Appendix “F” to the Design Guidelines Manual
Adopted February 2, 2009 – Resolution 2009-05
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Chapter One

Introduction
Introduction

Purpose
These Design Guidelines are criteria and standards by which the Arlington Design Review Committee must consider in determining the appropriateness of work proposed within the Depot Square Overlay District.

The purpose of this document is to guide development, improvements and renovations to commercial and multi-family developments in the Depot Square Overlay District in a consistent manner that protects and preserves the historic and architectural value, and creates an aesthetic atmosphere of the District.

The intent of the Depot Square Overlay District is to preserve the historic sites and structures of the Town of Arlington. The Design Review Committee should be sensitive to the uniqueness of the District, and the need to preserve the history of the properties and structures within the District. These Guidelines recognize the care that is to be given to those properties and the preservation of the Town’s heritage.

These Guidelines apply specifically to the Depot Square Overlay District, and should not be confused with the Design Guidelines in the previous pages, except as otherwise noted.

Governing Authority
Requests submitted for review shall be heard by the appropriate Board or Committee of the Town of Arlington, in accordance with any applicable provisions of the Zoning Ordinance. The Town of Arlington Code of Ordinances, Section 8.8.2 creates and defines the powers of the Arlington Design Review Committee.

History
First Settlement
Settlers came in the area in the 1830’s and many of their descendants still live in Town. Originally known as Haysville, the Town was named after the original landowner, Samuel Jackson Hays, a nephew of President Andrew Jackson. The area began to grow with the development of the Memphis and Ohio railroad and the creation of the Withe Depot within its boundaries. By 1856, about two hundred people called Haysville home, but growth ceased with the onset of the Civil War as men joined the war and many never returned.

Another nearby disaster, the outbreak of Yellow Fever in Memphis in 1878, also contributed to the stagnant population as the Town fathers quarantined this area, forbidding outsiders from entering the Town.
In 1883, the name of the Town was changed to Arlington, a name suggested by Captain Henry Pitman. He had visited the national cemetery in Virginia and thought it was the most beautiful spot on the earth.

The community received its charter from the State of Tennessee in December 1900, then with a population of slightly over 600. Like many small communities, Arlington suffered losses during the World Wars; the 1950 census shows only 465 residents, and the 1960 census lists 651. Arlington had 1,742 residents on its centennial, and 9,700 residents in 2008.

Community Development
A real treat for the early citizens of Arlington was to board a westbound train for Memphis, sometimes becoming an overnight adventure in the big city. But, residents did not have a real need to visit the bigger city; the necessities of life could be found within its own Town square.

By the end of the 19th Century, the community boasted its own post office, physician, druggist, cotton gin, lumber store, several general stores, a blacksmith, a meat market, and an undertaker. The center of Town was the S.Y. Wilson & Co. hardware store. In the early 1900’s, S.Y. Wilson & Co. furnished for its customers practically everything imaginable – meat, groceries, sewing notions, clothes, feed and seed.
Today, Depot Square is filled with restaurants, shops and businesses that attract both residents of the Town, as well as visitors from neighboring communities and around the country. Over the years, Town officials have approved improvements to Depot Square. These improvements included a replica of the original train depot, public parking, pedestrian facilities and landscaping.

Development has occurred outside the Depot Square District with new commercial and office developments, however, the Town recognizes the special historic nature and history of her Depot Square, and desires for it to continue as a special place in the Town.

**Understanding the Depot Square District Design**

The Arlington Depot Square is a historic railway depot community. Renderings of the early 1900’s reflect false front storefronts, and mostly single-story buildings with covered porches.

Construction has occurred over the years, and buildings reflect multiple architectural styles. A drive through the District reveals the multiple styles.

