THE DENTON SQUARE DISTRICT:
Standards and Guidelines

EFFECTIVE DATE: 6/18/19
Using This Document:

- **Design Standards**: Include only the sections with the heading “Standards.” These are design requirements that should be followed, where applicable, when designing your new building, renovation, rehabilitation, or exterior repair project. Failure to follow applicable standards can lead to denial of a Certificate of Design Consistency for your project. However, creativity is encouraged, and deviations from the Standards for creative designs can be approved by City Council, if said designs can be shown to still meet the Purpose and Overall Intent of the Denton Square District (see “Understanding the District” for the “Purpose and Overall Intent”).

- **Design Guidelines**: Include only the sections with the heading “Guidelines.” These are more subjective statements that propose preferred strategies for achieving the goals of the Denton Square District in the design of new buildings, renovations, rehabilitations, and repairs. Developers should endeavor to ensure that guidelines are followed to the greatest extent possible. However, a Certificate of Design Consistency will not be denied due to failure to adhere to a guideline.

- **Pictures & Picture Captions**: Serve to further illustrate certain standards and guidelines, but have no regulatory effect. Pictures and picture captions should in no case be used to support or oppose any element of a proposed project. Some pictures feature buildings outside the Denton Square District – this does not imply that those buildings will be impacted by these regulations.

- **Graphic(s)**: Further illustrate and assist with the interpretation of the Standards. Unlike pictures and picture captions, graphics are codified as part of the Denton Square District Standards.

- **Understanding the District**: The “Understanding the District” document is an important companion document for fully understanding the process for applying for Certificate of Design Consistency within the Denton Square District.

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The Denton Opera House was rehabilitated as a mixed-use building, with a used bookstore on the ground floor, apartments above and behind, and parking hidden below the main building.

The Evers Hardware Building is a well-preserved historic building which features design elements, such as an awning, a decorative cornice, and transom windows which help to define the historic character of the Denton Square, while also making it welcoming and attractive to pedestrians.
Building Orientation, Setback, and Frontage Standards

- **Orientation**: Buildings must have their primary entrance face the street or other public spaces.

- **Setback**: Buildings must front on the property line.

- **Frontage**: 100% of all lot frontages on the Square must be occupied by a building, except for building entry or access conditions, to a minimum height of the first story.

- **Building Height**: The following standards apply to all new facades and additions to facades, except that new or altered facades on existing buildings shall not be required to be higher or lower than the existing façade.
  - New building facades fronting on the Square Proper must be a minimum of two (2) stories in height.
  - New building facades and additions to facades fronting on the Square Proper must not exceed a maximum of two (2) stories or a maximum of forty-five (45) feet in height.
  - New buildings facades on the Mews Streets must be a minimum of two (2) stories in height.
  - New building facades and additions to facades on the Mews Streets must not exceed three (3) stories or maximum of sixty-five (65) feet in height.

- **Building and Façade Height Standards – Catastrophic Loss**: In the event of partial or complete destruction of a building or building façade in The Square by a fire or other natural or accidental cause, the following standards shall apply, if and when the subject building and/or façade is reconstructed:
  - The building or façade must be reconstructed to a minimum of their existing height previously.
  - The building or façade may be reconstructed to a height higher than the previous existing height – subject to the Denton Square District maximum building height restrictions.
    - Such reconstruction must be commenced within one year of such event and completed within 18 months of such event, after which time District minimum height standard will apply.
    - By written request from the property owner, City Council may grant one extension, up to six (6) months, of either the work commencement and/or the completion of work time period.

