

PHASE II
FAIRPARK DISTRICT
RESIDENTIAL COMMUNITY
TUPELO, MS

DESIGN GUIDELINES

CONSTRUCTION RULES & REGULATIONS

DESIGN REVIEW
PROCEDURES

August 17, 2004
Revision 4 – December 1, 2004

STATEMENT OF INTENT

These Guidelines are intended to reinforce the design concepts developed by the Fairpark Master Plan. They address the quality and compatibility of the residences and the elements that comprise the public spaces as well as the commercial and mixed use developments of Phase I.

The Guidelines establish design criteria for owners, architects and builders that encourage design creativity while establishing a framework that promotes consistent design character.

The Design Review Process is intended to establish a positive and harmonious working relationship between the Tupelo Redevelopment Agency (TRA), Owners, Architects, Builders and the Design Review Architect (DRA). Those participating in the design review process can expect a consistent approach by the DRA to promote quality and compatibility throughout the Fairpark District.

DESIGN REVIEW REQUIREMENTS

Site Plan

Must include the following information:

- a. Drawn to a scale of $1/8'' = 1'-0''$
- b. North arrow
- c. Property lines
- d. Proposed contours at $1'-0''$ intervals
- e. Build-to / setback lines
- f. Driveways and walkways
- g. All applicable easements
- h. Dwelling outline with roof overhangs and porches indicated by dashed lines
- i. General landscape ideas
- j. Screening of utility meter centers and garbage areas
- k. Fencing

Floor Plans

Illustrating indoor/outdoor relationships and including:

- a. All floor levels drawn at $1/4'' = 1'-0''$ scale
- b. All interior partitions
- c. All rooms labeled as to use
- d. Location of all windows and doors
- e. Decks, balconies and other interior/exterior spaces
- f. Dimensions of overall plan
- g. Ground level plan to include immediated exterior treatment (i.e. walks, drives, landscape features, screening, etc.).
- h. Building area summary listing each floor level

Exterior Elevations

Illustrating all four building facades and including:

- a. Drawn at $1/4''$ or $1/8'' = 1'-0''$ scale
- b. Location of all windows, doors and shutters.
- c. All finish materials illustrated and located
- d. Height of roof lines
- e. Roof pitches

Building

Section: Building section should be cut thru a location that best illustrates the general vertical relationships of the structure and must include:

- a. Height of finished floor above grade
- b. Floor to floor height of all levels
- c. Roof pitch

Landscape Plan:

A general planting plan should illustrate trees, shrubs and landscape features and be drawn at a scale of 1/8" = 1'-0".

Material Samples:

Submit any materials that might be considered unusual in either texture, finish or make-up.

Design Review Submittal:

The following form should be completed by the applicant and submitted along with three (3) copies of the required drawings and a design review payment of \$ 100.00 made payable to the Tupelo Redevelopment Agency (TRA).

Design Review Report:

The three (3) page Design Review Report will be prepared by the Design Review Architect (DRA) and the three (3) sets of the noted plans will be returned to the TRA who shall retain one copy for the file, forward one copy to the Tupelo Planning Department and distribute one copy to the Owner along with an authorization allowing commencement of construction upon receipt of a Building Permit from the City of Tupelo..

Fairpark District
Design Review Application
(To be completed by the Applicant)

Date: _____

Lot # _____

Sales Person: _____

Owner's Name: _____

Owners's Address: _____

Telephone: _____

Architect: _____ Telephone: _____

Architect's Address: _____

Builder: _____ Telephone: _____

Builder's Address: _____

Plans Dated: _____ Number of Sheets: _____

Applicant:

Fairpark District
Design Review Report
(To be completed by the Design Review Architect)

Date: _____ Lot # _____

Sales Agent where applicable: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone Number: _____

Architect: _____ Telephone: _____

Builder: _____ Telephone: _____

Plans Dated: _____ Number of Sheets: _____

Complete as Required: _____ Incomplete: _____

Resubmit with the Following: _____

_____ Approved as Submitted

_____ Approved as Noted herein and/or on plans

_____ Not-Approved, see comments herein and/or on plans

_____ Re-submittal Required

Comments: _____

Additional Data Required: _____

Design Review Architect

Fairpark District
Design Review Checklist
(To be completed by the Design Review Architect)

