space.

These guidelines are important because the Groveway Community includes the major civic buildings and areas including City Hall, Waller Park and the Police Administration Building. Also, this area is separated by Highway 9 from the Historic area along Canton Street.

The guidelines are intended to provide direction from the Groveway charrette process. This document should be used along with the adopted ordinance to lead design in the community in the following ways:

- Frontage types and building design are the primary focus, rather than the use within the structure;
- Streetscape elements, landscaping and pedestrian areas are crucial building blocks of the community and serve as the foundation for future developments; and
- Guidelines are presented by building type in a manner to create a cohesive design theme for the area.

# CIVIC

AN ICONIC STRUCTURE  
THAT HOUSES GOVERNMENT  
AND IS TYPICALLY OPEN TO  
PUBLIC USE AND ASSEMBLY.

## Civic

### Form

3 dimensional; 1-4 stories permitted, 5 stories conditional

Bi-lateral Symmetry

No minimum or maximum width

Finish floor to grade at façade: 2'0" minimum

Sloped roof required, minimum slope 6:12, maximum slope 10:12; roof slopes to be consistent with building masses and the same on the entire composition

### Fenestration (Windows & Doors)

Composition: symmetrical on façade, symmetrical on rear, regular spacing on sides

Proportion: vertical

Front door orientation: to primary sidewalk

### Optional Additive Features

Full front porch which must be included within the primary roof mass

Balconies with 3'6" maximum projection

Towers with 3'6" maximum projection

Hardscape features such as wing walls, fountains, etc.

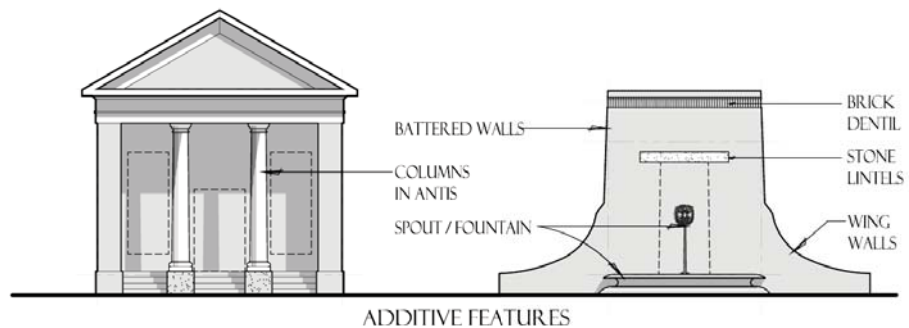
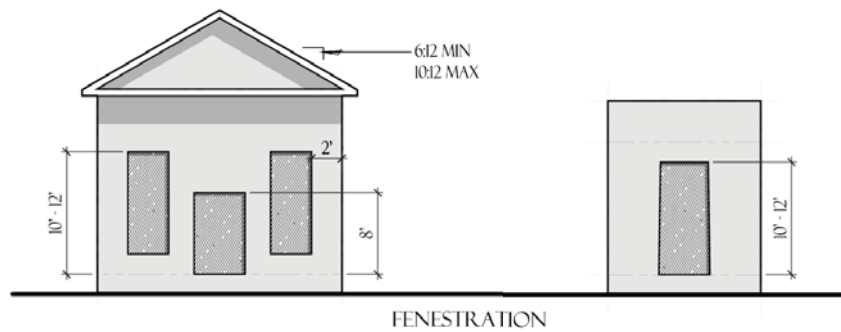
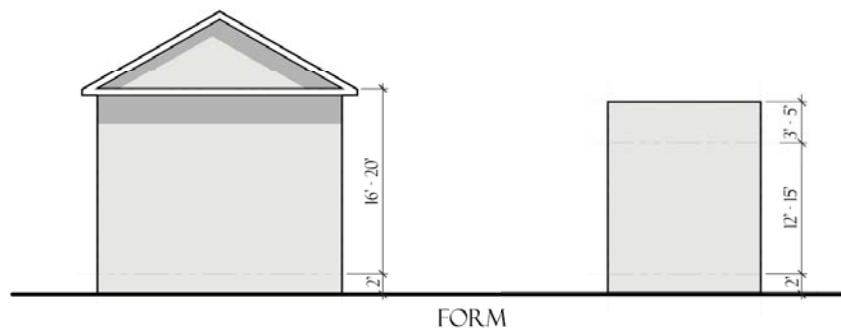
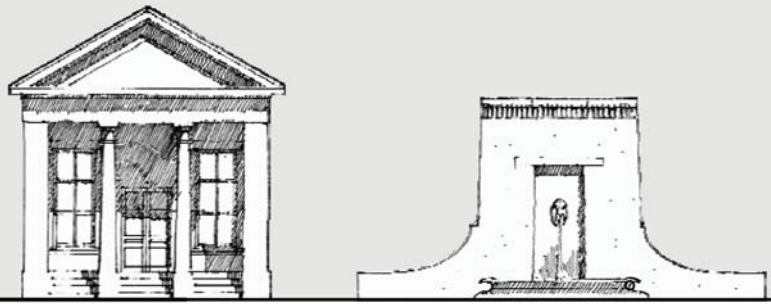
### Recessive Features

Loggias

Recessed entry/hemicycles

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# LIVE/WORK

(1) PRIMARY ATTACHED OR  
DETACHED DWELLING UNIT  
THAT IS WITHIN THE SAME  
LOT AND IS ATTACHED TO (1)  
HOME OCCUPATION UNIT  
OR (1) PLACE OF BUSINESS

## Live/Work

### Form

2 and/or 3 dimensional; 1-4 stories permitted, 5 stories conditional

Finish floor to grade at façade: 0' at front door

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: symmetrical on primary façade, symmetrical or asymmetrical on secondary façade, asymmetrical on sides, and symmetrical or asymmetrical on rear

Proportion: vertical

Business front door orientation: to primary sidewalk, or where occurring, justified to street corner.

Residential front door orientation: to primary sidewalk, or via courtyard accessible to primary or secondary sidewalk.

### Optional Additive Features

Cornices with 36" maximum projection

Balconies with 3'6" maximum projection into setback

Bay windows with 3'6" maximum projection

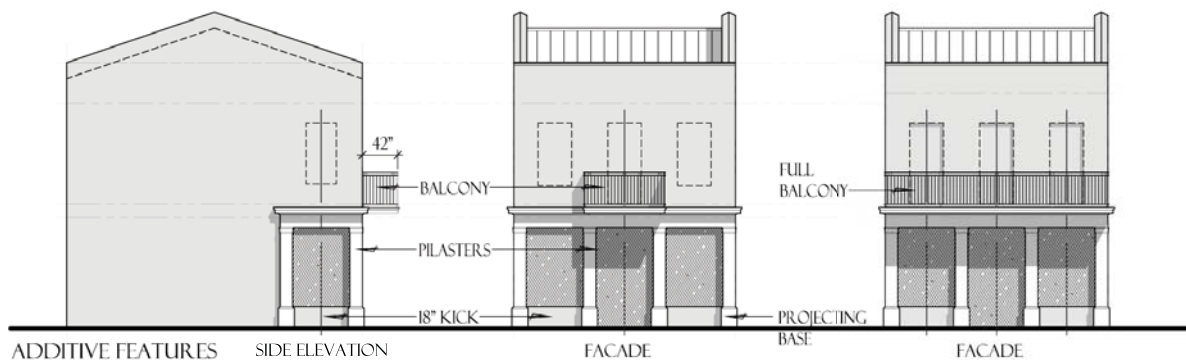
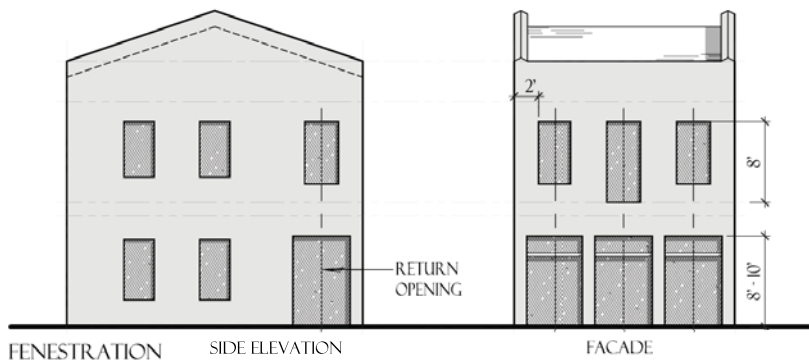
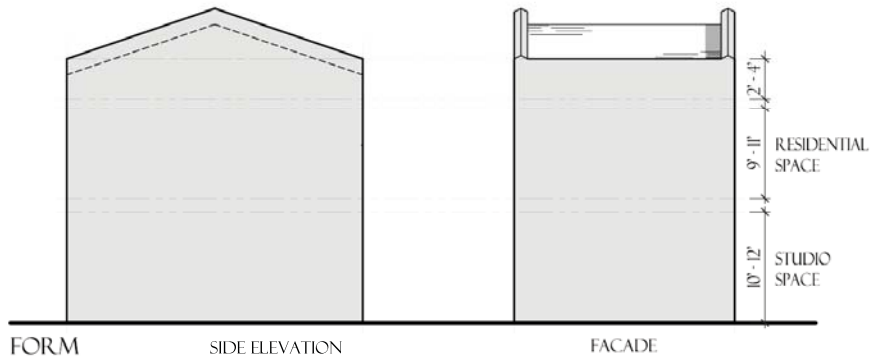
### Required Recessive Features

