

# **RESTON TOWN CENTER**

## **DESIGN GUIDELINES AND REVIEW PROCESS**

**For  
Office, Commercial and Industrial  
Properties**

*Prepared by the*

**TOWN CENTER DESIGN REVIEW  
BOARD**

1760 Reston Parkway  
Suite 513  
Reston, Virginia 20190-3303

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## **I. Town Center Protective Covenants**

Reston is a 7400 acre planned community that provides a balance of residential, retail, office-industrial and recreational uses. Within Reston's 460 acre Town Center District, (see <http://restontc.org> website for map) certain properties have been subjected to a Declaration of Covenants, Conditions and Restrictions ("Covenants") that have been recorded among the Fairfax County Land Records. The original Covenants for the Town Center Urban Core were recorded on April 25, 1988, and can be found in Deed Book 7006 beginning at page 1862; the original Covenants for the Reston Town Center Industrial were recorded on November 16, 1991, and can be found in Deed Book 7472 beginning at page 345; and the original Covenants for the Reston Residential Center were recorded on August 31, 1992, and can be found in Deed Book 8238 beginning at page 1350. The basic purpose of these Covenants was to impose upon the properties described mutually beneficial restrictions under a general plan of improvement for the benefit of all property owners within Town Center.

These Covenants, along with the By-Laws of the Reston Town Center Joint Committee ("RTCJC"), also establish general design standards and guidelines ("Design Guidelines") and a design review process pursuant to which all improvements made upon property subject to the Covenants must be reviewed and approved by the Town Center Design Review Board ("TCDRB"). The design standards and the design review process presented in this document apply to specific office, commercial and industrial properties within the Town Center District including the 85 acre Urban Core which is defined by New Dominion Parkway, Reston Parkway, Town Center Parkway and the W & OD Trail. Separate design standards and guidelines have been developed for the Residential Center (residential properties) within the Town Center District.

## **II. Town Center Design Review Board**

### **Authority**

The TCDRB has the authority to review and approve the exterior design of all improvements made upon the property subject to the Covenants. Specifically, any staking, clearing, grading, excavation, construction, planting, removal of plants, trees or shrubs, exterior addition, material alteration or improvement to any site, structure or building must be reviewed and approved by the TCDRB prior to commencement of the work. No such work may begin until and unless written approval has been obtained from the TCDRB. Such improvements include but are

## **Town Center Design Review Board (continued)**

not limited to all permanent as well as temporary buildings, parking structures, accessory structures, parking lots, fencing, signage, lighting, landscaping, communications equipment, security cameras, mechanical equipment, etc.

The TCDRB may consider any and all exterior elements of design including size, massing, architectural style, colors, materials, harmony of design with surrounding structures and other improvements, and any other factors that, in the reasonable opinion of the TCDRB, materially affect the appearance of the improvements and/or the compatibility of the improvements with surrounding structures and other improvements.

The Covenants grant to the TCDRB the authority to prepare, and on behalf of the Board of Directors of the Reston Town Center Joint Committee ("RTCJC") to promulgate design guidelines and standards for Town Center and within certain limitations, to amend those guidelines, standards and procedures from time to time.

## **Composition**

The TCDRB consists of five members who are appointed by the Board of Directors of the RTCJC. Under current requirements, at least three members of the TCDRB must be registered architects. A Design Review Board Administrator ("Administrator") or secretary to the TCDRB is responsible for processing applications, providing information to applicants, scheduling meetings and for other similar administrative activities.

## **Procedures**

The review process begins when a property owner or applicant ("Applicant") submits an application form with plans, drawings, review fee and other relevant information ("Application") to the Administrator for processing. Application forms as well as information and copies of the Design Guidelines are available online at [www.restontc.org](http://www.restontc.org). Applications shall be emailed to the Administrator at [drb@restontc.org](mailto:drb@restontc.org) or mailed/faxed to:

Town Center Design Review Board  
1760 Reston Parkway, Suite 513  
Reston, VA 20190-3303  
Phone: 703-435-6600 Fax: 703-435-4465

**Town Center Design Review Board** (continued)

The extent and complexity of the proposed work will determine the scope of the information required for review by the TCDRB, the review fee, and the duration of the review process. Review of a minor project such as a sign or a storefront renovation, for example, will involve a different process than that required for a large office complex. The **Project Submission Checklist** (described in Section III below) lists the information required to be submitted for review by the TCDRB. The full list of required information generally applies to major new construction. For less complicated projects an abbreviated list of information is provided under each separate Design Guideline.

Once a complete Application and the required review fee are received, the Administrator will review the submission for completeness. Applications deemed to be incomplete by the Administrator will be returned to the Applicant with an explanation of the reasons for the Administrator's action. Complete Applications will be processed by the Administrator and will be scheduled for presentation at the next regular monthly meeting of the TCDRB (provided the Application is received at least 7 business days prior to such meeting). The Applicant will receive confirmation of the date and the time of the regular TCDRB meeting in writing at least 5 business days in advance of the meeting subject to the receipt of a complete Application and review fees. The Applicant or a duly authorized representative of the Applicant may be requested to present the design to the TCDRB in person. Such request shall be contained in the written notice of the meeting.