The consistent orientation and setback of the buildings along West Hickory Street help to create a frame for the public space that is the Denton Square.
Façade Standards

- Existing unpainted brick and stone facades must not be painted.
- The ground floor of new buildings or new facades must include a minimum of three (3) elements of architectural relief at least every twenty-five (25) linear feet. These elements, which must comply with all other applicable design standards, may include the following:
  - Doors
  - Columns or posts
  - Awnings
  - Change in depth
  - Windows
  - Changes in materials
- Other elements of architectural relief may be approved by the Director if they are determined to align with the Overall Purpose and Intent of the District.
- All new buildings, or new floors added to an existing building, must create a clear visual differentiation between the first and second floor, using one or more of the following elements of architectural relief which must comply with all other applicable design standards:
  - Change in depth
  - Columns or posts
  - Transom Windows
  - Awnings
  - Changes in materials, including a horizontal trim line of different material between the first and second floors
  - Other elements of architectural relief may be approved by the Director based on compliance with the Overall Purpose and Intent of the District.
- A minimum of seventy-five percent (75%) of the building front of a new building, on the first (ground) floor, for a depth of at least twenty (20) feet from the building front, must be occupied by a non-residential use.

Façade Guideline

- New building facades and changes to existing facades should:
  o Maintain a consistent ground floor height in relation to adjacent buildings.
  o Relate to and complement adjoining buildings in height and scale, creating a consistent building edge that frames the public realm. Design solutions to mitigate abrupt changes in height or scale should be sought.

Above is an example of visual division between street level and upper floors. Design elements such as entries, windows, balconies, awnings, and bays all provide visual interest.

The Hickory Building uses change of materials, changes in depth, and design elements -- windows and awnings -- to break up a long façade.
Façade Material Standards

New façades must conform to the following material standards. Façade projects that incorporate unlisted materials may be submitted to the Director and will be reviewed for conformance to the Purpose and Overall Intent.

- Primary materials must consist of the following:
  - Brick
  - Stone, or stone veneer
  - Wood
  - Cement composite board
  - Tile – terra cotta, porcelain, or ceramic
  - Stucco above the first floor

- The following material may be used as accents and trim:
  - All primary materials listed above
  - Metal – galvanized, painted, or ornamental
  - Pre-cast masonry (trim and cornice only)
  - EIFS (exterior insulation and finish system) above the first floor
  - Concrete fiber simulated wood siding

- Inappropriate materials
  - Applied stone without cavity wall construction
  - Vinyl or aluminum siding
  - Mirrored glass
  - Stucco on the first floor
  - EIFS on the first floor

A unique, visually interesting building can be created using primary and accent materials that are compatible with the overall historic design character of downtown.
**Fenestration, Glazing, and Entry Standards**

- Fenestration and glazing must be provided in all new facades.
- Ground floor windows must use clear glass (80% minimum Visible Light Transmittance). All window glass must allow a minimum 60% Visible Light Transmittance and must not exceed 15% Visible Light Reflectance. The use of Low Emissivity (Low-E) glass is permitted.
- Windows, floors, stoops, and porches must open out to the street.
- Primary building entrances must be clearly articulated. Options include:
  - Awnings
  - Canopies
  - Recessed entry
  - Other similar treatments may be approved by City Council if they are determined to align with the Overall Purpose and Intent of the District.
- Awning, canopies, and other covered-projected types of building features must comply with the following:
  - Must be placed so as to provide weather protection for pedestrians.
  - Must be consistent in height with similar covered-projected features on adjacent or adjoining buildings.
  - Must be mounted in locations that do not obscure ornamental features over storefronts, such as rooflines, arches, and banding.
  - Must not exceed the width of the sidewalk.
  - May encroach partially into the public right-of-way, but require completion and approval of a City of Denton Right-of-Way Use permit/application.
  - Must not be torn, frayed, ripped, faded, or stained, soiled or dirty. When not specifically addressed by this ordinance, provisions of the City of Denton property maintenance code shall apply.
  - Must not have convex or dome frames.
  - Colors of such building features must enhance and complement the building to which they are attached, rather than overwhelm the building scheme. Colors must not call more attention to the projected-covered building feature than the building.
  - The frame structure of such building features must be finished to match the metal storefront system color or the fabric color of the associated projected-covered type of building feature.

**Fenestration, Glazing, and Entry Guidelines**

- Corner entrances are encouraged for strong visibility at intersections.
- Where office, retail, and entertainment spaces coexist, consider placing the retail entrances at the corners and the office entrances at mid-block locations.
- Operable windows are strongly encouraged.
- Historic existing awning hardware should be repurposed where possible.