Front door: minimum recess: 3'0"



# LIVE/WORK

(1) PRIMARY ATTACHED OR DETACHED DWELLING UNIT THAT IS WITHIN THE SAME LOT AND IS ATTACHED TO (1) HOME OCCUPATION UNIT OR (1) PLACE OF BUSINESS





# LIVE/WORK

(1) PRIMARY ATTACHED OR DETACHED DWELLING UNIT THAT IS WITHIN THE SAME LOT AND IS ATTACHED TO (1) HOME OCCUPATION UNIT OR (1) PLACE OF BUSINESS



# MIXED USE

A MONOLITHIC MIXED USE  
STRUCTURE CONTAINING TWO  
OR MORE OF THE FOLLOWING  
ENTITIES (RESIDENTIAL, OFFICE,  
AND/OR RETAIL)

## Mixed Use

### Form

2 and/or 3 dimensional; 2-4 stories permitted, 5 stories conditional

Minimum width: 100% of frontages

Finish floor to grade at façade: 0' front door(s)

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: uniform and/or symmetrical on façade(s) with bay rhythms, uniform or asymmetrical on sides and rear

Proportion: vertical or horizontal as appropriate to the syntax

Front door orientation of ground floor spaces and upper stories: to primary sidewalk. All retail and office doors must be operable during normal business hours

### Optional Additive Features

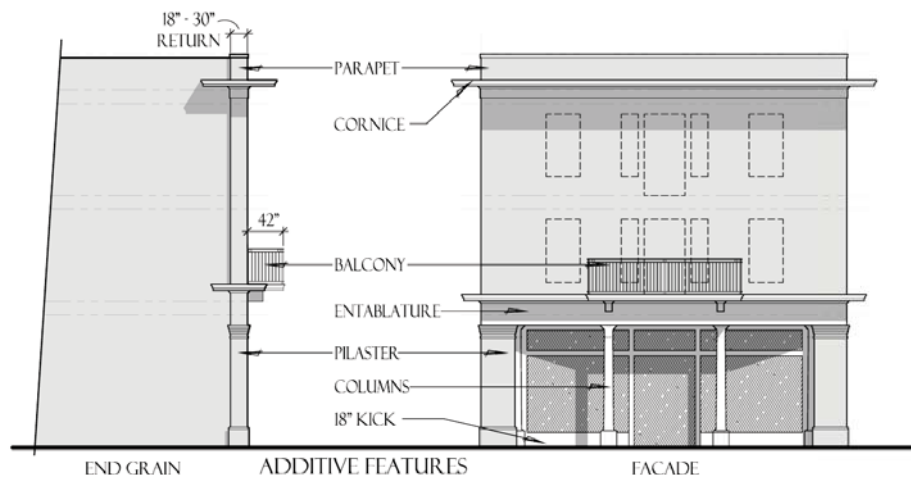
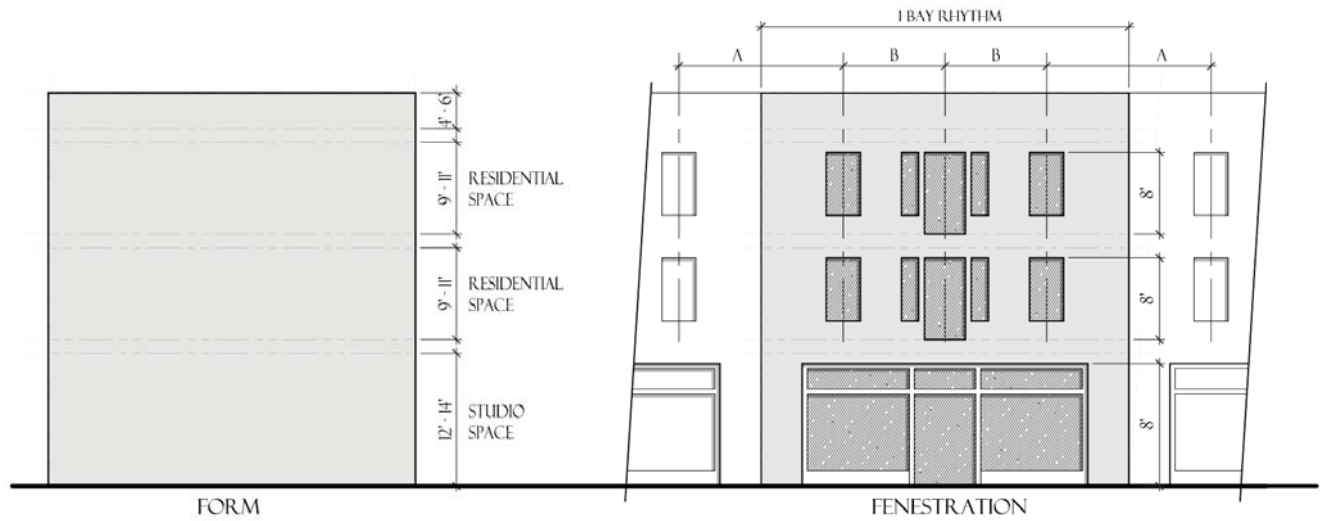
Cornices with 36" maximum projection

Balconies with 3'6" maximum projection into setback

Bay windows with 3'6" maximum projection

# MIXED USE

A MONOLITHIC MIXED USE STRUCTURE CONTAINING TWO OR MORE OF THE FOLLOWING ENTITIES (RESIDENTIAL, OFFICE, AND/OR RETAIL)





# MIXED USE

A MONOLITHIC MIXED USE  
STRUCTURE CONTAINING TWO  
OR MORE OF THE FOLLOWING  
ENTITIES (RESIDENTIAL, OFFICE,  
AND/OR RETAIL)



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A MONOLITHIC MIXED USE  
STRUCTURE CONTAINING TWO  
OR MORE OF THE FOLLOWING  
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AND/OR RETAIL)



# MULTI FAMILY

PRIMARY DWELLING UNITS  
THAT ARE VERTICALLY  
ATTACHED TO OTHER  
PRIMARY DWELLING UNITS

## Multi Family

### Form

2 dimensional; 2-4 stories permitted, 5 stories conditional

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: uniform and/or symmetrical on façade(s) with bay rhythms, uniform or asymmetrical on sides and rear

Proportion: vertical or horizontal as appropriate to the syntax

Front door orientation of ground floor spaces and upper stories: to primary sidewalk.