The Arlington Depot, a replica of the original train depot, is used for the Town’s Senior Citizens Center.
**Depot Square District Boundary**
The boundaries of the Depot Square District are identified in the following map. The original Depot Square, and the surrounding areas fall under the review purview of the Arlington Design Review Committee for exterior construction, improvements and preservation.
Chapter Two

General Guidelines for Rehabilitation of Existing Structures
General Guidelines for Rehabilitation of Existing Structures

The following are general guidelines to assist a property owner with any rehabilitation he or she may pursue. A property owner should strive to rehabilitate or preserve buildings of historic significance within the District. Prior to an application being made to the Design Review Committee and prior to any work commencing, the property owner is encouraged to work with the Town’s staff to address any concerns either party may have regarding any rehabilitation or preservation efforts.

These general guidelines are adapted from the National Parks Service, Technical Preservation Services, relating to the rehabilitation of historic properties.

1. The distinguishing original qualities or character of a building, structure or its site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.

2. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

3. Changes may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right and this significance shall be encouraged.

4. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.

5. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.
6. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than one’s conjectural design or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

9. New design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

10. Where possible, new additions or alterations to structures shall be done in such a manner that if such additions on alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

11. The use of aluminum or vinyl siding or other such trim work is not expressly prohibited or discouraged. The use of such, however, should utilize materials which meet the character of the era in which said structure was originally constructed in terms of color and other characteristics.
Chapter Three

Guidelines for Alterations to Existing Buildings and Property
Guidelines for Alterations to Existing Buildings and Property

These Guidelines pertain to any exterior alteration of an existing building or property in the Depot Square Overlay District. Alterations are:

- A change in building material;
- the addition or elimination of any architectural feature of a structure;
- a repair that reconstructs any part of an existing building;
- an addition that extends or increases floor area or height of any building;
- or construction of an appurtenance.

A number of the buildings in the District were once residential structures and later converted to non-residential uses. In these instances, the residential style and elements should be maintained in order to preserve the structure’s history. While building codes require certain improvements, the residential style can still be preserved without harm to the structure’s historical integrity. Additional information on site improvements associated with such conversion can be found in the section on new construction.

Additions

Additions are areas that increase the living or working space of a structure. This does not include the addition of architectural elements. Generally, an addition should be situated at the rear of the building in such a way it does not disturb either front or side public facades. Additions should follow the guidelines for new construction.
Porches
Original details and shape (outline, roof height and roof pitch) should be retained. Original porch materials and architectural details should be maintained. If different materials are substituted, they should be appropriate to the architectural style and period of the structure.

The enclosing of front porches is inappropriate. The enclosing of side porches may be considered appropriate if the visual openness and character of the original porch is maintained.

Roofs
Original roof pitch and configuration should be maintained. The original size and shape of dormers should be maintained. Dormers generally should not be introduced where none existed originally.

Original roof materials and color should be retained. If replacement is necessary, original materials should be used, although asphalt shingles may be substituted for original roofing when it is not economically feasible to replace or repair with original materials or when the original roof is beyond repair. The color and texture of asphalt shingles should be appropriate to the architectural style and period of the structure.

New elements such as vents, skylights or additional stories that would be visible on the building’s primary elevation should not be added.

Doors
The original size and shape of door openings should be maintained. Original transoms, side lights and doors should be maintained. Replacement doors should be compatible with original door in terms of style and material. Flush doors are generally appropriate.

Generally, new door openings should not be introduced on facades visible from the street. Original door openings should not be filled in.
Architectural Details

Original details, including hardware, should not be removed. The replacement of irreparable details should be with close visual approximations of the originals.

The replacement of missing original details should be based on accurate duplication, or should be close visual approximations of the originals, based on historic, physical or pictorial documentation. Architectural details of any period or style not original to the building shall not be introduced.

Changes that have taken place in the course of time which are evidence of history and development of a building and its environment may have acquired significance in their own right; their significance should be recognized and respected.

Windows

The original size and shape of windows should be maintained. The original number and arrangement of panes should be maintained. The characteristic window shape in the area is vertically rectangular higher than it is wide. Horizontal windows and picture windows are generally not appropriate. Do not use inappropriate materials or finishes that change the sash, depth of reveal, or appearance of the frame.