At the request of the Applicant and at the discretion of the Administrator and with the concurrence of the TCDRB, a special meeting may be called to consider any particular Application or applications. The Administrator and the TCDRB shall make reasonable efforts to accommodate any request of the Applicant for a special meeting.

The TCDRB may, at its discretion, suggest alternative design solutions in connection with any Application. Such suggestions shall not be construed as an approved design solution. Any suggestion made by the TCDRB is made without warranty or representation of compliance with applicable governmental regulations, codes or other requirements.

The decision of the TCDRB and their review comments will be sent to the Applicant by the Administrator within 45 days after submission of the completed Application and generally within 10 days after a TCDRB meeting. The decision of the TCDRB will be communicated to the Applicant in writing. If any Application is disapproved, the letter shall include the reasons for disapproval.

**Town Center Design Review Board** (continued)

The Applicant shall not deviate from the approved plans unless any such deviation or revision to the approved plans is submitted to and expressly approved by the TCDRB. Any approval given by the TCDRB is valid for two years from the date of the approval. If the work has not commenced within two years following the date of approval by the TCDRB, the approval shall lapse and a new Application must be submitted for review; provided, however, that if a site plan for all or a substantial portion of the work is approved by the Fairfax County Department of Environmental Management within the 2 year period, then the approval given by the TCDRB shall remain valid for the life of the site plan. Upon completion of any improvements made in conformity with the approved plans and the Design Guidelines, the TCDRB shall, at the request of the Applicant (or the current owner of the property if different from the Applicant), issue a written certificate of compliance as evidence that such improvements have been constructed in compliance with the approved plans, Design Guidelines and with such provisions and requirements of the Covenants as may be applicable.

**Appeals**

**a) *Request for Reconsideration:*** Within 10 business days after a decision by the TCDRB has been delivered to the Applicant, the Applicant may file with the Administrator, a written request that the TCDRB reconsider such decision. Any such request shall include an explanation of the basis for such request and any other information supporting such request which the Applicant may consider relevant. The TCDRB may require additional information from the Applicant in connection with any request for reconsideration. The Applicant may personally address the TCDRB at its next scheduled meeting.

The TCDRB shall make a reasonable and good faith effort to schedule and act upon any pending request for reconsideration at its next scheduled meeting and to promptly communicate the decision to the Applicant in writing. Requests for reconsideration will be reviewed on a case-by-case basis, and the granting of a request for reconsideration with respect to one Application does not imply or warrant that a similar request will be granted with respect to any other Application.

A pending request for reconsideration shall stay the deadline required for appeal in subsection b) of this "Appeals" section.

**b) *Appeal to the Board of Directors:*** The Board of Directors of the RTCJC may provide to an Applicant a right to appeal decisions of the TCDRB. Appeals shall be filed by the Applicant within 10 days following the date of receipt (by the Applicant)

## **Town Center Design Review Board (continued)**

of a decision from the TCDRB. The Applicant shall file a written notice of appeal with the Board of Directors of the RTCJC which shall contain the following information:

- a statement of the decision which is the subject of the appeal
- the date when the decision was made by the TCDRB
- a general statement of the Applicant's reason for appeal

Upon receipt of a notice of appeal, the Board of Directors of RTCJC shall notify the TCDRB and shall set a date and time for hearing. The Board of Directors of RTCJC shall process appeals as expeditiously as possible and shall render a decision within at least 30 days following the date of hearing. The Board of Directors of RTCJC may affirm or reverse, in whole or in part, or may modify the action, requirement, decision or determination which is the subject of the appeal. An appeal may be withdrawn by the Applicant at any time prior to decision by written notice to the Board of Directors of RTCJC.

**c) *Address for Notice:*** Any notice required to be given to the TCDRB or to the Board of Directors of RTCJC shall be given in writing at the address stated in the "**Procedures**" section above.

## **Enforcement**

Pursuant to, and subject to any limitations contained in the Covenants or the By-Laws, the Board of Directors of RTCJC has the authority to enforce in a court of competent jurisdiction the decisions of the TCDRB, which sanctions may include fine(s), enforcement of the rules by self-help, or a suit at law or in equity.



### III. Project Submission Checklist

The Project Submission Checklist in this Section III lists the documents and information generally required to be submitted for review by the TCDRB in connection with any Application relating to a major project such as new construction, a major addition, a major exterior renovation and redevelopment. An abbreviated list of "Submission Requirements" is provided under each separate Design Guideline for minor or less complicated projects such as signs, storefronts, lighting, communications equipment, etc. The TCDRB may modify its submission requirements based on the nature and/or scope of individual Applications. All Applications require a completed application form and payment of the appropriate review fee. A copy of the standard application form and the fee schedule are included on the <http://restontc.org> website. Additional application forms can be obtained from the Administrator.