### Optional Additive Features

Cornices with 36" maximum projection

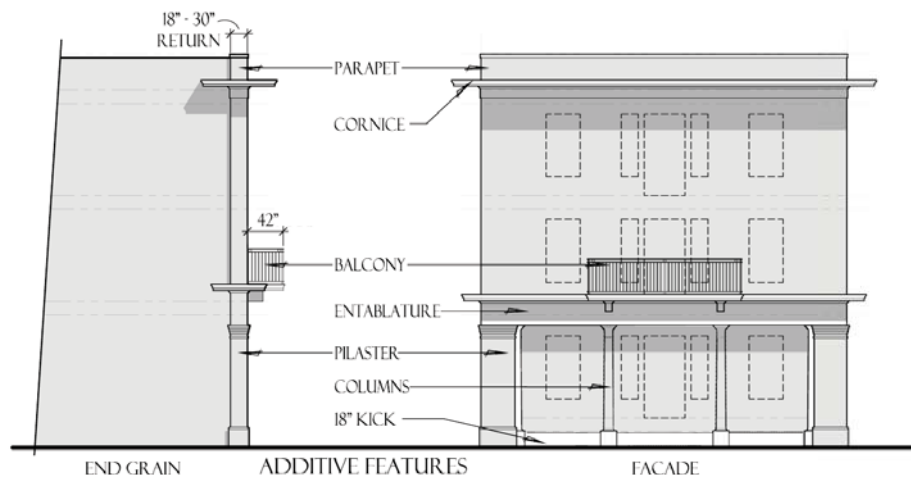
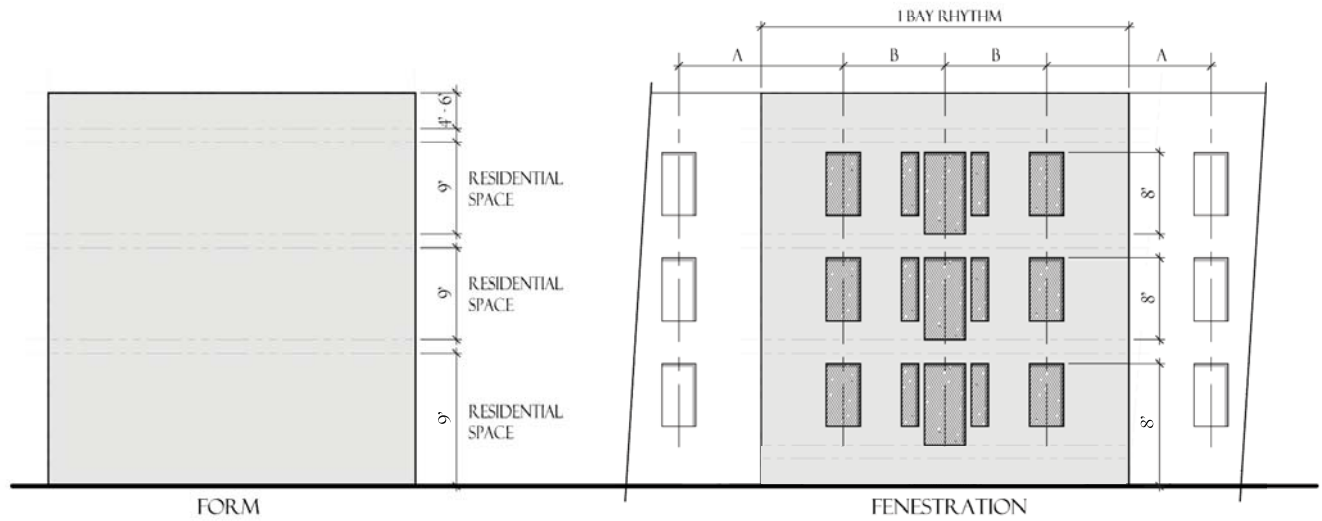
Balconies with 3'6" maximum projection into setback

Bay windows with 3'6" maximum projection

Finish floor to grade at façade: 0' front door(s)

# MULTI FAMILY

PRIMARY DWELLING UNITS  
THAT ARE VERTICALLY  
ATTACHED TO OTHER  
PRIMARY DWELLING UNITS





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PRIMARY DWELLING UNITS  
THAT ARE VERTICALLY  
ATTACHED TO OTHER  
PRIMARY DWELLING UNITS



# OFFICE

SPACE CREATED FOR  
BUSINESS AND/OR  
PROFESSIONAL USE

## Office

### Form

2 or 3 dimensional; 1-4 stories permitted, 5 stories conditional

Finish floor to grade at façade: 0' front door(s)

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: façade(s) uniform, sides and rear uniform or asymmetrical

Proportion: vertical or horizontal

Front door orientation: to primary sidewalk, or where occurring, justified to street corner

### Required Recessive Features

3' minimum recess at front door for multi-tenant structures

### Optional Additive Features

Projecting Base with 4" maximum

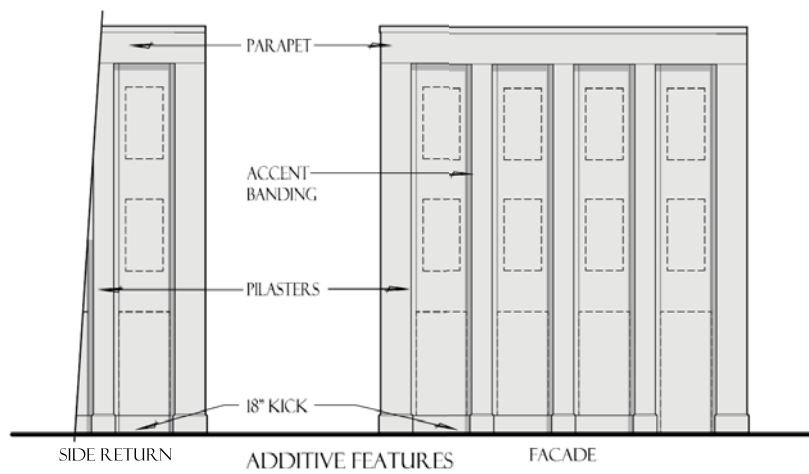
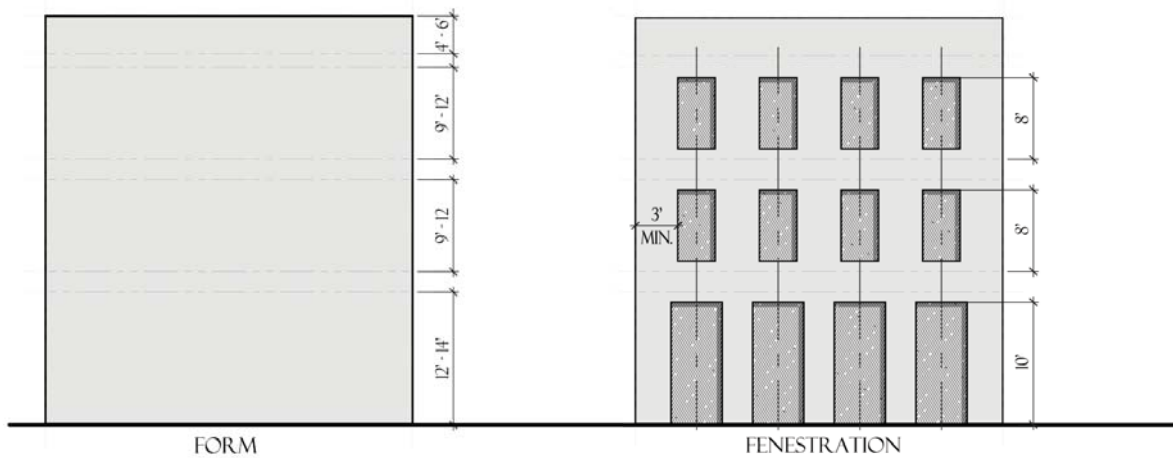
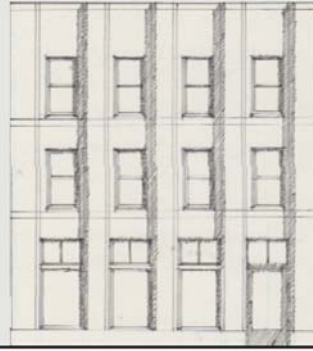
Cornices with 36" maximum projection