New window openings should not be introduced unless they match the existing window configuration and their placement harmonizes with the existing rhythm of openings. Original windows should not be filled in. Where windows have been painted, remove the paint.

An example of appropriate construction and preservation of historic buildings in a historic district.
Materials
Original building materials include wood, brick, stone, terra cotta and stucco. Original roof materials include slate, metal and on twentieth century buildings, asphalt shingles.

Masonry
Masonry repainting should be done with care to match the original mortar color. The use of Portland cement should be avoided when repainting old brick. Original tooling configuration and joint width should be maintained. Cleaning should be done with the gentlest means possible. Do not use sandblasting, open flames or high pressure water as those cause severe damage to brick and mortar.

The painting of brick is inappropriate unless it is mismatched or so deteriorated that it cannot withstand weather. If painting is necessary, original natural color should be used. Painting of stone is inappropriate.

Covering brick and stone with siding is inappropriate. Where this has been done, it should be removed to reveal the brick.

Wood
Wood siding should be retained, if possible. Original siding should not be covered or replaced with a material or texture not original and not aesthetically compatible. Replacement wood siding should be consistent with the original in size, direction and lap dimension. Original wall shingles should be maintained.

Hardi-plank is an appropriate substitute if wood siding is not attainable.

Paint and Color
Colors that are consistent with the era when the Depot Square was established, or when a building was built should be maintained. If possible, a property owner should determine the original color of the structure and make every attempt to preserve that color.

The number of paint colors used should be limited. Traditionally, two (2) different colors were used on commercial buildings to define walls and trim. A third color could be used for accent on awnings or on signs.

Appurtenances
Appurtenances related to a building (including fences, walls, street lamps, steps, paving and sidewalks) should be visibly compatible with the environment to which they are related.
**Fences and Walls**

Low retaining walls in front yards should be kept where they exist. Introduction of retaining walls where none existed should be avoided. New or reclaimed iron fencing may be inappropriate for properties with pre 1900 structures. Iron fencing is generally not appropriate for later structures.

Wood picket fences are appropriate in front or rear yards of houses. Board fences, usually taller, with wider boards set close together, are appropriate only around rear yards. Chain link or woven fences are not permissible. If a portion of a rear fence is visible from the street, it should be camouflaged.

**Storefronts**

The rendering to the right shows elements commonly used in historic commercial buildings. These elements should be maintained in the original color and material. Inappropriate architectural elements and styles should not be added. These elements should be removed to reveal a building’s original architecture.
Chapter Four

Guidelines for New Construction
Guidelines for New Construction

New construction is the construction of any freestanding structure on any lot or building addition to an existing structure. These guidelines shall apply only to the exteriors of buildings.

Since construction in a historic district has usually taken place continuously from the late nineteenth and early twentieth centuries, a variety of building types and styles result which demonstrate the changes in building tastes and technology over the years. New buildings should continue this tradition while complementing and being compatible with other buildings in the area.

Reconstruction may be appropriate when it reproduces facades of a building which would have contributed to the historical and architectural character of the area; if it will be compatible in terms of style, height, scale, massing and material with the buildings immediately surrounding the lot on which the reproduction will be built; and if it is accurately based on pictorial documentation.

Because new buildings usually relate to an established pattern and rhythm of existing buildings, on the same and opposite sides of a street, the dominance of that pattern and rhythm must be respected and not disrupted.

New construction should be consistent with existing buildings along a street in terms of height, scale, setback and rhythm; relationship of materials, textures, details, color, roof shape, orientation and proportion and rhythm of openings.

Building Height and Width
New buildings shall be constructed to a compatible number of stories and height of adjacent buildings. Most buildings in the District are one-story. A building’s width should also consider that of neighboring buildings, and not look out of place.

