

Residential Facade Improvement Program Grants Guidelines and Application
 A Component of the Choice Neighborhoods Critical Community Improvements

Release Date: June 30, 2016

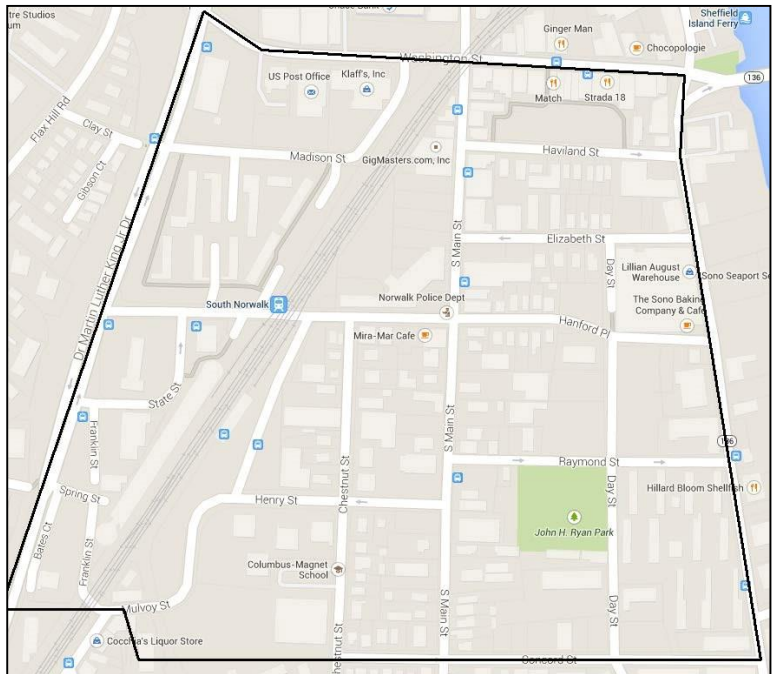
Grant Application Due Date: First Tranche: August 17, 2016
 Second Tranche: TBD

Review Committee Date: First Tranche: October, 2016
 Second Tranche: TBD

Contact: Tami Strauss tstrauss@norwalkct.org

Statement of Purpose: The Residential Facade Improvement Program (RFIP) is intended to improve the physical appearance of the targeted neighborhood (the Choice Neighborhood) by addressing residential disrepair and blight. This program is targeted to owners of residential properties in the neighborhood who will undertake rehabilitation projects that will enhance the physical appearance of their homes, as well as the neighborhood, bolster property values and leverage additional investment in the community.

Choice Neighborhood Map: Based upon the tax assessor’s parcel information, there are approximately 73 residential properties (1 – 8 units) in the Choice Neighborhood that could potentially be eligible for this grant program.



Marketing: This program shall be marketed and administered in such a way as to afford equal access to the program for all property owners in the Choice Neighborhood, regardless of the applicant’s sex, age, color, race, religion, handicap, family status, or national origin.

Program Funding: The RFIP is funded through the US Department of Housing and Urban Development Choice Neighborhoods Implementation Grant in the amount of \$375,000. Grants up to \$25,000 are available per housing unit (maximum of \$100,000 per property) and are payable directly to the selected contractor. The grant shall include costs associated with lead assessment. Any interior lead abatement deemed necessary will be discussed with the homeowner.

Priorities: Properties issued with a code violations noticed by the Norwalk Health Department and/or listed on the City's Code Enforcement Violations list will be prioritized for grants. Blighted properties, per the City's Building Department, will also be prioritized. All properties are required to be in the Choice Neighborhood.

Property Eligibility: All of the following criteria must be met in order to be eligible for an RFIP grant:

1. The property owner must be the applicant
2. The project property must be located in the Choice Neighborhood (map above)
3. The project property must contain 1- 8 residential units
4. For owner-occupied properties, the property owner's income must not exceed 120% of the Area Median Income (income verification guidelines below)
5. For renter-occupied properties, the tenant household income must not exceed 120% of the Area Median Income (income verification guidelines below)
6. The property may not have any outstanding municipal debt, including, but not limited to, City taxes, utilities, or other municipal liens
7. In the event a condominium owner wants to apply, the condominium association must be the applicant
8. The property owner must submit a completed application and complete the approval process/procedures (detailed below) prior to beginning the project. Any construction started before the application and approval process is completed will not be eligible for a grant.
9. Grants will be repayable at a rate of 10% per annum for properties that received grants and are demolished within 10 years of façade improvements being completed.

Project Eligibility:

1. Anti-Displacement: Awarded projects must not displace tenants currently occupying buildings to be rehabilitated under the program, except for evictions for non-payment of rent.
2. The project must be zoning compliant.
3. When required, building permits must be obtained. Work not requiring a building permit will be reviewed by the Agency's Housing Development Project Manager.
4. The proposed project must seek to improve the physical appearance of the structure in accordance with the Design Guidelines established in the TOD Redevelopment Plan.
5. In a primarily residential structure in which there are some non-residential uses (mixed-use), the scope of work must be confined to the residential portions of the structure. Work may be done

on a shared building system only if that system is the cause of a substandard condition in one or more of the residential units.