Bay windows with 3'6" maximum projection



# OFFICE

SPACE CREATED FOR  
BUSINESS AND/OR  
PROFESSIONAL USE



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# OFFICE

SPACE CREATED FOR  
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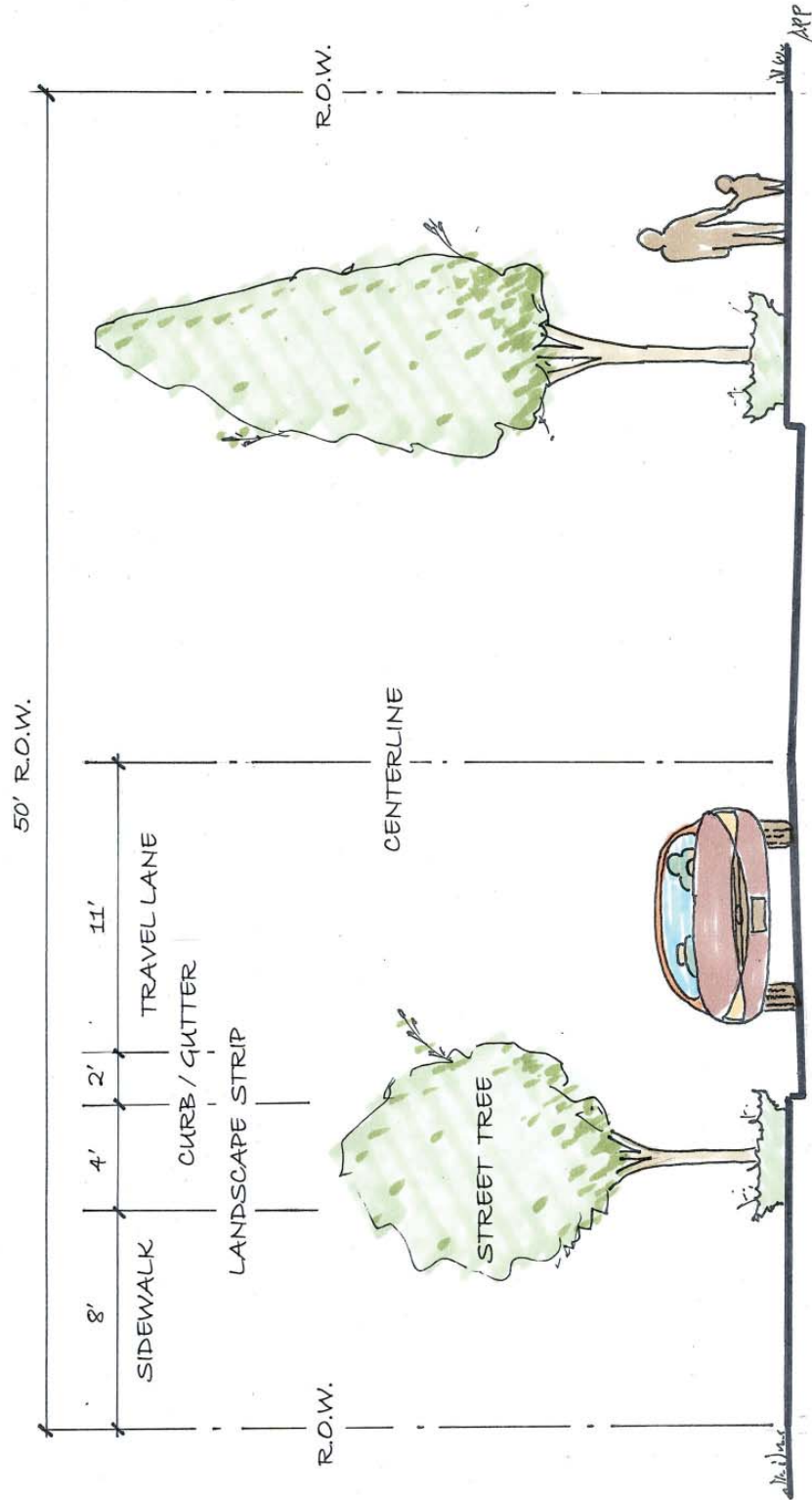


# PARKING

INCLUDING, BUT NOT  
LIMITED TO, SURFACE AND  
STRUCTURED PARKING







## STREETSCAPE - SECTION VIEW

SCALE:  $\frac{1}{4}" = 1'-0"$

# SINGLE FAMILY

(1) PRIMARY DETACHED  
DWELLING UNIT ON (1) LOT

## Single Family

### Form

3 dimensional, 1-3 stories

Finish floor to grade at façade: 1'6" minimum

Sloped roof required, minimum slope 6:12, maximum slope 12:12; roof slopes to be consistent on individual building masses with exception of catslides; maximum slope for porches is 3:12

### Fenestration (Windows & Doors)

Composition: symmetrical or asymmetrical on façade, symmetrical or asymmetrical on rear, asymmetrical or regular on sides

Proportion: vertical

Front door orientation: to primary sidewalk

### Optional Additive Features

Balconies with 3'6" maximum projection

Chimneys with 2'0" maximum projection

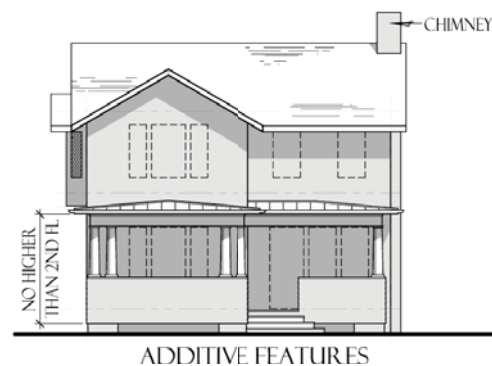
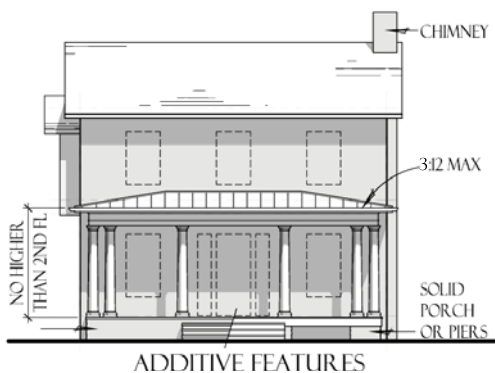
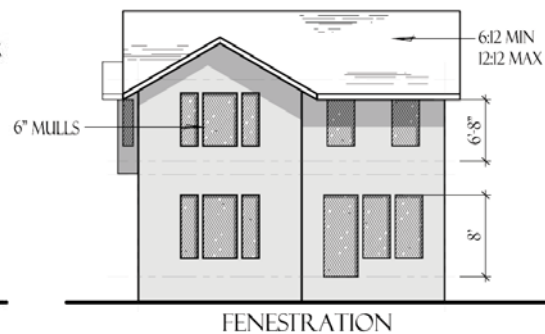
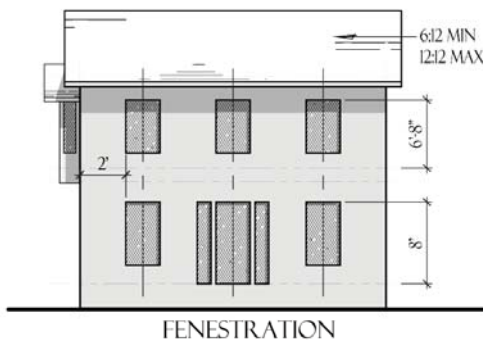
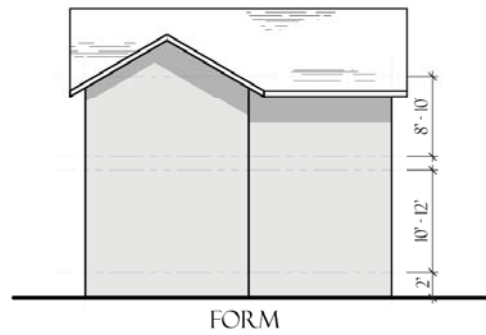
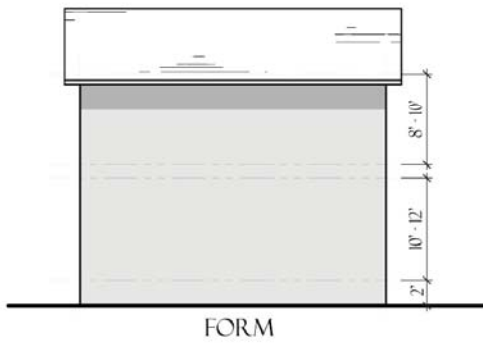
Bay windows with 3'6" maximum projection