#### PRELIMINARY REVIEW

##### 1. APPLICATION FORM and REVIEW FEE

##### 2. DRAWINGS and PLANS

One set of preliminary drawings providing the following information:

**a) *Project Boundary and Topographic Survey*** (at a minimum scale of 1"=50' and a contour interval of no greater than two feet) showing all existing:

- roads
- easements
- structures
- tree masses and specimen trees (trees larger than 24" in caliper)
- other significant site features

**b) *Preliminary Site Plan*** (at a minimum scale of 1"=50' and a contour interval of no greater than two feet) showing all proposed:

- buildings
- streets
- parking and service areas
- sidewalks and pathways
- walls and fences
- limits of clearing
- tree save areas
- preliminary grading
- utilities and easements

**Project Submission Checklist** (continued)

- c) **Preliminary Architectural Drawings** (at a minimum scale of 1/8"=1'-0") showing all exterior building elevations and materials including any visible roof projections and mechanical equipment.
  - d) **Conceptual Landscape Plan** including the location, type and size of all plant material to the extent available.
  - e) **Conceptual Exterior Lighting Plan** including the location, type and wattage of all proposed fixtures to the extent available.
  - f) **Conceptual Signage Drawings** showing the location and appearance of all signs to the extent available.
3. **SPECIFICATIONS and/or OTHER DESCRIPTIVE INFORMATION** including manufacturer's catalogues, cut sheets or photographs, and where applicable, color boards and samples for exterior colors and materials.

Any other materials as requested by the TCDRB to explain the intent and character of the project.

**FINAL REVIEW****1. DRAWINGS and PLANS**

One set of final drawings providing the following information:

- a) **Final Site Plan** (at a minimum scale of 1"=50' and a contour interval of no greater than two feet) showing all proposed:
  - buildings
  - streets
  - parking and service areas
  - sidewalks and pathways
  - walls and fences
  - limits of clearing
  - tree save areas
  - finished grading
  - utilities and easements
  - other site improvements

**Project Submission Checklist** (continued)

- b) *Final Architectural Drawings*** (at a minimum scale of 1/8"=1'-0") showing all exterior building elevations and details including any visible roof projections and mechanical equipment.
  - c) *Final Landscape Plan*** including the specific location, type and size of all plant material.
  - d) *Final Exterior Lighting Plan*** and fixture information including the location, type and wattage of all fixtures.
  - e) *Final Signage Drawings*** showing the location and appearance of all signs.
- 2. SPECIFICATIONS and/or OTHER DESCRIPTIVE INFORMATION** including manufacturer's catalogues, cut sheets or photographs, and where applicable, color boards and samples for exterior colors and materials.

Any other materials as requested by the TCDRB to explain the intent and character of the project.

## **IV. Design Guidelines**

The Reston Town Center District includes approximately 460 acres, within which sites may be developed and redeveloped incrementally over time. Each new building should respond appropriately to its environment including existing buildings. Architecturally, new projects must express consistency with the overall urban character, quality and image of existing development, particularly development within the 85 acre core area. The objective of establishing design continuity, however, should be balanced by the need for flexibility and innovation to accommodate redevelopment overtime.

All exterior building elevations are important and will be reviewed by the TCDRB in determining the acceptability of a proposed design. Size, massing, style, organization and attention to detail, color and material will be considered in the review process. Particular attention will be given to the appearance of building elevations, exterior spaces and plazas that are readily visible or accessible to the public. Any service or utility areas, dumpsters and mechanical equipment should be screened from public view by walls, fences, landscaping or other appropriate means.

The Design Guidelines and Standards in this section are intended to assist the Applicant and the TCDRB in making informed decisions with respect to exterior design elements. The intent of the review process is to achieve a high level of quality design while providing flexibility to allow for creative design solutions.

The TCDRB interprets the Design Guidelines, monitors their effectiveness and amends or revises them as necessary. Since the Guidelines presented in this manual may be revised from time to time, Applicants are encouraged to contact the Administrator regarding any questions and to confirm the current status of specific guidelines or standards.

# Awnings and Canopies

## GUIDELINES

- Fabric awnings or canopies generally should be simple in design, with subdued patterns and a minimum of colors.
- Multiple or repetitive signage, logos, and/or advertising are generally not permitted.
- Awning or canopy edges must be straight. Scalloped or crenulated edges are not permitted.
- Awnings or canopies must be constructed of quality material and be securely attached to their frames.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plans and elevations drawn to scale showing the proposed awning or canopy and frame as appropriate.
- Catalogue clipping or photograph and material sample showing color, texture and weight.
- In the case of resurfacing existing awnings, only a catalogue clipping, photograph and a material sample showing color, texture and weight are required.
- Any other information required by the TCDRB.

# Banners and Flags

## GUIDELINES

- Banners should only advertise activities such as special events, festivals, holidays, concerts, etc., and shall be mounted only at designated locations within Town Center as approved by the TCDRB.
- Banners relating to individual retail or office promotions or banners advertising space for lease are not permitted. Such information should be presented on temporary sandwich boards (see **Signage -Temporary Sandwich Boards**).
- Banners for seasonal or reoccurring events may be installed on a regular basis once they have been approved by the TCDRB.
- Banners must be mounted only within approved locations. Attachment to trees, street signs or vehicles is not permitted. Care must be taken to prevent fastenings from damaging any buildings or structures.
- Banners must be professionally fabricated of durable, weather-resistant material.
- The size and scope of banners shall be tasteful and in keeping with the ambiance of Town Center.
- The size of a flag should relate proportionately to the height of its pole.
- No more than two flags may be flown from any pole.
- Illumination of flags may be approved if the light is white, low intensity and does not create glare.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Drawing of the banner or flag (and pole) to scale, including text or graphics.
- Color samples or PMS numbers.
- Plan or photograph showing the exact mounting location.
- Dates of the event and installation and removal of the banner.
- Specifications of any lighting including location, type, wattage, etc.
- Any other information required by the TCDRB.