Although not required, corner entrances are encouraged, creating a visible welcoming point for pedestrians crossing the intersection. The historic awning provides shade for pedestrians.
Sidewalk Activity Standards

- Bringing restaurant and retail activities out to the sidewalk is not prohibited, provided that:
  - Unobstructed pedestrian walking is maintained.
  - A City of Denton Right-of-Way Use permit/application has been completed and approved for any private activity that extends into the public right-of-way.
  - Permanent railings for outdoor dining must not extend into the public right-of-way without an approved City of Denton Right-of-Way encroachment permit/form or exceed a maximum four (4) feet from ground level.

Outdoor dining is permitted and helps create a welcoming downtown.
Exterior Lighting Standards

- All newly installed exterior lighting must comply with the standards of Section 6.11 of the 2019 Denton Development Code, except as specifically modified within this section, and shall require a Certificate of Design Consistency (with the exception of temporary holiday lighting).

- The following types of newly installed exterior lighting are prohibited within the District:
  - High-Intensity Discharge (HID) or fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures).
  - Lights that blink, flash, or change intensity or color (except in the case of theater marquee lighting).

- The following types of newly installed exterior lighting are not prohibited within the District, notwithstanding any restriction on them in Section 6.11:
  - Fully shielded light fixtures (luminaires), except those containing directional lamps, which have an aggregate rated lamp output not exceeding 500 lumens.
  - Decorative gaseous, light-emitting diode (LED), or other electrified or illuminated tubing or backlit “band” lighting, when used to:
    - Accent one or more of a building's horizontal architectural elements (that is, along the rooflines including any peaks, arches, or bump-ups, or horizontally along the building's facade as lighted tubing or a backlit “band”).
    - Outline or decorate the outermost edges only of awnings, but not to outline the awning as a whole.

Exterior Lighting Guidelines

- Building-mounted lighting on façades, or other accent lighting on architectural features is encouraged.
- Exterior lights should be compatible with their respective buildings in terms of design, material, use, size, scale, color, and brightness.
- Light fixtures on historic buildings should be compatible with the design of the building.
- Design of lighting for new construction should be designed to minimize glare, uplight, and light trespass.

Properly scaled awnings and downward-directed wall lighting of appropriate size and brightness combine to create a welcoming environment for pedestrians.

These exterior lights are compatible with these buildings in terms of design, material, use, size, scale, color, and brightness.
Sign Standards

- All new signs installed in the District shall be required to comply with the standards of Chapter 33 of the Denton Municipal Code of Ordinances, including the requirement of an approved sign permit, when applicable. In addition, the following restrictions shall apply to all new signs within the District:
  - Internally-lit acrylic cabinet signs are prohibited.
  - Signs must not be installed in locations that damage or obstruct important architectural features.
  - Signs must be compatible in scale, proportion, and design with the building’s façade, and made of high-quality, durable material.

Sign Guidelines

- Where possible and appropriate, signs shall be aligned with those on neighboring buildings to promote visual order on the block, to avoid visual clutter, and to enhance legibility.
- Signs should be positioned to emphasize or accent building elements such as storefront openings or entrances.

appropriately lit building signs, generally aligned with one another in height, shown here, welcome pedestrians and provide additional, non-intrusive illumination within the environment.
Mural Standards:

- All new murals shall require approval by City Council, including those proposed for buildings designated as local historic landmarks, shall require approval by City Council.
  - If a mural on a separate panel is approved to be mounted onto a building, it must be mounted so as to prevent damage to the wall behind the panel.
- A mural must be compatible with the architectural and aesthetic components of the building on which it is installed, not detract from the historic character of the District, and not be detrimental to the public health, safety, and welfare.
- On facades fronting on the Square Proper, murals may not cover more than 25% of the total facade.
- A mural must not be painted on an existing, unpainted brick façade.
- Measurement: For the purposes of this subsection, total area of the façade will be the result of a calculation of height of the building multiplied by the width of the building. Total area of the façade includes wall, fenestration, doors, and parapets (See illustration). Total area of the façade does not include decorative architectural elements projecting above it.