Date: _____ Lot # _____

Property Address: _____

Owner's Name: _____

Site Issues:

Setbacks:

Front: _____ L. Side: _____ R. Side: _____ Rear: _____

Fences: Height: _____ Materials: _____ Open: _____ Solid: _____

Allowable Porch Encroachment into Setback: _____

Front Driveway Apron: _____ Curbcut: _____

Rear Driveway Apron @ Alley: _____

Infrared or motion activated light over garage doors: _____

Arbor or trellis over garage doors facing street: _____

Trash Receptacles shielded from street view: Yes _____ No _____ Req'd _____

A/C condensers shielded from street view: Yes _____ No _____ Req'd _____

Utility meters shielded from street view: Yes _____ No _____ Req'd _____

Building Issues:

Foundation height above finished grade: _____ Material: _____

Floor to floor height: 1st Floor _____ 2nd Floor _____ 3rd Floor _____

Front Porch: _____ Side Porch: _____ Rear Porch: _____

Depth: _____ Open: _____ Covered: _____ Screened: _____

Ceiling Fans: _____

Fairpark District
Design Review Checklist
(To be completed by the Design Review Architect)

Date: _____ Lot # _____

Property Address: _____

Windows:

Location: _____ Size: _____ Transoms: _____

Material: _____ Type: _____

Shutters: _____ Mounting: _____

Roof:

Pitch: _____ Type: Gable: _____ Hip: _____ Dormers: _____

Materials: _____

Façade Materials:

Siding Type: _____ Brick: _____ Trim: _____

Stucco: _____ EIFS: _____ Other: _____

Landscaping Submitted: _____

Additional Comments:

By: _____

BULK REGULATIONS

MINIMUM AREA:

The following area represents the minimum square footage allowed for each lot grouping listed below:

Lots 2-1 thru 2-9	2,000 Sq. Ft.
Lots 2-10 thru 2-14	1,750 Sq. Ft.
Lots 2-15 thru 2-18	1,550 Sq. Ft.
Lots 2-19 thru 2-24	1,350 Sq. Ft.

MAXIMUM HEIGHT:

The maximum building height shall be thirty-five feet (35') measured from the average grade to the center of the roof plane. The home should not exceed 2-1/2 stories exclusive of any basement.

AUTOMOBILE GARAGES:

A double garage is required with each home. Garages facing the street must be set back a minimum of twenty-two feet (22') from the property line and be at least six feet (6') behind the face of the home exclusive of any projecting porches. Garage doors that are visible from the street shall be recessed at least two feet or be shielded by an arbor, trellis or a second floor to place the garage door in shadow and shield them from view.

ARCHITECTURAL CHARACTER & INFLUENCES

Design Guidelines are not mandates but are in fact “guidelines” which are intended to address featured elements of each lot that will influence the character of the streetscape along with the character of the private residence.

The guidelines are intended to reinforce and clarify the intent of the design program while reducing the possibility of unacceptable conditions, forms and features being incorporated into the design. They are not intended to limit creativity. However, the architectural character of the building is very important and ultimately, it should represent an attitude consistent with the design of the master plan.

Appropriate precedents for building design are found in regional architectural traditions. Residential architecture of the Mississippi region has been influenced primarily by the Greek Revival style. The gracious mansions as well as modest cottages that commonly represent regional architecture incorporate elements derived from the Greek Revival period as well as climactic influences. Elevated entries permit air to circulate and cool under the building. Large porches or galleries shade the building walls from the summer sun. Floor length windows, usually designed as operable doors, compensate for the lack of direct sunlight and extend the interior to the exterior. Most windows are designed with operable shutters. Roofs have a generally low pitch, necessary to shed water only since it seldom snows in any concentrated amount. Dormers project from the roof of the house, indicating an upper level under the roof or allowing light inside. Cupolas often are incorporated to allow light into a central space as well. Many of these elements, particularly the large porches, have come to represent a spirit of community.

Although the replication of large southern mansions is not a realistic or appropriate design solution for the Tupelo Fairpark District, elements of the regional architectural style should be consistently incorporated in the building design to tie this new residential community to its local history as well as provide a consistency within the District.