# Carts

## GUIDELINES

- The design and construction of beverage or food carts should be compatible with the overall image and quality of Town Center.
- Carts shall be constructed of quality materials and finishes. Signage and graphics must be professionally executed.
- Carts should be easily moved.
- Overall dimensions generally should not exceed 6' x 10', with a maximum height of 9' including any awning.
- The location of carts must not interfere with pedestrian or vehicular traffic and must not create problems with respect to noise, illumination, sanitation or visual clutter.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing proposed location of the cart.
- Drawing at a scale no smaller than 1"=1'-0" showing all sides of the cart including any awning or umbrella, materials, signage and illumination.
- Color and material samples or PMS numbers.
- Any other information required by the TCDRB.

# Communications Equipment

## GUIDELINES

- The location and screening of communications equipment such as satellite dishes or antennas should be considered as an integral part of the building design. The size, location and amount of equipment must not detract from the appearance of the building.
- Dishes or antennas should be located behind parapet walls and should be screened in such a way as to be visually unobtrusive from the ground.
- Generally, dishes or antennas should be painted to match their background building color.
- Location of equipment on the ground is permitted if such a location can be adequately screened from view by fences, walls, berms, landscaping or a combination of these.
- Satellite dishes may not be used for signage or advertising purposes or be illuminated.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Architectural plans and elevations drawn to scale showing the proposed location of the dish and/or antenna, with proposed screening and landscaping.
- Catalogue clipping, description, drawing or photograph of the dish and/or antenna showing color, size, and material and support structure.
- Any other information required by the TCDRB.



# Fences, Walls and Security Gates/Barriers

## GUIDELINES

- **Temporary fencing** that is required during construction must be removed once the building is substantially completed.
- **Permanent perimeter or property line fencing, walls, security gates or barriers** are permitted only where security is vital, subject to their location and design being approved by the TCDRB.
- Any approved permanent chain link fencing must be a vinyl-coated black, dark brown or dark green color. Posts must be wood or metal painted black, dark brown or dark green to match the color of the fence. Galvanized (silver) chain link fencing is prohibited except for temporary construction use.
- The maximum height of any fence or wall shall be six feet unless specifically approved to be higher by the TCDRB (and permitted by County regulations).
- In general, fences, walls or gates should be located so as to be as inconspicuous as possible to public view. Also, screening by berms and/or landscaping may be required to reduce their visibility from adjacent streets.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Site plan showing proposed location of fence, wall or gate.
- Scaled drawings or photographs of fence, wall or gate noting color and material.
- Landscape plan showing plant materials and sizes.
- Any other information required by the TCDRB.

# Landscape Design

## GUIDELINES

- A conceptual landscape plan showing the general location and type of plant material shall be submitted as a component of the preliminary design phase. A final landscape plan showing the final location, type and size of plant material shall be submitted as a component of the final design phase.
- The proposed landscape design concept must:
  - Maintain the quality and consistency of landscape elements along existing streets
  - within Town Center.
  - Screen views of parking areas, walls, service areas, mechanical equipment, etc.
  - Provide color, texture and visual interest.
- Proposed plant material shall comply with sizing and grading standards of the latest edition of *American Standard for Nursery Stock*.
- All landscape material shall be installed in accordance with the approved plan and within 6 months of substantial completion of any building on the site. At the time of installation, minimum tree sizes shall be as follows:
  - Deciduous canopy or shade trees: 3 to 6 inches in caliper.
  - Deciduous ornamental trees: 2 to 2 1/2 inches in caliper.
  - Evergreen trees: 7 to 11 feet in height.
- In certain locations such as corners, intersections, major streets or as screening for parking structures, the TCDRB may require larger trees to be installed.
- Plant material must be maintained in a healthy condition at all times. Shrubs and trees may be pruned but live trees larger than 6 inches in caliper may not be removed without the approval of the TCDRB. Dead or diseased trees that are removed may need to be replaced with new trees.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing proposed location, type and size of plant material.
- Planting specifications and details as required by the TCDRB.
- Any other information required by the TCDRB.

# Lighting

## GUIDELINES

- In general, site lighting shall be designed to accommodate public safety without creating glare or high intensity.
- High pressure sodium (yellow-orange) lighting is currently prohibited for exterior use, including buildings, parking facilities, service areas, signage, etc. High pressure sodium lighting is also prohibited inside parking garages where it would be visible from the outside.
- Special effect lighting will be considered by the TCDRB for unique applications on a case-by-case basis.
- Generally, spotlights or wall packs are not permitted due to their glare and intensity. However, certain wall packs may be approved depending upon their type, location, size, wattage and mounting height on the building. Such wall packs should be a "cut-off" type that direct light downward and should not direct glare or intense light onto adjacent streets or buildings.
- The number of existing light poles or fixtures or the intensity of existing lighting may not be increased without the approval of the TCDRB.
- The TCDRB may reserve the right to require the Applicant, tenant, building owner or manager to reduce the intensity of lighting after installation if the TCDRB determines that the light is too bright or creates excessive glare.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing proposed location of lighting.
- Architectural elevations showing proposed location of lighting.
- Cut sheets and specifications of light fixtures and poles including type, wattage, material, color, etc.
- Photometric study and any other information required by the TCDRB.