Mural Guidelines

- Generally, the hanging and/or anchoring of a mural should be reversible.
- Due to the visual impact on the Denton Square District as a whole, particular care should be taken in the decision to install a mural on the front façade of a building, in order to ensure that the mural does not detract from the historic character of the District.
Roof Standards

- Roof shape of new buildings, new facades, and new additions to existing buildings must appear flat.
- Roof, including roofing materials, of new buildings, new facades, and new additions to existing buildings, must not be visible from street view.
  - This standard shall not be construed to prohibit parapets, cornices, or other decorative architectural features which are typically installed along or atop the edge of a roof.

Roof Guidelines

- New buildings and new roofs should have parapets, cornices, and/or similar decorative architectural features consistent with the design of adjoining buildings.

The consistent pattern of flat roofs, generally topped by parapets and decorative cornices, helps create a defined sense of place in the Denton Square District.
Building Equipment, Service Area & Parking Standards

Building equipment and service areas shall include the following:

- Mechanical and electrical equipment and conduit
- Elevator shaft
- Ducts
- Piping
- Fire equipment
- Water backflow devices
- Solid Waste and Recycling facilities
- Utilities
- Satellite dishes
- Solar collectors
- Antennas (Excluding those macro cell phone antennas for which local regulation is preempted by Federal regulation)
- Loading and unloading areas
- Drainage facilities
- Grease traps, interceptors, and bins/dumpsters

- Building equipment and service areas shall be designed and located so that they are not the primary building feature and do not interfere with pedestrian and/or vehicular circulation.
- Solid waste and recycling facilities, as well as grease dumpsters or other grease storage devices must not be visible from the public right-of-way.
- Roof-mounted building equipment must not be visible from the street or from adjacent properties at the same level or below.
- Screening materials, in type and color, must complement the building with which they are associated and must not draw attention away from the building with which they are associated.

Building Equipment, Service Area & Parking Guidelines

- Building equipment and service areas should be incorporated into the design of the building and combined when possible.
- Storage of grease and oil from cooking should be accomplished on the interior of the building when possible.
- Surface parking and parking garages, should, where possible, be located to reduce visual impact on the public right-of-way.

Screening of mechanical, electronic, and communication equipment on the roof should be organized, proportioned, detailed, and colored to be an integral element of the building as seen from points of high elevation, streets, and adjacent residences.

It is possible to design buildings and locate parking to reduce the visual impact. In this example, the parking is hidden within building’s inner core.
Historic Preservation Standards

The Denton Square District is home to the Denton County Courthouse Square Historic District, which is a National Register District listed on the National Register of Historic Places. 28 properties within the district are currently listed as “contributing” to the historic value of the National Register District.

The goal of historic preservation within the Denton Square District is to preserve the existing historic and architectural resources and to ensure new construction complements the District. Property owners planning exterior changes to these buildings should take into consideration their unique character.

The following standards shall apply to projects involving Contributing Buildings as depicted on the National Register for Historic Places’ map of the Denton County Courthouse National Register District (“National Register District”):

- Existing facades and buildings must not be demolished or removed without approval by City Council of a Certificate of Design Consistency authorizing the demolition or removal, unless the current condition of the existing façade or building represents a life-safety issue as determined by the Building Official. Certificate of Design Consistency for a project involving such demolition or removal may not be approved unless it includes a Post-Demolition Redevelopment Plan (See requirements below under “Demolition & Temporary Construction Standards”). City Council may only approve a Certificate of Design Consistency for a project that includes demolition of a Contributing Building or façade of a Contributing Building on one of the following bases:

  - The applicant proposes, in their Post-Demolition Redevelopment Plan, to replace the structure or façade with a new structure or façade that is more compatible with the historic character of the Denton Square District. Applicant shall include the following in order to establish that proposed replacement will be more compatible:
    - Records depicting the original construction of the structure or its appearance and condition during the Period of Significance of the National Register District (Period of Significance: 1882-1949), including drawings, pictures, or written descriptions.
    - Records depicting the current condition of the structure, including drawings, pictures, or written descriptions.
    - Any conditions proposed to be placed voluntarily on the new structure that would mitigate the loss of the existing building or façade.
    - Any additional documentation determined by the Director to be necessary to establish the compatibility of the proposed replacement.