(Description of regional architectural influence taken from the Design Guidelines for the Memphis Harbor Town Planned Development originally prepared by RTKL for Island Properties Associates)

SITE CONSIDERATIONS

FENCES

A fence or hedge if provided in a front yard should be located within three (3') feet of the property line along street edges and should not exceed 3'-6" in height. The fence design shall be at least fifty percent (50%) open and be compatible with the character of the architectural design. Metal, PVC or wood pickets and decorative wrought iron would be considered appropriate materials for fences located in front yards.

Privacy fencing if provided shall be located in the rear and side yards only and should not exceed seven feet (7') in height. Wood, cement siding and panels or brick would be considered appropriate materials. Privacy fencing visible from the street shall be compatible with the design of the residence. Privacy fencing is not permitted in the front yard of any lot nor in the side front yard of a corner lot.

Landscaping is encouraged as an alternative to privacy fencing.

Chain link fencing is not permitted anywhere in the Fairpark Residential District.

UTILITIES

Either electric transformers, cable TV and telephone pedestals and/or relay boxes may be located on some lots behind the building line and within the five (5') side yard setback. Landscaping should be used to careen and minimize their visual impact from the street.

LIGHTING

Outdoor lighting fixtures whether pole mounted or mounted on the residence shall be compatible with the architectural character of the residence. Security and accent lighting are allowed but care should be taken in their selection and placement so as not to negatively impact neighbors. Only incandescent lighting is allowed.

DRIVE CURB CUTS, DRIVEWAYS AND SIDEWALKS

A driveway, whether accessed from the front (Pond lots) or rear (Alley Lots), shall be at least three feet (3') from the side property line. Where practical the width of a drive curb cut when accessed from the front of the lot shall be minimized in width. The drive curb cut apron shall slope up to the street side of the sidewalk and the drive shall commence on the lot side of the sidewalk. Under no circumstances should a driveway cut thru a sidewalk. The sidewalk ribbon is continuous and is not to be interrupted by either component of the driveway.

Driveway curb-cuts shall be broom finished concrete. The driveway commencing at the back of the sidewalk and extending to the garage may be decorative paving (i.e brick, stone or other textured surface).

On front accessed corner lots, the driveway shall be located off of the secondary street. On lots served by alleys, the driveway access shall be from the alley and parking areas should be within the building lot. (These lots include but are not limited to, Lots 2-15 through 28 and 2-19 through 2-24). Garage doors facing alleys shall be equipped with motion or infrared activated lights over or adjacent to the garage doors to illuminate the alley when a vehicle passes.

ENTRYWALK

An entrywalk should connect the sidewalk along the public right-of-way to the front porch or stoop of the residence. Use of decorative paving such as brick or stone is encouraged.

LANDSCAPE

Landscaping should be used to enhance the design of the residence and soften the relationship between the building and the ground plane. Loose stone or like materials shall not be used as a substitute for lawn or planting beds. Landscaping is encouraged as an alternative to fencing to create privacy.

BUILDING CONSIDERATIONS

FOUNDATIONS/PORCH / ENTRY

Elevated entries are an important element in regional architectural tradition. The residence entry should be located on a front porch. A front porch should contain at least sixty-four (64) square feet and be a minimum of six (6) feet deep. The porch should be elevated a minimum of twenty-four (24) inches above the ground plane immediately adjacent to the building. The front porch should be covered and the slope of the roof and the roofing material should be consistent with the slope and materials used in the main roof. On corner lots, special consideration should be given to the design and location of the entry porch so as to further emphasize the corner location. Foundations should be conventional or other foundation construction method that allows for a minimum elevation of twenty-four (24) inches above the ground plane.

BALCONIES

Balconies are encouraged and should be consistent in design, proportion, material and detail to the front porch design.

WINDOWS

Floor length windows should be provided when opening onto a porch or balcony. Windows other than floor length windows should be vertically oriented. Shutters are encouraged and should be operable and of an appropriate scale, material and design compatible with the design of the residence and style of the window. The mounting of the shutters is important and should be mounted at the window jamb and not directly to the adjacent wall surface. Single shutters on double windows are not allowed.

FINISHES

Brick; wood, composite or cement siding should be the primary building material. Stucco may be used as a primary building material if it is appropriate to the design and character of the residence. The use of vinyl or aluminum siding along with artificial stucco is discouraged.

ROOF

Sloped roofs should be a minimum of 4/12 and a maximum of 12/12 pitch and should be consistent on all structures on the property including the garage and porches.