# Mechanical Equipment

## GUIDELINES

- Electrical and mechanical equipment as well as propane tanks, generators, etc., should be screened from public view by means of integration within the architectural elements of the building or by the use of berms, walls, fences, plant material or other appropriate means.
- Noise-producing mechanical equipment should be located and screened so as to eliminate or reduce any impact upon adjacent uses.
- Roof-top mechanical equipment shall be screened by an appropriate barrier or shall be painted to match the color of the adjacent or background surface.
- Flues, vents and pipes on the roof should be painted a color that matches their background color or roof material color in order to reduce their visibility.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing location of mechanical equipment.
- Detailed drawings showing plan and elevation views including materials and colors.
- Any other information required by the TCDRB.

# Outdoor Eating Areas

## GUIDELINES

Outdoor eating areas, their enclosure system, furniture, umbrellas, etc. will vary greatly because of the planned design diversity of the Town Center, but certain criteria will apply in all cases, including any outdoor seating areas approved prior to October 27, 2006.

- The enclosed area must not impede pedestrian traffic flow on walkways. A five (5) foot clearance is required between the edge of the enclosed outdoor eating enclosure and the street curb, except that a minimum of four (4) feet may be permitted if physical conditions do not allow five (5) feet.
- Umbrellas, potted plants, planters, barriers or any other items may not intrude into the adjacent pedestrian pathway.
- Enclosure of the outdoor eating area may vary in design but all enclosure equipment must be sturdy, attractive, substantial, and resistant to weather damage, well maintained, and aligned in a straight and true manner.
- Any modifications to the approved layout or furniture must be submitted for review.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing location of proposed outdoor eating enclosure, the 5' or 4' pedestrian pathway, adjacent building, fixed signs, planters, trash receptacles and other structures within the enclosure and between the enclosure system and the curb.
- Detailed drawings of proposed outdoor eating enclosure structure and catalog cuts of proposed tables, chairs, umbrellas, etc.
- Seasonality: applicant must address how the outdoor eating area enclosure will be handled when not in active use,
- Any other information required by the Town Center Design Review Board.

# Parking

## GUIDELINES - Parking Lots

- Parking must be screened by natural vegetation, new landscape material, walls and/or landscaped berms.
- Parking lots should contain planted islands to break up the mass of paving, with islands at least 7 feet wide in order to contain deciduous trees at least 3 inches in caliper unless impacted by utility easements.
- Light fixtures shall be selected and located so as to avoid glare and high intensity. High pressure sodium (yellow-orange) lighting is currently prohibited. (See design guidelines for **Lighting**).

## GUIDELINES - Structured Parking

- Exterior finish materials of structured parking shall have a general quality and appearance similar to that of adjacent buildings.
- Primary faces of parking structures (those facing major streets) should have horizontal floors instead of ramps or slopes.
- Structures must be screened by plant material both on the structure and in front of it, especially in situations where long elevations of the structure are visible from adjacent streets.
- Lighting for both the exterior and the interior (if visible from the outside) shall be designed to avoid glare and excessive brightness. High pressure sodium (yellow- orange) lighting is currently prohibited.
- Light fixtures on the top of a parking structure shall be a "cut-off" type to reduce glare, with a recommended height of no more than 25 feet above the deck surface.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing parking lot or structure.
- Architectural elevations of structure along with material and color samples.
- Landscape plan showing plant material, type and size.
- Cut sheets and specifications of light fixtures and poles including type, wattage, material, color, etc.
- Any other information required by the TCDRB.

# Pavilions and Tents

## GUIDELINES

- Temporary facilities such as pavilions and tents must be compatible with the image and quality of Town Center.
- Materials and finishes must be attractive, durable and able to withstand inclement weather.
- Seasonal facilities may be installed on a regular basis once they have been approved initially. Any revision to the design, materials, colors, signs, graphics, etc., however, must be resubmitted to the TCDRB for review and approval.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing proposed location of pavilion/tent.
- Architectural plans and elevations drawn to scale, showing any signs, graphics and lighting.
- Material and color samples or PMS numbers.
- Dates of installation and removal.
- Any other information required by the TCDRB.

# Redevelopment

## GUIDELINES

- Redevelopment is subject to the same review process as original construction.
- Any redevelopment must be sensitive to the established character, quality and architectural design of Town Center.

## SUBMISSION REQUIREMENTS

- Use Project Submission Checklist.



# Security Cameras

## GUIDELINES

- The location of exterior security systems such as closed-circuit television cameras should be considered as an integral part of the building's design. Systems should be selected and located so as to be visually inconspicuous and must not detract from the building's appearance.
- In situations where cameras, housings, brackets, conduits and other mounting hardware cannot be hidden, they should be painted to match the color of the building surface to which they are attached.
- Cameras and supports should not extend above the roof line or protrude beyond the corners of a building.
- Any pole-mounted cameras should be kept to a minimum number and must be painted to match the color of the poles.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Architectural plans and elevations as appropriate showing the proposed location of cameras.
- Scaled drawings or photographs, specifications and color samples of the camera housing, mounting system, poles, conduits and other accessories.
- Any other information required by the TCDRB.