  - The applicant can establish that an unreasonable economic hardship exists if they are required to maintain the current building or façade. Applicant must establish proof of hardship in accordance with Section 4.10.8.

  - The applicant can establish that the existing façade did not exist during the “Period of Significance” for the National Register District (Period of Significance: 1882-1949), and it is being removed to reveal a façade underneath which was in existence during the “Period of Significance.”
    - Existence of the original façade must be established with physical and/or documentary evidence to receive approval on this basis.

- Existing facades may not be covered over with new façade material.
- Existing window openings must remain and not be filled in or covered over.
- New window openings shall not be added to existing facades unless proposed windows are reviewed and approved by City Council.
- To be eligible for approval, new window openings must be similar in number, style, and placement to existing window openings in the National Register District that date to the “Period of Significance,” as established by physical or documentary evidence.
Demolition & Temporary Construction Standards

The following standards shall apply to all buildings within the District:

- No building or façade of a building in the District shall be demolished without approval of a Certificate of Design Consistency by City Council, except in cases when the Building Official has approved an Emergency Demolition and a permit has been issued for that Emergency Demolition.
- Applications for Certificates of Design Consistency for Demolition must include a Post-Demolition Redevelopment Plan, which must propose a building or façade to replace the demolished building or façade and include the following:
  - Complete Architectural Drawings of proposed replacement building or façade, or, in cases where an existing underlying façade will be the replacement façade, a rendering of the expected appearance of the underlying façade, including any proposed restoration work;
  - A guarantee agreement between the owner and the city that demonstrates the owner's intent and financial ability to construct the replacement building or façade, or restore an existing underlying façade. The guarantee agreement must:
    - Contain a covenant to construct the proposed structure by a specific date in accordance with architectural drawings approved by the city through the Certificate of Design Consistency Process;
    - Require the owner or construction contractor to post a performance and payment bond, letter of credit, escrow agreement, cash deposit, or other arrangement posted by the owner or construction contractor and approved by the Director to ensure construction of the new structure; and
    - Be approved as to form by the city attorney.
- When demolition of an entire building is proposed, the Post-Demolition Redevelopment Plan shall also include the following:
  - Site Plan for proposed replacement structure;

- Plan for Temporary Construction Fencing meeting the standards of Section 4.10.7L(3). Plan shall include a depiction of any decorative elements that will be added to Temporary Construction Fencing.
- Temporary Construction Fencing meeting the following standards shall be installed following any building demolition or creation of a vacant lot due to catastrophic loss:
  - All temporary construction fencing requires application for and approval of a permit from the Department of Development Services.
  - Temporary construction fencing must shield entire site from view and access from right-of-way.
  - Temporary construction fencing must provide a continuous opaque screen along the front property line.
  - Temporary construction fence may include decorative elements, such as a mural, but such decorative elements shall require a Certificate of Design Consistency approved by City Council.
Emphasis Demolition or Vacant Lot Due to Catastrophic Loss: The following standards shall apply to an emergency demolition or a vacant lot caused by catastrophic loss of a building to a fire or other act of God:

- Emergency Demolition requires approval by the Building Official and issuance of a Demolition Permit.
- Temporary fencing meeting the standards of Section 4.10.7L(3) must be installed within 30 days of the date of the emergency demolition or catastrophic loss.
- If building construction activity on the site is not begun within one (1) year of the date of emergency demolition or catastrophic loss of the building, temporary fence must be replaced by one of the options below. One extension of up to six (6) months may be approved by Director if construction plans for the site have been submitted.
  - Landscaped site, with non-opaque fence, meeting the following standards:
    - The applicant shall submit a scaled plan showing the vacant lot layout, the proposed landscaping and irrigation, and the proposed maintenance plan, which shall include provisions for trash removal, erosion management, and landscape maintenance.
    - Surface shall include grass or other living ground cover, in any combination, provided that the total site is covered.
    - Irrigation shall be provided consistent with the applicable standards for such systems as described in Subchapter 7 of the 2019 Denton Development Code.
  - Minimum 6’ tall screening wall constructed out of brick, stone, or brick or stone veneer.
    - Wall must be aligned with front wall of adjoining buildings.
    - Wall shall provide a continuous opaque screen along the entire length of the front property line.
    - Property owner must provide for ongoing maintenance of the wall in compliance with the provisions of Section 17-80 of the City of Denton Code of Ordinances.
  - Alternative plan for beautification or activation of lot in line with the Purpose and Overall Intent of the District, as approved by City Council.
General Footnotes:

1. In some cases, the building that best illustrated a concept in the standards was one not located within the boundaries of The Denton Square District. In this case, buildings from outside the district were used for illustrative purposes only. The inclusion of the image of a building in this document does not mean that said building is included in the DSD and/or governed by this document’s standards for the DSD.
UNDERSTANDING THE DISTRICT

PURPOSE AND OVERALL INTENT

Purpose

The Purpose of the Denton Square District (DSD) is to preserve historic resources and build upon the image of the Square as the historic, vibrant, small-town heart of a growing city by establishing Design Standards for new construction, certain exterior renovations, and demolition of property in The Denton Square that serve to protect and enhance the historic character of the area, preserve property values, and encourage high-quality, sustainable, pedestrian-friendly development.

The Purpose and Overall Intent serve as a basis for the Design Standards and Design Guidelines contained in this document. Projects are evaluated with respect to the Purpose and Overall Intent, in addition to the pertinent standards.

Overall Intent

1. Encourage creativity and architectural diversity, while ensuring that the overall historic character of the Denton Square is protected:

   The design review process is intended to be flexible, allowing for creativity while encouraging designs that are compatible with the historic character of the surrounding properties in the District.

2. Encourage and support the preservation of historically significant buildings:

   The DSD includes historically significant buildings. The DSDS are intended to maintain the authenticity of the district by working in conjunction with the City’s Historic Preservation Ordinance to encourage preservation, rehabilitation, and restoration of historically significant buildings, and to ensure that the integrity of any individual historic structure is preserved, as much as possible.

3. Support building designs and the use of design elements in new or renovated buildings that maintain and continue the established historic design patterns found in adjacent or adjoining buildings, which contribute to the District’s unique sense of place.

   Within the District, patterns and rhythms in exterior building qualities can be seen, including in setbacks, mass and scale, building form, exterior materials, placement and type of doors and windows, and use of key architectural design features. Where possible, these should be continued in new or renovated buildings and building facades.

4. Support the use of materials which protect structural integrity and preserve building longevity, while also maintaining the historic character of the Square through their similarity in appearance, quality, and type to the prevalent materials in use in adjacent buildings and/or in the District.

5. Promote urban vitality and livability that welcomes residents and visitors of all ages by fostering a sense of community:

   The DSDS support pedestrian-oriented design within the Square, which includes a diverse mix of uses, creating engaging public spaces, and functional pathways to enable and encourage enjoyment by all, day and night, throughout the week.

6. Take into account the importance of maintaining property values and supporting new and existing businesses in the Denton Square District:

   When applying the DSDS, the Director and City Council should take into account the importance of supporting the success of existing and new businesses in the District and promoting reinvestment into one of the City’s most enduring spaces.

7. Encourage the integration of art into public and private development

   Art should be integrated into architecture, streetscapes, and public spaces. Art enhances the built environment and contributes to the area’s success in attracting new residents and businesses.

The RC Scripture building of today (right) is a vast improvement over the boarded-up building of the past (left); its historic features have been maintained or restored through high-quality, thoughtful rehabilitation.
UNDERSTANDING THE DISTRICT

ADMINISTRATION

Applicability

The Denton Square Design Standards and Guidelines apply to projects located within the Denton Square District (DSD) (see map on page 9). The intent of the standards and guidelines is to encourage the highest level of design quality and provide the flexibility necessary to respond to existing site conditions. The Denton Square Design Standards and Guidelines are intended to be clear, concise, and user-friendly. The development review process is meant to be predictable, flexible, and to facilitate the timely approval of conforming projects.