Scale
Scale can be defined as the relationship of the size of a building to neighboring buildings and of a building to its site. Height and width contribute to scale, as do design features of a building. Scale can be human scale or monumental scale (such as for churches or institutional buildings). In order to achieve appropriate scale, provide features on new construction that reinforce scale and character of the surrounding area, whether human or monumental, by including elements such as storefronts, vertical and horizontal divisions, upper story windows and decorative features.
Setbacks and Rhythm of Spacing
Setback is the distance between the building and the property line, whereas spacing refers to the distances between buildings. The setback from the front and side yard property lines and spacing established by adjacent buildings should be maintained. When a definite rhythm along a street is established by uniform lot and building width, infill new buildings should maintain the rhythm.

If setback and yard requirements for a building or property are different from the current requirements of the Arlington Zoning Ordinance, then approval for a variance must be obtained from the Arlington Board of Zoning Appeals.

Materials, Texture, Details and Color
The relationship and use of materials, texture, details and material color of a new building’s public facades shall be visually compatible with and similar to those of adjacent buildings, or shall not contrast conspicuously.

Brick and wood siding are the most commonly used materials in the District, and should be continued. Synthetic sidings, such as vinyl, aluminum and synthetic stucco products (such as EIFS), are not historic materials and are not to be used.

Roof Shape
The roofs of new buildings shall be visually compatible, by not contrasting greatly with the roof shape and orientation of surrounding buildings.

Building Orientation
The site orientation of new buildings shall be consistent with that of adjacent buildings and shall be visually compatible. Directional expression shall be compatible with the surrounding building, whether that expression is vertical, horizontal or non-directional.

The most appropriate orientation is to the public street.
**Proportion and Rhythm of Openings**

The rhythm, patterns and ratio of solids (walls) and voids (windows and doors) of new buildings should relate to and be compatible with adjacent facades and typical historic architecture of the District. Most buildings should have a higher proportion of openings to wall area.

The size and proportion, or the ratio of width to height of window openings of new buildings’ primary facades, should be similar and compatible with those on facades on other historic buildings.

Traditionally designed openings generally have a recessed jamb on masonry buildings and have a surface mounted frame on frame buildings. New construction should follow these methods in the District as opposed to designing openings that are flush with the rest of the wall, which is typically seen in newer developments.

**Lighting**

Lighting fixtures should be selected to enhance the historic aesthetics of the District. Bright lighting is not appropriate, and fixtures that are not consistent in scale with a site or building are not to be used.

For lighting submittal requirements, refer to the Lighting information provided in the Design Manual.

This storefront shows a greater number of voids to solids, and an appropriate bulkhead at the base of the storefront windows.
Additions to Existing Buildings

New additions to existing buildings should be kept to a minimum and should be compatible in scale, materials and texture; additions should not be visually jarring or contrasting, nor should they be an exact replica of the historic structure.

Additions should not be made to the public facades of existing buildings. Additions should be located to the rear of existing buildings in ways, which do not disturb the public facades. The creation of an addition through enclosure of a front façade porch is inappropriate and should be avoided.

Awnings and Canopies

Where awnings and canopies are used, care should be taken to insure the style and material selected will compliment, rather than detract from, the structure. Avoid using metal awnings. Plastic awnings and plastic-like fabrics should not be used. Fabric awnings are the most appropriate. The color selected shall compliment the color scheme of the building. Solid colors, wide stripes and marrow stripes may be appropriate, but overlay bright or complex patterns should not be used.

The most traditional style of awning is a straight, sloped awning. Boxed or curved awnings are appropriate on newer construction. Awnings should be placed so as to not interfere with signage or any distinctive architectural feature, and shall be placed so the bottom is no less than seven feet from the ground. Backlit awnings or canopies are not permitted.

Outbuildings

Garages and storage buildings should reflect the character of the existing structure and surrounding buildings and should be compatible in terms of height, scale, roof shape, materials, texture and details. The location and design of outbuildings should not be visually disruptive to the character of the surrounding buildings.