# Service, Loading and Dumpster Facilities

## GUIDELINES

- Service areas, loading facilities and trash dumpster areas must be designed to blend harmoniously with the overall building design, materials and colors. If these areas are not located within the building they must be screened from public view.
- Individual trash dumpsters or trash areas must be screened or hidden by walls, berms, plant material or other appropriate means.
- Trash dumpster enclosures should be constructed of a substantial material such as wood or masonry and include secure, self-closing gates.
- Chain link fence enclosures, either with or without "slats" or inserts are prohibited.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing the location of the service facility or trash dumpster.
- Drawings showing the plan and elevation views including material and color.
- Detailed drawings showing the location, type and size of plant material proposed for screening.
- Any other information required by the TCDRB.

# Signage - Exterior, Permanent

## GUIDELINES

- Generally, signage should be discreet and minimized in size and quantity.
- Design, size, color, illumination, placement and context with adjacent signage are considered by the TCDRB in their evaluation of signage and graphics.

### Monument or Free-Standing Signs

- A monument or a free-standing sign may be located at the entrance to a building or at the entrance to an office park. Generally, there should be no more than one such sign for each building or office park. If there is more than one entrance drive, the TCDRB may approve an additional sign.
- Signs should be located so as to not create a sight distance problem for vehicles.
- Signs should have a low profile, with landscaping provided around the base.
- Lettering style should be simple and straightforward, with the size of the letters scaled to the speed limit and sight lines from the street.
- Any illumination must not create glare or excessive brightness. External light fixtures for monument signs should be concealed or screened by landscaping. High pressure sodium (yellow-orange) lighting is currently prohibited.

### Building "Signature" or "Major User" Signs

- Generally, one building "signature" or "major user" sign is permitted on the top level of any one building. A second either identical or different "signature" or "major user" sign may be permitted on the top level of the building at the discretion of the TCDRB. This second sign should be on the opposite side of the building so that both signs are not visible at the same time. If the signs are on adjacent sides, they should be as far apart as possible.
- Roof-mounted signs or signs protruding above the building roof line or above the parapet wall are not permitted.
- Major signs should consist of individual, pin-mounted letters (illuminated or non-illuminated). Letters mounted on raceways or "box-type" signs are discouraged.
- In general, for buildings up to three stories in height, "major user" signs may have letter or logo heights of up to 30 inches; for buildings taller than three stories these signs may have letter or logo heights of up to 36 inches. The TCDRB may allow larger letter or logo sizes depending upon the sign's length, design, color, location, visibility and illumination.
- A maximum area of 200 square feet per sign may be permitted.

## **Signage - Exterior, Permanent** (continued)

### **Office Tenant Signs**

- Before individual office tenant signs can be approved, the building owner or manager should submit a comprehensive tenant signage system for the building to the TCDRB for review and approval.
- Generally, no more than one identification sign per tenant is permitted unless specifically approved by the TCDRB.
- Tenant signs other than the building "signature" or "major user" signs are generally permitted only on the first level or ground level of a building. At the discretion of the TCDRB, tenant signs may be allowed on the second level of a building in cases where a suitable signage area has been provided as part of the architectural design and where visibility of the sign is a significant issue.
- The style and height of letters should be standardized and should relate to the size of the area to which the sign will be attached. Generally, a height of 8 to 14 inches is appropriate. Signs or logos with larger letters or characters may be approved by the TCDRB depending upon factors such as the sign's overall length, height, location, visibility, color, illumination, etc..
- First level window signs may be permitted depending upon their size and location. Signage is prohibited in windows above the first level of the building.

### **Retail Tenant Signs**

- Each retail use may have a combination of storefront and awning signs. Creative signs as well as canopies and awnings are encouraged in order to provide color and interest to the streetscape.
- Wall-mounted letters/logos are permitted on the fascia above the storefront or on a signage bulkhead designed to be part of the overall storefront design. Signs are also permitted on glass display windows.
- The length of the sign and the height of the letters must be appropriate to the size of the area where the sign is to be mounted and the general size of the storefront.