The Denton Square Design Standards represent supplemental requirements to base zoning as outlined in this document. Whenever there appears to be a conflict between the Denton Square Design Standards and the other sections of the Denton Development Code (DDC), the requirements specifically set forth in this document shall prevail. The Denton Square Design Guidelines provide additional design strategies, as discussed below.

In the case of buildings within the district which have been designated as local historic landmarks, exterior alterations to such buildings shall continue to be governed by the procedures outlined in Sections 2.9 and 4.9 of the 2019 Denton Development Code approved by City Council on April 23, 2019, unless otherwise specifically provided for in this document or within the Denton Square Design Standards.

Definition of “Standards” and “Guidelines”

Standards are objective, measurable regulations, with which all projects must comply. If a project of exceptional design is clearly consistent with the Purpose and Overall Intent, but does not conform to a certain standard, City Council may approve a Certificate of Design Consistency (CDC) that cites the project’s compliance with those principles.

Design guidelines are more subjective statements through which the City proposes additional design strategies for achieving the Purpose and Overall Intent of the District. The guidelines should be suitable for most projects, and developers should endeavor to ensure that guidelines are follow the Guidelines to the extent possible. City staff and City Council will work with developers to explore design approaches that maximize conformance with design guidelines. City Council will not deny a Certificate of Design Consistency because a project fails to comply with design guidelines.

City Council

The Denton City Council has final decision authority over the administration of the Design Standards and the overall Certificate of Design Consistency process.
UNDERSTANDING THE DISTRICT

DEVELOPMENT REVIEW PROCESS

Project Subject to Review

All development projects within the Denton Square District, including additions, new construction, redevelopment (rehabilitation, renovation, or restoration), reconstruction or alteration of the exterior of an existing building, demolition, construction/reconstruction of a parking lot, ordinary building maintenance and minor exterior alterations (as defined in 2.10.D.3.a), and new signs and murals, are subject to review by the Director of Development Services and/or by City Council for compliance with the Denton Square Design Standards and Overall Purpose and Intent. Changes to the interior of buildings do not require staff or Council approval.

City Council may approve the application as submitted, approve the application with conditions, or deny the application.

Administrative Review vs. City Council Review

Certain minor projects (see “Potentially Eligible” list below) may be approved administratively by the Director of Development Services or designee, if they are determined to conform with the Design Standards, and Purpose and Overall Intent, using the approval criteria in DDC Section 2.10.1.E.1. The Director may also refer a project that is eligible for administrative approval, but which requires interpretation or discretionary judgment with respect to the project’s compliance with the Standards, to City Council. City Council shall review major projects (those not on the “Potentially Eligible” list below), as well as minor projects referred to City Council by the Director, and applicant appeals of projects that have been reviewed by the Director and denied. Decisions by City Council shall be final.

Potentially Eligible for Administrative Review:

- Ordinary maintenance to existing buildings
- Minor exterior alterations
- Temporary Construction Fence

City Council will review the following:

- New construction or an addition to an existing building
- Major alterations (including demolition) of buildings or facades
- Construction/reconstruction of a parking lot
- New signs and murals
- Temporary Construction Fence decorative elements
- Projects referred by Director
- Appeals of denials by the Director

Certificate of Design Consistency (CDC)

Department of Development Services staff will issue a CDC for projects approved either administratively or by City Council. The CDC is valid for one year from the date of approval.

\(^1\) Terms as defined in the ordinance creating the Denton Square District
UNDERSTANDING THE DISTRICT

The Denton Square District and Square Proper

Area of The Denton Square District

Boundary of the “Square Proper”
DEVELOPMENT REVIEW PROCESS

Required Information from Applicant

A Pre-Application Conference with the Department of Development Services staff is recommended before an application is made for a Certificate of Design Consistency. The following information shall be provided to the Director of Development Services for discussion at the pre-application conference:

a. Concept Plan
b. Photographs of the site and adjoining properties

For questions, comments, or to set an appointment for a Pre-Application Conference, call the Department of Development Services at 940-349-8541.

Unique projects are exceptions. City Council will determine the appropriateness of a project that does not perfectly comply with the DSDS.