### Optional Recessive Features

Loggias

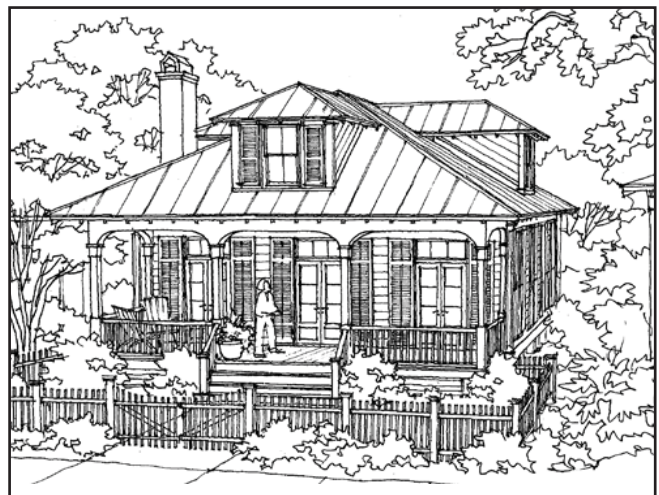
# SINGLE FAMILY

(1) PRIMARY DETACHED  
DWELLING UNIT ON (1) LOT



# SINGLE FAMILY

(1) PRIMARY DETACHED  
DWELLING UNIT ON (1) LOT





# STORE / RESTAURANT

A RETAIL OR DINING ENTITY  
THAT IS ORIENTED TO A  
SIDEWALK AND TANGENT TO  
THE FRONT YARD SETBACK

## Store

### Form

2 dimensional, 1 story, 18 feet

Finish floor to grade at façade: 0' at front door

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: symmetrical, asymmetrical or uniform on façade(s), asymmetrical on sides, and symmetrical or asymmetrical on rear

Proportion: vertical or horizontal

Business front door orientation: to primary sidewalk, or where occurring, justified to corner.

### Optional Additive Features

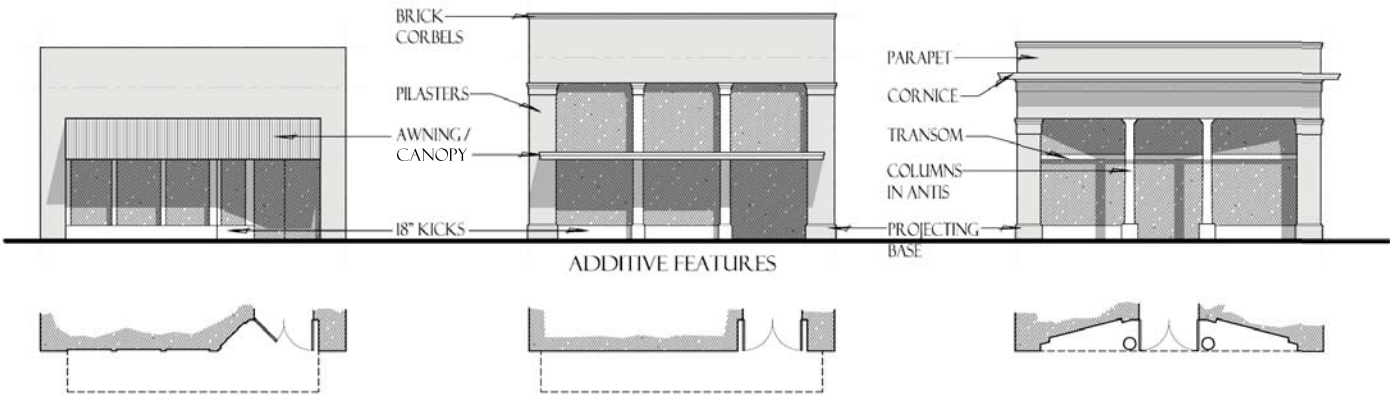
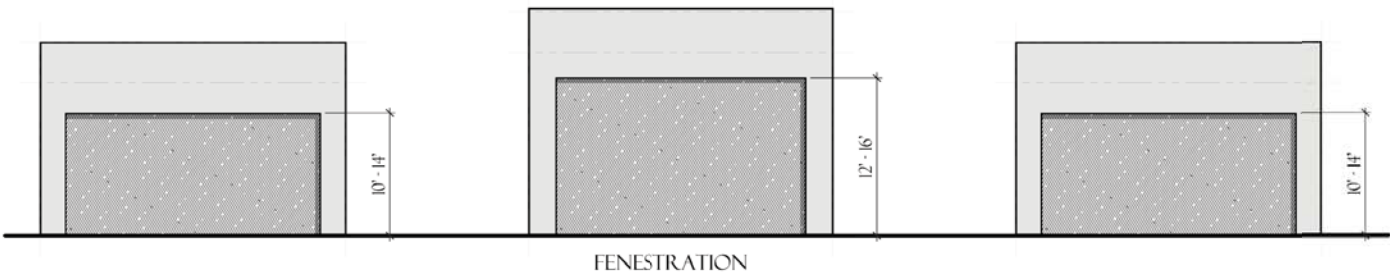
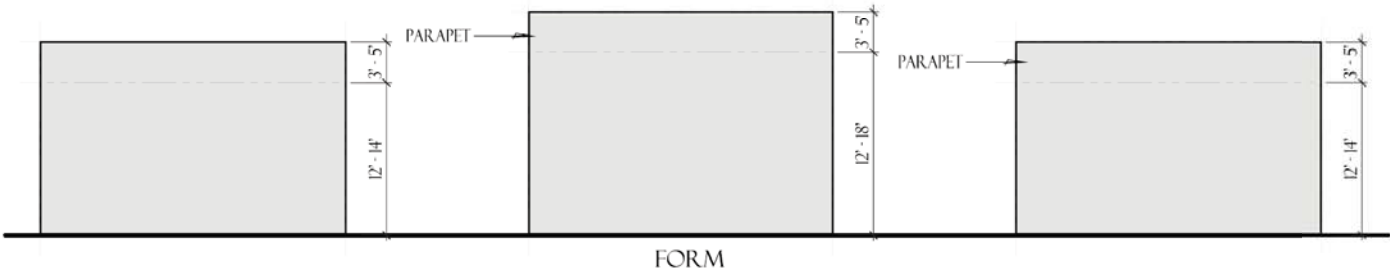
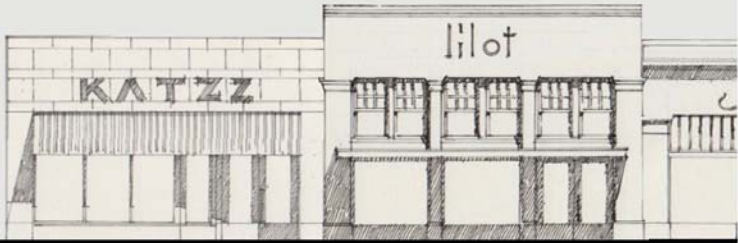
Projecting Base, 4" maximum