Appurtenances

Appurtenances related to new buildings, including driveways, sidewalks, lighting, fences and walls, shall be visually compatible with the environment of the existing buildings and sites to which they relate.

Parking, Driveway and Sidewalks

Where residential buildings are converted to a commercial use, additional parking and sidewalks are often required. New parking should be located to the sides or rear of an existing building and should be screened with landscaping if the area is prominently visible from a public right-of-way.

Where new buildings are constructed, care should be given to the setbacks of neighboring buildings and where the parking is positioned. It is more appropriate for the human scale of a building for the parking to be located in the rear, or, where available, on the street.
Chapter Five

Guidelines for Signage
Guidelines for Signage

All signage must meet the minimum requirements for size, location, height and illumination of the Zoning Ordinance, Sign Regulations. When designing a sign, a balance should be struck between the need to call attention to an individual business and the need for a positive image of the entire District. Signs should be designed so as to not detract from the character of the District or building. Care should be taken in the selection of a sign’s design, placement, quantity, size, shape, materials and colors. Historically significant signs should be retained if possible on buildings, even if the business in no longer in existence.

Placement

Signs should be located so as to not block visibility in and out of a site, or to block the visibility of the building tenants. Signs should also not block architectural elements and details that define a building.

A flat sign may be used above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames display windows.

Awning and canopy signs should only be located on the valance area.

Hanging signs should be located to provide enough clearance for the pedestrian. They should be at least 10 feet above a sidewalk, and project no more than three (3) feet from the building.

Materials

Traditional sign materials, such as wood, glass, gold leaf, raised individual metal or painted wood letters and painted letters on wood, metal or glass should be used. Avoid the use of foam molded letters.
Plastic letters should be avoided. When they are used, they should have a non-glossy finish.

Wall signs should not be painted directly on the surface of a masonry wall if the wall has not been previously painted.

Window signs should be painted to the window or have decal flat letters. They should not be three-dimensional.

**Size**

The specific sizes permitted are located in the Arlington Zoning Ordinance, however, care should be given that the size of the sign does not overwhelm the scale of the building.

**Color**

Colors should complement, rather than detract, from the color scheme of the building. Permitted wall sign colors are located in the Arlington Zoning Ordinance. Ground sign colors should complement the building colors, and can emphasize a trim color that may be used on the building. Bright, gaudy colors are not appropriate, and minimal number of colors should be used.

**Multi-Tenant Buildings**

Attached business signs located on a multi-tenant building should be installed and designed in a consistent manner so as to enhance the building, rather than distract. A comprehensive sign policy is required for multi-tenant buildings, and shall be submitted to the Design Review Committee for review.
Chapter
Six

Guidelines for Landscaping
Guidelines for Landscaping

All aspects of site development should be sympathetic to the character of landscape development, type of plants and spatial treatment of adjacent properties. Wherever possible, healthy existing trees should be retained, as they are an amenity requiring many years to replace. Grading and construction should avoid disturbance to such trees.

On site areas adjacent to streets, lawn areas must be established or be sodded prior to occupancy of the project.

Planting plans approved by the Committee must be maintained as originally designed. Any diseased, dying or dead plants should be treated or removed by the property owner. Appropriate, durable plants should be installed.

Where needed, irrigation must be provided to ensure robust planting areas. To prevent accidents, irrigation systems must be installed below ground, with spray heads flush with the ground surface.

As an extension of the surrounding natural landscape, plant species should be native or well adapted to the region.

Screening and Screening Plants
A minimum 15’ planting screen and a 6’ wood fence shall be required when commercial adjoins residential. Evergreen plantings of an appropriate size should be used.

Evergreen species are desirable for screening views, such as views into parking or service areas. Appropriate screening plants include: Loblolly Pine, White Pine, Virginia Pine, Savannah Holly, Foster Holly, and Red Leaf Photinia.