## **Signage - Exterior, Permanent** (continued)

### **Illuminated Signs**

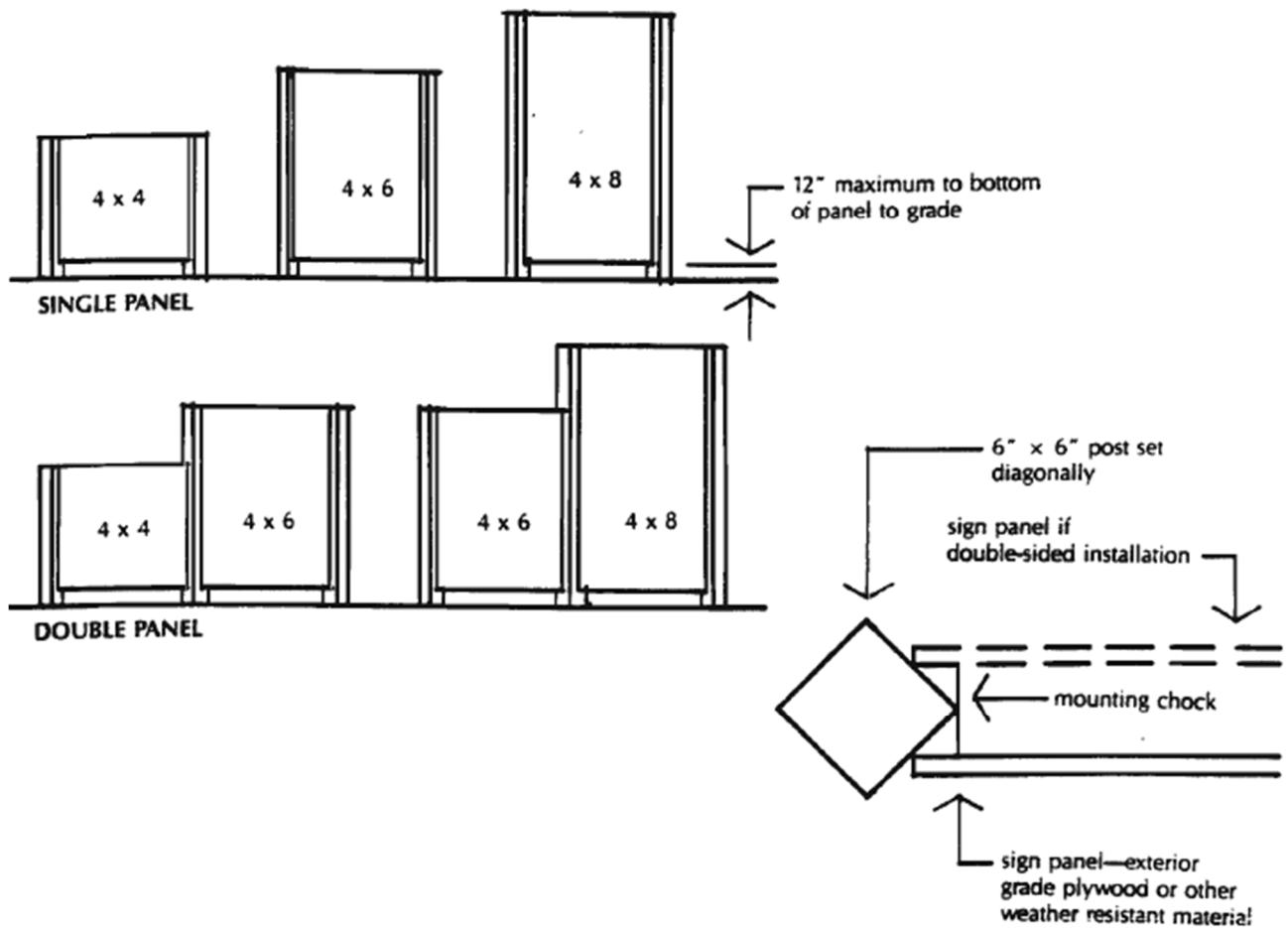
- Signs should generally be internally illuminated or "halo" illuminated. Where such illumination is not possible or appropriate, the TCDRB may approve external illumination. Any such external light fixtures must be permanently mounted and the light source directed so as to prevent glare or excessive brightness.
- Illuminated signs should not disturb nearby uses, particularly residential uses, and should not create glare or excessive brightness.
- Fixture styles should complement the architectural style of the building.
- Building-mounted sign conduits, raceways, transformers, junction boxes, etc. must be concealed or painted so as to make them as inconspicuous as possible.
- High pressure sodium (yellow-orange) lighting is currently prohibited.
- For all illuminated signage the TCDRB may reserve the right to require the Applicant, tenant, or building owner to reduce the intensity of illumination if the TCDRB determines that the signage is too bright or produces excessive glare.

### **SUBMISSION REQUIREMENTS**

- Application form and fee.
- Plan identifying the exact location of the proposed sign.
- Architectural elevation of the building or storefront showing the sign.
- Detailed drawings and specifications of the sign describing the height, size, design, color, style and layout of the lettering or logo.
- Detailed drawings and specifications describing the type, location and wattage of illumination.
- A letter of approval from the building owner for each application for tenant signage.
- Any other information required by the TCDRB.

## Signage - Exterior, Temporary

The TCDRB has adopted the following standards for temporary signage throughout Town Center.



## GUIDELINES

- One sign or sign group is permitted for each building site or project. Sites with Dulles Access Highway frontage may have one additional sign facing the Highway.
- Information displayed on the sign or sign group may include information such as the project name, developer, contractors, consultants, leasing agent etc.
- Signs may be single-sided and installed parallel to the street or double-sided and installed perpendicular to the street. All signs must be installed outside of the road right-of-way and not interfere with vehicular sight distance requirements.

## **Signage - Exterior, Temporary** (continued)

- "V" configured signs are prohibited.
- All signs must have 6" x 6" posts finished in a medium gray color or an alternative color approved by the TCDRB.
- Copy, renderings, logos, etc. may be cut into or applied onto the sign panel.
- The height of text on temporary signs should not exceed 12 inches.
- Signs are to be maintained at all times. Any modification of copy should be professionally done.
- Temporary signs that are specifically prohibited include:
  - Signs on buildings or in windows
  - Streamers or decorative flags
  - Banners including those associated with leasing or construction.
  - Portable or trailer signs.
  - Revolving or flashing signs.
  - Balloons or similar devices unless specifically approved by the TCDRB.
  - "Sandwich board" or sidewalk signs unless specifically approved by the TCDRB.
- Temporary directional signs may be permitted for a limited period of time.
- The Applicant is responsible for verifying the existence and location of easements, utilities or restrictions which may affect the placement of any signage.