Acceptable roofing materials include wood shakes, quality wood-like composite shingles, octagonal shingles, slate and standing seam metal. If composite shingles are used, it is recommended that they be architectural grade.

A flat roof may be acceptable if the design of the residence warrant it.

DORMER / CUPOLA

Dormers should project from the roof plane and should not be "let in" to the roof in keeping with regional architectural tradition.

Cupolas are encouraged where appropriate and can add height to buildings located on corner lots and can provide variety to the roofscape on interior lots.

**PHASE II
FAIRPARK DISTRICT
RESIDENTIAL COMMUNITY
TUPELO, MS**

**CONSTRUCTION RULES &
REGULATIONS**

August 17, 2004
Revision 3 – November 1, 2004

BUILDING PERMIT

Prior to commencing construction, each builder and/or homeowner will be required to obtain a Fairpark District Building Permit, a copy of which is attached hereto. The Building Permit acknowledges the acceptance by the builder and/or homeowner of the Construction Rules and Regulations governing their project at Fairpark District.

There is no cost to obtain a Fairpark Building Permit. However a \$200.00 "damage deposit" is required which is fully refundable if all conditions have been met at the completion of construction of the residence. The Permit will be issued by the Tupelo Redevelopment Agency (TRA). By acceptance of the Fairpark District Building Permit, the builder and/or homeowner certifies receipt of approval from Design Review and acknowledges acceptance of any comments required for approval noted on the final Design Review Report.

Any changes or modifications desired during construction which modify the approved design and can be viewed from the public way must be re-submitted for review prior to implementation.

The fine for starting a house without obtaining a Fairpark District Building Permit and a copy of the Construction Rules and Regulations shall be \$500.

CONSTRUCTION DEBRIS AND TRASH REMOVAL

Each builder will be required to maintain a dumpster at the front curb of the residence under construction. The dumpster is to be located in the street and must be set on plywood sheathing so as not to damage the asphalt. This dumpster should be emptied periodically when construction materials reach the upper rim. Each Friday, all construction sites are to be clean so as to facilitate a pleasing appearance to homeowners and visitors (prospective buyers) and to eliminate any hazards for any person who might venture through the various construction projects.

Should a construction site be deemed in an unacceptable condition when the site is inspected on Friday evening, the builder will first be issued a notice, which will require that the condition be corrected by the following Friday.

Failure to comply will result in the TRA hiring someone to clean the site and back-charging the builder and/or homeowner at two times the direct cost.

Construction materials will be kept out of the street right-of-way at all times. Lanes and streets adjacent to said property shall be kept open for circulation at all times. This is for the protection of all parties and will allow emergency vehicles direct access to any part of the development.

Workers utilizing the parks for lunch shall remove all food wrappers, containers, etc., from the site upon completion and deposit said debris in trash receptacles. A dumpster may be shared between two or more builders and/or homeowners.

INFRASTRUCTURE

There presently exists at Fairpark District numerous forms of infrastructure consisting of curbs, streets, lanes, landscaping, street trees, street lights, sidewalks, irrigation systems, brick pads, benches, street furniture, bike racks, ponds, pond lighting, walking paths, parks, pavilions, trash receptacles, etc. The builder and/or homeowner is responsible for protecting any infrastructure adjacent to their property.

Any damage to infrastructure should be reported to the TRA Office located at 108 S. Broadway St. Tupelo, Mississippi or by calling the office at 662-841-6598 immediately in order that the damage can be contained and to prevent additional damage. The TRA staff will wrap orange webbing around street trees and street light standards adjacent to your site. All materials are to be kept away from these trees and lights during construction so as to prevent any damage. These elements are valuable assets to your own property as well as the overall development, and every effort should be taken to protect them.

Damage to any infrastructure item will be repaired by the TRA and back-charged to the builder and/or homeowner at two times the direct cost.

USE OF BUILDINGS UNDER CONSTRUCTION

No functions shall occur in any building under construction. Once a building is

completed, any functions which are planned in an unoccupied building within the development will have to be cleared through the TRA Management Office.

CONSTRUCTION TIME

No builder shall commence construction on a weekday prior to 7:00 a.m. , nor continue construction beyond 7:00 p.m. No builder shall commence construction on a weekend prior to 9:00 a.m., nor continue construction beyond 6:00 p.m.