Cornice: 18" maximum projection

Projecting awning or canopy or 3' minimum recessed front door

# STORE / RESTAURANT

A RETAIL OR DINING ENTITY  
THAT IS ORIENTED TO A  
SIDEWALK AND TANGENT TO  
THE FRONT YARD SETBACK



# STORE / RESTAURANT

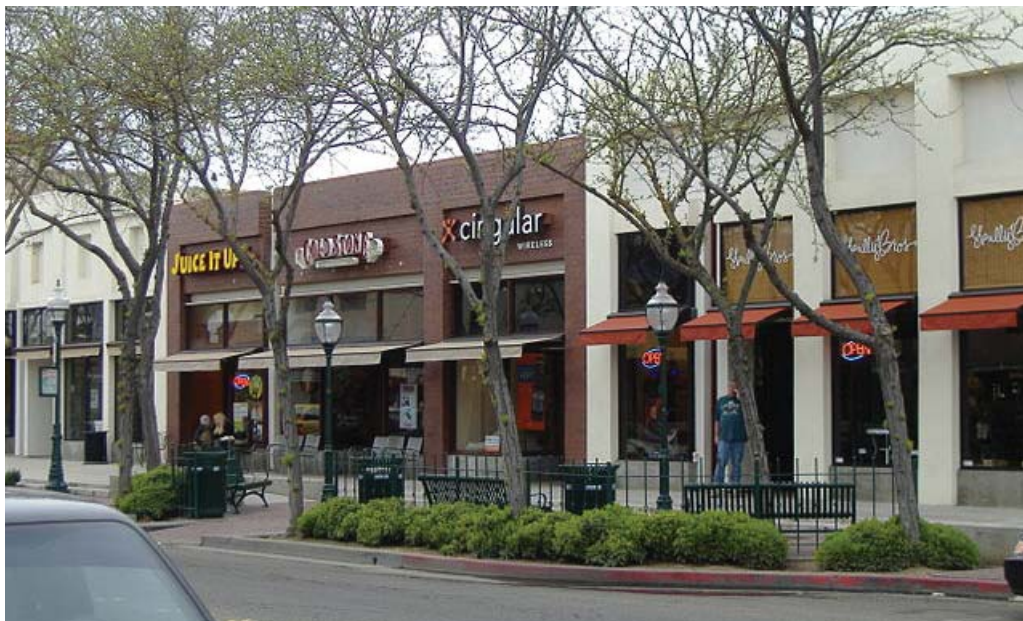
A RETAIL OR DINING ENTITY  
THAT IS ORIENTED TO A  
SIDEWALK AND TANGENT TO  
THE FRONT YARD SETBACK





# STORE / RESTAURANT

A RETAIL OR DINING ENTITY  
THAT IS ORIENTED TO A  
SIDEWALK AND TANGENT TO  
THE FRONT YARD SETBACK



# TOWNHOUSE

PRIMARY DWELLING UNIT THAT  
IS HORIZONTALLY ATTACHED  
TO AT LEAST (1) ADDITIONAL  
PRIMARY DWELLING UNIT

## Townhouse

### Form

2 dimensional, 1-3 stories

Regular or symmetrical facade & rear, asymmetrical sides

Finish floor to grade at façade: 1'6" minimum at front door

Flat roof with parapet; sloped roof, minimum slope 3:12, maximum slope 10:12; roof slopes to be consistent on individual building masses

### Fenestration (Windows & Doors)

Composition: uniform or symmetrical on primary façade, uniform, symmetrical, or asymmetrical on secondary façade, asymmetrical on sides, and symmetrical or asymmetrical on rear

Proportion: vertical

Front door orientation: to primary sidewalk.

### Optional Additive Features

Projecting Base, 4" maximum

Cornice: 36" maximum projection

Balcony: 3'6" maximum projection into setback

Oriole/bay window: 3'6" maximum projection

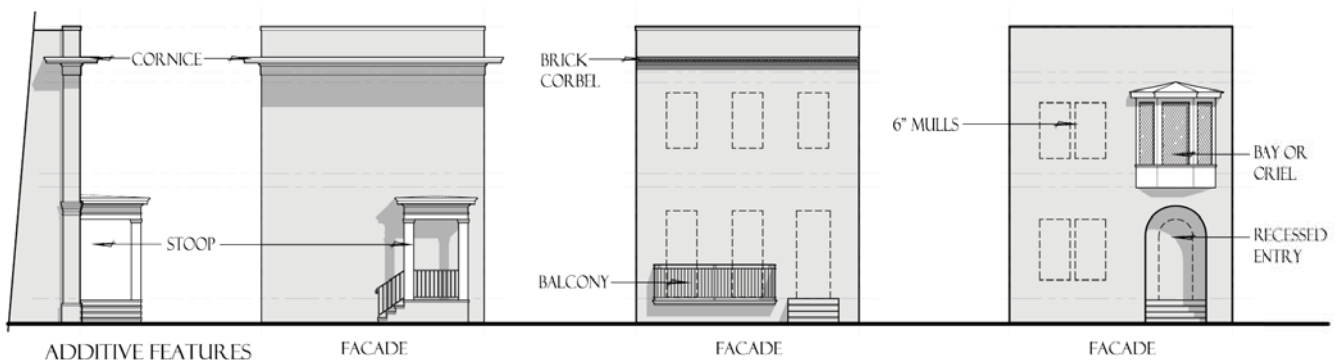
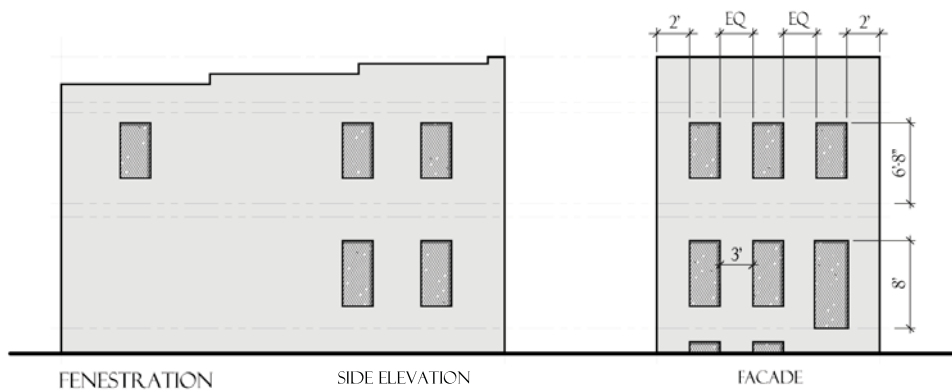
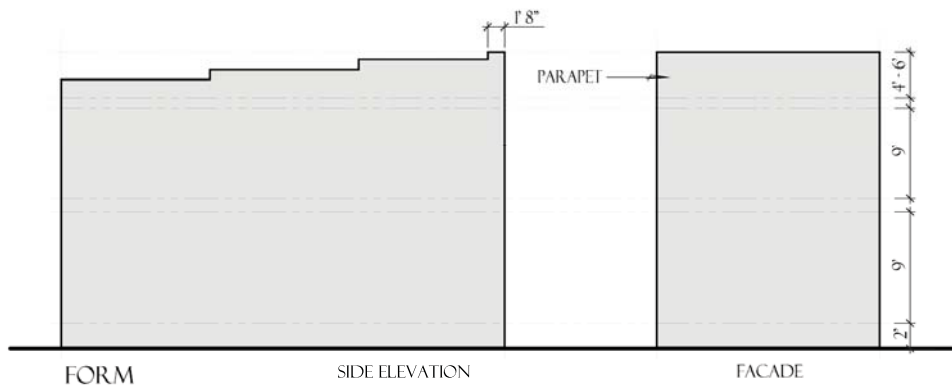
Chimneys: vertical extensions

Front door steps

Stoop/front step: 6'0" maximum projection or front door recess: minimum 2'0"

# TOWNHOUSE

PRIMARY DWELLING UNIT THAT IS HORIZONTALLY ATTACHED TO AT LEAST (1) ADDITIONAL PRIMARY DWELLING UNIT





# TOWNHOUSE

PRIMARY DWELLING UNIT THAT  
IS HORIZONTALLY ATTACHED  
TO AT LEAST (1) ADDITIONAL  
PRIMARY DWELLING UNIT





# TOWNHOUSE

PRIMARY DWELLING UNIT THAT  
IS HORIZONTALLY ATTACHED  
TO AT LEAST (1) ADDITIONAL  
PRIMARY DWELLING UNIT



# ARCHITECTURAL CRITERIA

## COLORS AND FINISHES

## HARDSCAPE AND LANDSCAPING METHODS

## DESIGN APPROVAL

### **Architectural Criteria**

Outlined below are architectural components, specifications, and finishes advocated for Groveway. The primary objective is to promote consistent quality for the betterment of the entire community, ensuring good aesthetics and lasting value. These specifications will serve as a guideline for all design and new construction in the Groveway Area.

In all cases, official building codes overrule this guideline. It is the responsibility of each designer and builder to ensure that submitted plans meet codes. However, changes to plans due to compliance issues must be approved.