Street Trees
To provide a more immediate effect in commercial areas and offset the larger scale structures, the preferred street trees are 3 – 3½” caliper oak, planted no further apart than 50’ on center.

Shade Trees
Appropriate shade tree species include: Willow Oak, Pin Oak, Scarlet Oak, Bald Cypress, Tulip Tree, Honey locust and Red Maple.
Flowering Trees
Appropriate flowering tree species include: Magnolia, Crepe Myrtle, Washington Hawthorne, Golden rain Tree, Red Bud, Japanese Cherry, and Crabapple.

Shrubbery
Appropriate shrub species planted 24” – 36” in height at the time of planting include: Wax Leaf Ligustrum, Florida Jasmine, Variegated Privet, Elaeagnus, Golden Euonymus, Gold Spot Euonymus, Manhattan Euonymus, Japanese Cleyera, Burford Holly and Azalea.

Appropriate shrub species planted 18” – 24” in height at the time of planting include: Andorra Juniper, Pfizer Juniper, Dwarf Japanese Holly, Dwarf Chinese Holly, Variegated Privet, Manhattan Euonymus and Florida Jasmine. Azaleas are also appropriate for residential structures converted to a commercial use.
Chapter Seven

Guidelines for Demolition
Guidelines for Demolition

Demolition is the tearing down of a building.

Since the purpose of historic zoning is to protect historic properties, the demolition of a building which contributes historically or architecturally to the character and significance of the district is inappropriate and should be avoided.

Demolition is inappropriate if:
• a building is of such architectural or historical interest and value that its removal would be detrimental to the public interest;
• a building is of such old or unusual or uncommon design and materials that it could not be reproduced or be reproduced without great difficulty and expense, or;
• it proposed replacement would make a less positive visual contribution to the district, would disrupt the character of the district or would be visually incompatible.

Demolition is appropriate if:
• a building has lost its architectural and historical integrity and importance and its removal will not result in a more negative, less appropriate visual effect on the district;
• a building code does not contribute to the historical architectural character and importance of district and its removal will result in a more positive, appropriate visual effects on the district; or
• the denial of the demolition will result in an economic hardship on the applicant as determined by the Arlington Planning Commission.
Chapter Eight

Guidelines for Relocation of Existing Structures
Guidelines for Relocation of Existing Structures

Relocation is the moving of a building into the District or within the District from one site to another.

The moving of an existing building which retains architectural and historical integrity and which contributes to the architectural and historical character of the district should be avoided.

The moving out of the district of a building which does not contribute to the historical and architectural integrity of the district or which has lost architectural integrity due to deterioration and neglect shall be appropriate if its removal, or the proposal for its replacement, will result in a positive impact on the district.

Relocated buildings must be carefully rebuilt to retain and maintain original architectural details and materials.

A building may be moved into the district if it maintains a sense of architectural unity in terms of style, height, scale, massing, materials, texture and setback with exiting buildings along the street.

A building may be moved from one side to another in the district if:
• the integrity of location and setting of the building in its original location has been lost or is seriously threatened;
• the new location will be similar in setting and sitting;
• the building will be compatible with the building adjacent to the new location in style, height, scale, materials and setbacks; and
• the relocation of the building will not result in a negative visual effect on the site and surrounding building from which it will be removed.
Chapter Nine

Other Resources
Other Resources

While Town staff is available to answer any question you may have about developing or opening a business in the Depot Square Overlay District, there are other resources that offer information about historic structures and the preservation of those structures.

National Parks Service, Technical Preservation Services
The National Park Service, Technical Preservation Services, has provided a number of free documents and references on their website:
http://www.nps.gov/history/hps/tps/index.htm

Refer to their Technical Preservation Notes for easy to read and understand information on a number of topics.

Association for the Preservation of Tennessee Antiquities (APTA)
www.theapta.org

Tennessee Historical Commission (State Historic Preservation Office)
www.tennessee.gov/environment/hist/