CONSTRUCTION RADIOS AND NOISES

No construction radios shall be utilized prior to 9:00 a.m., nor beyond 6:00 p.m., on weekdays. Construction radios are specifically prohibited on Saturdays and Sundays. Radios are not to be played so loudly as to disturb nearby residents.

CONCRETE DELIVERY AND DISPOSAL OF EXCESS MATERIAL

Concrete trucks are specifically prohibited from dumping any excess concrete anywhere on the Fairpark District site. Concrete which is accidentally spilled on the asphalt paving must be removed by the builder immediately. Concrete can only be washed out on your lot and you are solely responsible for its removal from the site upon completion of your construction.

SIDEALK INSTALLATION

Sidewalks street curbs and lane curbing are installed by the TRA. The builder is required to install driveways and curb cuts, where applicable. Any curb or sidewalk damaged during construction shall be repaired in kind by the builder.

OPEN FIRES

Due to the close proximity of buildings open fires or fires in containers of any size or kind by construction workers to warm themselves, or for any other reason, are specifically prohibited. Any violations will result in forfeiture of the entire damage deposit (\$200.00). A second violation will carry a fine of \$500.00.

SURVEYS AND CONSTRUCTION STAKING

Each builder and/or homeowner is responsible for establishing their own property corners and construction staking. A foundation survey is required on all residential construction. The survey is to be completed immediately upon completion of the concrete block foundation wall and provided to the TRA Property Manager prior to pouring the slab or commencing framing in order to minimize damage due to improper placement of the residence on the lot.

DUMP SITES

THERE ARE NO DUMP SITES WITHIN THE FAIRPARK DISTRICT DEVELOPMENT .All material shall be removed from the premises during construction and upon completion of construction. A fine of \$1,000 shall be imposed on anyone dumping debris on any undeveloped parcels within the Fairpark District. This fine shall accrue to the property from which the debris originated and a lien shall be filed on said property. The workman responsible for depositing such debris shall be prohibited from future work within the Fairpark District.

PROTECTION OF ADJACENT COMPLETED PROPERTY

When construction is to begin adjacent to a completed residence, the contractor is required to put up a solid black silt fence along the entire property line separating the proposed construction site from the completed property. This fence should be maintained by the builder during construction and every effort should be made to keep any construction debris from going over the fence onto the adjacent completed property. Any damage to an adjacent property or residence shall be immediately repaired by the builder/owner at their sole expense.

COMPLIANCE REVIEWS

The TRA Property Management office and the Town Architect will conduct one (1) compliance inspection during your construction. The fee for this inspection is \$50.00. The sole purpose of this inspection is for determining that all issues

identified during the design review process have been adequately addressed during construction. The TRA management office will schedule the inspection at the appropriate times. A Certificate of Compliance will be issued by the TRA management office after the inspection has been completed. Builder/Owner is responsible for compliance with all Design Guidelines and Construction Rules and Regulations.

PARKING

While it is understood that parking for workers may in some instances be limited, it is mandatory that vehicles not be parked in such a manner as to impede ingress or egress of residents to/from their homes, nor should parking block mailboxes or in any way prevent mail delivery. Fire hydrants may not be blocked. Parking shall only occur on paved streets. There shall be no parking in alleys whether paved or graveled. The TRA reserves the right to tow any vehicle which violates any of the aforementioned restrictions.

PORT -A-JOHN

Each builder is responsible for their own Port-A-John or for making arrangements with near-by builders to share a unit between several construction sites.

END OF CONSTRUCTION RULES & REGULATIONS

Fairpark District
Building Permit
(To be completed by the Applicant & the TRA)

Date: _____

Lot # _____

Property Address: _____

Builder: _____

Builder's Address: _____

Telephone: _____ Mobile: _____

Owner's Name: _____

Owners's Address: _____

Telephone: _____ Mobile: _____

Applicant:

_____ Design Review has been completed and approved by the TRA

_____ \$ 200.00 Damage Deposit received by TRA (Refundable if all conditions met)

_____ Site and adjacent public improvements has been inspected by both the Applicant and representatives of the TRA and all existing conditions have been noted.

_____ Construction Rules & Regulations have been delivered to the Owner & the Applicant.

Tupelo Redevelopment Agency:

Upon completion and acceptance of this Permit Application, the Applicant may file for a Building Permit from Lee County and the City of Tupelo.