The City of Roswell encourages designers, builders, and laypersons to produce work that is in the spirit of the guideline. If a product not found in the specification appears to be suitable for a desired result, is more cost effective, requires less maintenance, or is less destructive to the environment, it may be submitted for consideration. The City of Roswell has the sole authority to approve such products on a case-by-case basis. Consistency in the architectural approval process is a goal; however, it is not always achievable due to evolving conditions in the development and construction fields.

#### **A. General Composition and Massing**

1. All elevations are to be treated architecturally. Trim, fenestration, and composition are to be considered significant on all sides; however, details may be simplified on side interior, and rear elevations.
2. The masonry expression on a given building must be consistent, i.e., the foundation, the piers, and the chimney must be of the same material.

#### **B. Foundation Conditions**

1. Board formed concrete with aggregate may be left exposed.
2. Foundations may be finished with smooth stucco, brick, or ashlar stone. Board formed concrete is an acceptable finish if properly poured.
3. Front porches of wood must be supported on masonry piers (typically 14" in face width x 8"-12" front to back) rendered in smooth stucco, masonry, brick, or stone.

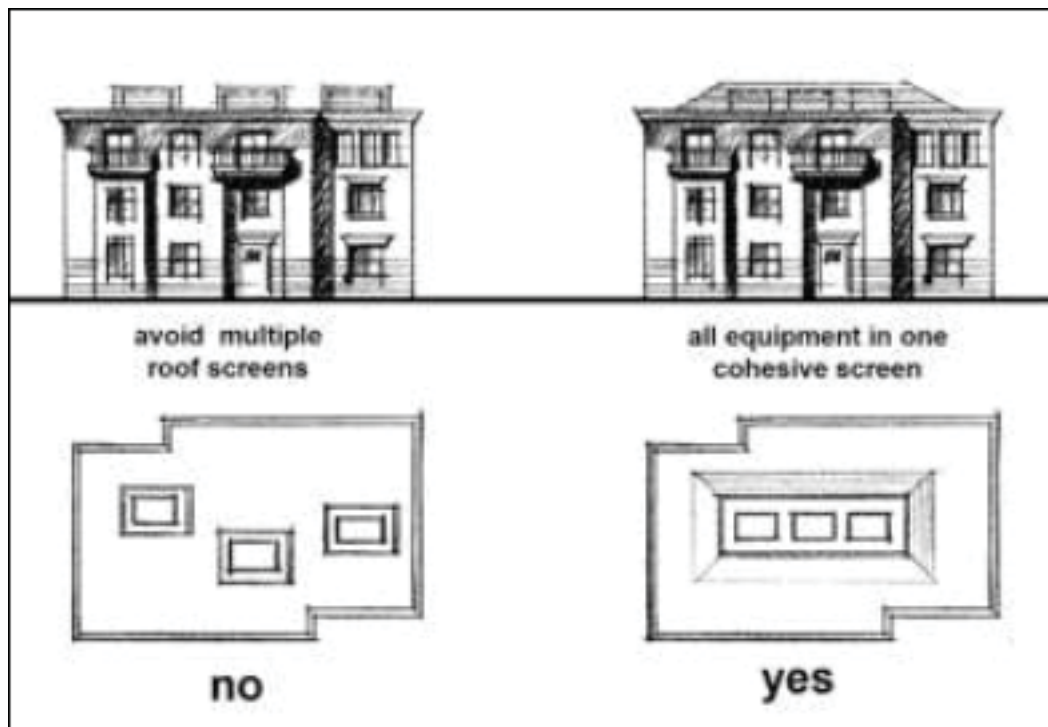
## C. Roofs

### 1. Technical and Aesthetic Requirements

- The roof slope on a single mass is to be the same on all sides with the exception of cat-slides and sheds.
- Roof slopes should suit building style.
- Vents, stacks, and equipment are to be painted to blend with the roof color and hidden from view to the greatest extent possible.
- Overhangs that shed water within 5' of an adjacent lot must be guttered.

### 2. Materials

- Materials should be architectural grade asphalt shingles, wood shingles, metal shingles, tile, slate, or standing-seam metal in paint grip galvanized finish or copper. Gutters should either be half-round with round downspouts, metal-lined wood, or architecturally formed or molded. Finishes include copper and galvanized metal and/or aluminium.



## D. Wall Finishes

### 1. Technical and Aesthetic Requirements

- Wood shingles must be level at the bottom edge. Corners must be mitered. Novelty shapes prohibited.
- Trim shall be simplified on the side and rear elevations if appropriate to the building syntax.

### 2. Materials

- Clapboards must be cementitious board with a 5 1/2" maximum exposure. If 1/2" thick clapboards are to be used, then the lap may increase to a full 8".





- b. Vinyl or aluminum horizontal lap siding is prohibited.
- c. Hard-coat stucco must be 3-coat with the final coat being smooth steel trowel finished, and applied on concrete block.
- d. Brick and mortar color and style must be appropriate to style of building. Avoid excessive color range and strive for consistency with subtle variations in brick palette.
- e. Stone must be appropriate to the style. Dry-stacked stone is prohibited. The stone must have a visible joint.

#### E. Trim

##### 1. Technical and Aesthetic Requirements

- a. Trim must be appropriate to the style of the building. New interpretations of historic styles must show restraint.
- b. "Stock" profiles are to be used with extreme discretion with an avoidance of non-authentic profiles. Avoid Howe casings, manufactured dentils, standard crowns, and standard brick mould.
- c. The trim for side and rear elevations shall be simplified if appropriate to the syntax.

##### 2. Materials

- a. Trim must be of durable wood or synthetic planks with enough thickness to accommodate the thickness of the siding laps.
- b. Samples of trim components or full scale field mock-ups may be requested of builder to exhibit clear construction intent.

## F. Windows

### 1. Technical and Aesthetic Requirements

- a. Windows and casings must suit the style.
- b. Windows may not be omitted on side elevations, and must be composed with the same thought and consideration as those on the front.
- c. Grill between glass, reflective glazing, and pop-in grilles are prohibited.
- d. Windows may be true divided lite (real muntins or TDL) or simulated divided lite (glass sandwiched between muntin grilles or SDL) where muntins are desired.
- e. Window sills must be 1 1/2" deep minimum.
- f. The surface of the muntin and the sash shall be in the same plane.
- g. Transom windows must have sashes (no direct glazing into the frame).
- h. Ganged windows and bays must have a continuous factory applied, or supplied sill.

### 2. Materials

- a. Windows may be wood, aluminum, clad wood, or pvc clad wood; storefronts may be black anodized bronze or mill finish aluminum with a variety of mull sizes per the design.

## G. Shutters

### 1. Technical and Aesthetic Requirements

- a. Usually, shutters occur in pairs; however, narrow windows may contain a single shutter.
- b. The design must be appropriate to the style of the building.
- c. "S" holdbacks are prohibited.

### 2. Materials

- a. Shutters may be solid-core polymers or durable hardwoods. Industrial type shutters in hammered sheet metal are appropriate to the mixed use typologies when not on the façade.

## H. Doors

### 1. Technical and Aesthetic Requirements

- a. Doors and casings must suit the style.

### 2. Materials

- a. Exterior doors for single and multi family must be hardwood; heart pine, wormy chestnut, walnut, cypress, pecan, are acceptable varieties. Exterior doors for mixed-use, office, out-lot, store, factory, and live/work building types may be mill finish or black anodized aluminum if they are fabricated of 4" minimum stiles and top rail, and 8" minimum bottom rail.
- b. Garage doors must be utilitarian in character and may be wood or metal. Falsification of function is prohibited (overhead doors shall not be falsified to resemble paired doors, strap hinges and superfluous embellishments shall not be added for nostalgic effect). Strive for innate beauty in honest construction. Standard paneled doors and arched glass panels are prohibited.

## I. Crawl space vents

When exterior vents are required by function, they shall be designed within the building syntax.

## J. Chimneys

1. Chimneys are to be proportioned, tapered, and detailed authentically according to the chosen style.

2. Stacks for prefab fireplaces and wood burning stoves may have exposed metal flues that extend vertically above the roof. The outside flue diameter must be 12" minimum.
3. Siding or stucco board is prohibited as a chimney finish material.