## **SUBMISSION REQUIREMENTS**

- Application form and fee.
- Plan showing the proposed location of the sign.
- Detailed drawing of the sign at a scale no smaller than 1"=1'-0", showing the information displayed, dimensions and colors.
- Color samples or PMS numbers as required.
- Any other information required by the TCDRB.

# Signage - Temporary Sandwich Boards

## GUIDELINES

- The limited use of sandwich boards or sidewalk signs is permitted only within the Town Center core area on a temporary basis.
- Sandwich boards are not permitted in the plaza area in front of the fountain or in any location where they may obstruct the flow of pedestrian or vehicular traffic.
- Applicants must follow detailed standards for size, design, construction and display time limits from the Town Center management company. Generally, the height is limited to 42 inches and the width to 30 inches.
- Sandwich board designs must be compatible with the image and quality of the overall Town Center retail environment.
- Sandwich board construction should be of the highest quality, with materials and finishes selected for durability.
- Messages permitted may include specific activities such as special events or retail promotions.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Plan showing proposed location.
- Drawing of the sandwich board at a scale no smaller than 3"=1'-0" showing the text, logos/artwork, with color samples or PMS numbers.
- Any other information required by the TCDRB.



# Temporary Trailers and Facilities

## GUIDELINES

- Construction trailers, storage trailers, sales trailers, temporary rest rooms and other such facilities are permitted only as temporary uses and should be located as inconspicuously as possible on the site.
- These facilities and any associated signs must be maintained in a neat and orderly manner and must be removed promptly when construction is complete.
- Temporary lighting associated with these facilities must be a "white" light (no high pressure sodium is permitted) and must not create glare or high intensity.
- Fencing and plant material may be required for screening depending upon the location and appearance of the facility.

## SUBMISSION REQUIREMENTS

- Application form and fee.
- Site plan showing proposed clearing, grading and location of the temporary trailer or facility.
- Drawing or photograph of the trailer or facility.
- Plans, specifications and other information regarding any landscaping, lighting, signage and fencing.
- Any other information required by the TCDRB.

## **V. Miscellaneous Provisions**

### **Accuracy of Information**

Any Applicant submitting plans to the TCDRB shall be responsible for verification and accuracy of all components of such submission including without limitation, all dimensions, grades, elevations, utility locations and other pertinent features of the construction or improvement.

### **Amendment and Third Party Benefit**

The TCDRB has the right from time to time to amend or modify these Design Guidelines and Review Process. Neither the TCDRB nor its agents or representatives, including the Administrator shall be liable for failure to follow these Guidelines or Review Process. Furthermore, these Design Guidelines and Review Process do not confer any third party benefits or rights upon any entity, person, owner or Applicant.

### **Applicant's Representation**

The Applicant represents by the act of entering into the design review process with the TCDRB, that all representatives of the Applicant, including but not limited to the Applicant's architect, engineer, contractors, subcontractors and their agents and employees, shall be made aware by the Applicant of all applicable requirements and shall abide by these Design Guidelines and Review Process and the Covenants with respect to approval of all construction or improvements.

### **Conflicts with the Covenants or the By-Laws**

In the event of a conflict between these Design Guidelines and Review Process and the terms of the Reston Town Center Declaration of Covenants, Conditions and Restrictions and/or the By-Laws, the Covenants and/or the By-Laws shall prevail.

### **Enforcement**

Enforcement of the TCDRB's decisions as well as enforcement of the Covenants is carried out through provisions stated in the Reston Town Center Declaration of Covenants, Conditions and Restrictions and the By-Laws. The Board of Directors of

## **Miscellaneous Provisions** (continued)

RTCJC has the authority to enforce in a court of competent jurisdiction the decisions of the TCDRB, which sanctions may include fine(s), enforcement of the rules by self-help, or a suit at law or in equity.

### **Non-Liability**

Neither the TCDRB nor its respective members, Administrator, successors, assigns, agents or representatives shall be liable for damages or otherwise to anyone submitting plans for approval, or to any Applicant, by reason of mistake in judgment, or negligence arising out of any action of the TCDRB with respect to any submission, or for failure to otherwise follow these Design Guidelines or Review Process. The role of the TCDRB is directed toward review and approval of site planning, architectural design and aesthetics. The TCDRB assumes no responsibility with regard to design or construction, including without limitation, the structural, mechanical or electrical design, methods of construction, or technical suitability of materials.

### **Regulatory Compliance**

Plans submitted for the TCDRB's review must comply with all applicable building codes, zoning regulations and the requirements of all agencies having jurisdiction over the improvement. It is the responsibility of the Applicant to obtain all necessary permits. It is not the responsibility of the TCDRB or Administrator to review submissions for compliance with applicable governmental regulations; the Applicant must ensure compliance with all such regulations and requirements. Regulatory approvals do not preclude or supersede the authority and responsibility of the TCDRB for design review and approval.