#### K. Porches

##### 1. Technical and Aesthetic Requirements

- a. Columns must be appropriate to the style of the building.
- b. Routed flutes are prohibited.
- c. Railings must be simple pickets or fretwork. In either case, they must be centered on a top and bottom rail.
- d. Porches must be 6' from outside surface of stud to outside face of columns, minimum.  
Stoops are porch-like devices that are attached to a zero setback façade and are exempt from the minimum depth rule.

##### 2. Materials

- a. Porch floors are to be wooden, resting on masonry piers, executed brick, stone, smooth stucco, or masonry terrace.
- b. Porch ceilings must be bead board, flush boards, T&G boards, or plywood and exterior gypsum board ceilings must be divided with 1x4 decorative strips, 2' o.c., framed and painted trim color.
- c. Openings between porch piers if left open, must be in-filled with custom wood lattice, wood louvers, brick lattice, or wire mesh planted with vines, as appropriate to the style.
- d. Columns must be wood, GFRC (glass fiber reinforced cement), or masonry. Foams prohibited.
- e. Sheet metal columns are prohibited.
- f. Railing systems are to be painted wood, iron, vinyl, aluminum, or steel.
- g. Synthetic and prefabricated railing systems are prohibited.
- h. Classical balusters and spindle-work are prohibited; plain, round tapered versions are acceptable.

#### L. Ceiling Heights

Ceiling heights are per the building types.

#### M. Finished Floor to Grade

##### 1. Per the Building Types

#### N. Pavements

1. Walks must be surfaced in decorative pavers, brick, stone, or decorative gravel that is contained and on a compacted base.
2. Thick flagstone stepping stones are acceptable.
3. Concrete is acceptable.

#### O. Walls and Fences

1. Outdoor storage areas trash/recycling areas, meter areas, and condensers must be enclosed with a 3' fence or wall. Wall finish should match building finish.
2. Fences that do not exceed 3' at any point are encouraged on street frontages and must suit the style of house.
3. "Living" fences (welded wire for vines and plants) are encouraged.



#### P. Lighting

1. Garages must have a minimum of one incandescent sconce (30 w bulb), or equivalent, over or beside each door on photocell without override switch.
2. Fixtures should direct light downwards.
3. The front of houses must have two sconces or two 4"-diameter recessed can lights (clear alzak or slotted opening) with 40-watt bulb maximum on photocell with override switch.
4. Light fixtures must match style of architecture or must be inconspicuous in nature.



#### Q. Signage

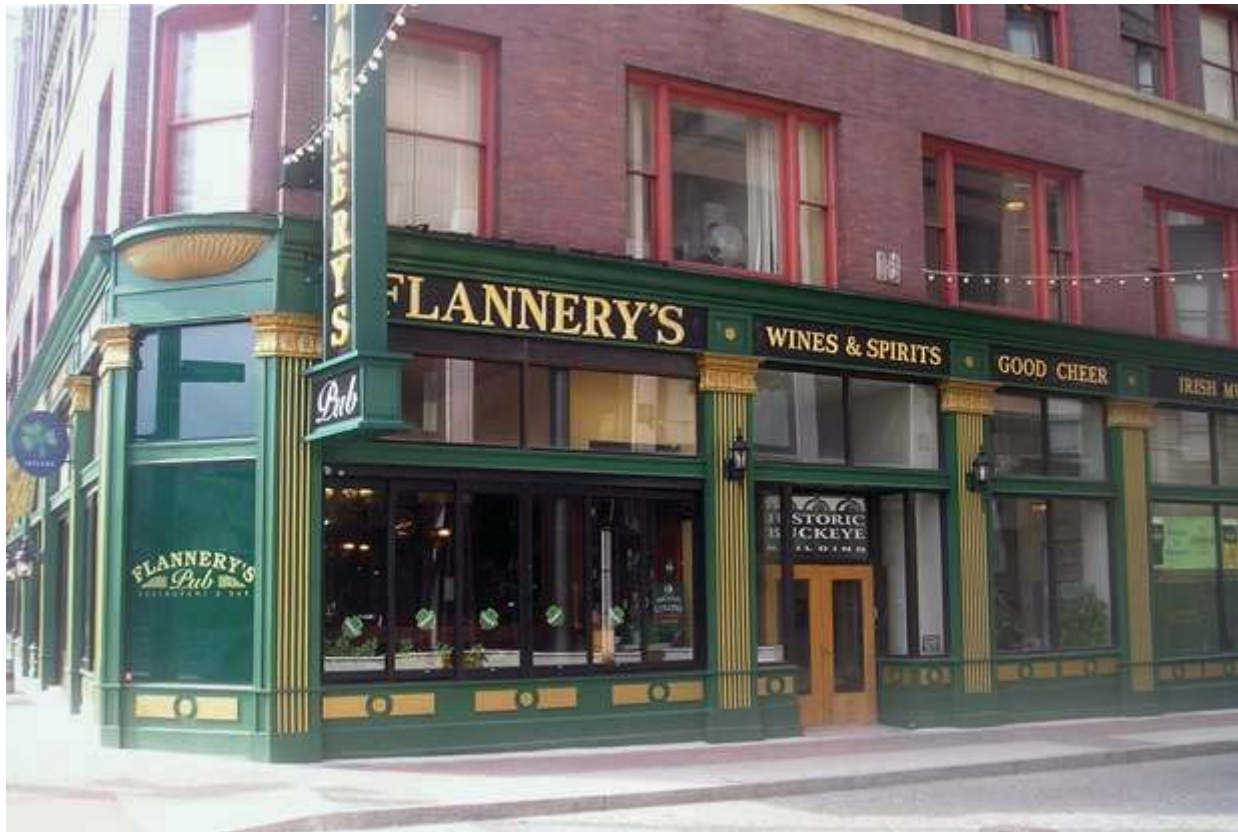
All signage must be approved. Refer to Chapter 22 of Zoning Ordinance.











## Colors and Finishes

Grovelway will be dominated by authentic materials such as common native brick, face brick, natural concrete, galvanized metal, and copper. As much as practically possible, materials should be themselves, unaltered. Buildings will be roofed in architectural grade galvanized metal shingles or authentic standing seam, wood shingles, slate, early 20<sup>th</sup> century colored asphalt shingles, or flat terra cotta tiles.

Colors will compliment the architecture, never commanding too much attention. They must never upstage the architectural design or landscape.



## **Hardscape and Landscaping Methods**

The Groveway Area townscape will feature luxurious hedges, vines, canopy trees, herbs, and perennials. Street plantings and trees will line roads and streets. Neighborhood buildings will serve as a backdrop for vertical gardens with cascading vines trained on porches and balconies, and tree houses will be nestled into the vegetation.

Special care should be taken to “carve” outdoor living spaces into outdoor spaces. Plant sizes should diminish in scale and leaf size reduced in areas meant to serve as outdoor living rooms. Outdoor spaces must be furnished appropriately to maximize the pleasure of the outdoors, for instance, pools and lounge furniture in private spaces, or decorative masks and urns at formal entrances. Pavement details and curbs form the “trim” for any outdoor space.

Streetscape furnishings may be made of stone, iron, or aluminum and must complement the outdoors. The use of plastic or foam pottery and plastic furniture is strictly prohibited.

Hardscapes, including terraces, walkways, steps, and driveways, must be formed of gravel, stone cobbles, brick pavers, authentic stepping stones, or other appropriate surface materials. Concrete will be allowed for driveway areas.

All buildings must be guttered, with drainage addressed; otherwise, moisture will become a problem. Grades should slope toward streets and alleys, never toward adjacent properties.

Walls and/or fences are required on all frontages including alleys. The design should follow suit with the architecture. Walls are excellent containment devices, defining the street and supporting the idea of private outdoor living spaces. Grade changes, especially at the street are beautifully addressed by the use of retaining walls, creating drama and separation in very small areas. A sloping front yard is unappealing and unused; a level yard that is elevated above the street is useful, attractive, and a showcase for cascading plants.

Great care should be taken to provide service yards for meters, condensers, compost piles, and trash receptacles. This area should be screened from view with fencing or walls, which should be totally opaque and a minimum of 4’0” tall, and with vegetation.

## **Design Approval**

All design work shall be in compliance with the Design Review Board or the Historic Preservation Commission, whichever has jurisdiction, in the case of individual development applications.