6. Project must enhance the front façade and/or any side of the home facing a public street
7. Each awarded project will be carried out in compliance with Federal regulations
8. All improvements must be permanent or fixed. Eligible improvements may include, but are not limited to:
 - a. Complete façade rehabilitation
 - b. Replacement of broken window panes and/or windows
 - c. Scraping, priming and painting of window frames, cornice and building front
 - d. Painting of brick facades where brick has been previously painted
 - e. Repair or replace missing or broken tile, brick and/or stone
 - f. Repair or replace worn awnings or canopies
 - g. Certain types of security elements or security recommendations
 - h. Roof repair and/or roof repair when incidental to overall façade improvements will be considered on a case by case basis, dependent upon the type of roof and visibility of the roof from the street.
 - i. Exterior lighting
 - j. Repair of sidewalk, ADA accessibility

Ineligible Improvements:

1. Improvements which do not conform to the adopted design guidelines
2. New construction
3. Parking lots
4. Landscape changes, except for those called for by security recommendations made by the Housing Development Project Manager, or those which preserve the safety of the residence
5. Burglar bars
6. Fence alone
7. Roofs or re-roofing alone
8. Interior repairs
9. Work performed or which has been placed under contract prior to approval of an application

Income Eligibility: The definition of income as it relates to eligibility shall be the IRS Form 1040 definition. The definition of income shall be the sum of stable income of all adult members of the household. Stable income will include employment income, documented by three recent paystubs and two years of owner's most recent tax returns using the Adjusted Gross Income amount. Additionally, stable non-employment income shall include, but is not limited to, Social Security payments, foster care payments, child support payments and alimony, given that there is a history of receiving said income and/or said income will be

received for at least 3 years from the date of the grant. Where the subject property is an owner occupied multi-family, 75% of documented rental income will be used for qualifying purposes or current leases and the previous Schedule E from their 1040 may be utilized. Where there is lack of stable income for the most recent two year history, i.e., a substantial difference in income documented by paystubs versus previous two years tax returns, a two year average may be used. The income of all the adult members of the household will be considered for purposes of eligibility and affordability in instances where either a husband or a wife or one member of a domestic couple solely owns a property for which assistance is being requested. However, the Agency will require that only the individual or individuals who own the property execute the Agency’s legal documents.

Current Income Limits by Family Size (March 2016, subject to change annually by HUD):

	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
120%	\$110,280	\$126,060	\$141,780	\$157,560	\$170,160	\$182,760	\$195,360	\$207,960

Citizen Review Committee: Grant applications will be reviewed for completeness by Norwalk Redevelopment Agency (Agency) staff, which will provide a summary of the application to the Citizen Review Committee. The Citizen Review Committee consists of members of the Choice Neighborhoods ICC (Implementation Coordinating Committee). Review committee members are not be eligible for grants. The Citizen Review Committee is responsible for approving RFIP grants. The Agency will communicate the Committee’s recommendation to the applicant.

Contractors: Following approval by the Citizen Review Committee, the project scope of work will be finalized by the Housing Development Project Manager and with the approval of the homeowner; the Housing Development Project Manager will put the project out to bid. To be considered as a viable candidate, the contractor must not be identified as debarred or action pending on SAM.gov and the State of Connecticut’s debarred list, and the firm must first provide the following information to the Housing Development Project Manager:

1. Statement of Qualifications
2. Two Property Owner References
3. Employer Identification Number or Social Security Number (W-9)
4. Insurance Certificate with a minimum of \$500,000 general liability and the minimum required Connecticut Workers Compensation coverage
5. A copy of their Current State of Connecticut Home Improvement Contractor’s Registration Card

The Redevelopment Agency’s Housing Development Project Manager is authorized to reject bids from contractors who do not meet these standards. The selection of a contractor will be made following agreement between the Housing Development Project Manager and the homeowner.

Property owners may submit a bid as a general contractor only if the Housing Development Project Manager has determined that the homeowner is capable and has all the experience necessary to undertake the work.

Contracts: All rehabilitation work undertaken in this program shall be on the basis of a written contract executed in advance of the start of work. Every contract shall be executed by the homeowner and the mutually agreed upon contractor, and will include a statement that the Norwalk Redevelopment Agency is financially responsible for the agreed upon scope of work up to the grant amount awarded.

RFIP General Procedures:

Step 1: Property owner (applicant) submits application to the Norwalk Redevelopment Agency (NRA) with all required additional information as requested on the application. Applications shall be mailed or hand-delivered to:

Tami Strauss
Director of Community Development Planning
Norwalk Redevelopment Agency
125 East Avenue, Room 202
Norwalk CT 06851

Step 2: NRA staff will review the application for completeness and income eligibility.

Step 3: If / when Step 2 is satisfied, NRA staff will perform a Part 58 Environmental Review, including consultation with the State Historic Preservation Office and a lead assessment. If lead abatement is deemed necessary it will be discussed with the homeowner.

Step 4: If / when Step 3 is satisfied, NRA staff will forward the application to the Citizen Review Committee for consideration, approval.

Step 5: Following Citizen Review Committee review, grant applications will be notified in writing of the funding determination. For grants receiving approval, this letter will be considered as the formal commitment letter and must be executed by the homeowner before the project may continue to step six.

Step 6: The Housing Development Project Manager will work with the homeowner to finalize the project scope of work and put it out to bid.

NOTE: Work completed prior to an RFIP Commitment Letter's execution cannot be paid for with grant funds.

Step 7: Once work is completed, NRA will schedule a final inspection of the completed project. Final disbursement of grant funds is contingent upon the contractor providing a detailed invoice for completed improvements and a certificate of occupancy for projects requiring a permit. Work must be completed within 12 months. Payment from the NRA will be in the form of a check to the contractor.

**Residential Façade Improvement Program
GRANT APPLICATION**

APPLICANT INFORMATION

Name of Building Owner: _____

Email: _____

Telephone Number: _____

Address of Building Owner: _____

City: _____ State: _____ ZIP: _____

How did you hear about this program? _____

PROPERTY TO BE IMPROVED

Property's Street Address _____

Number of Residential Units _____ Number of Non-Residential Units _____

Is the property listed on the City's blighted properties or code enforcement list? Yes No

Has a violation notice been issued from the Health Department for this property? Yes No

AFFIDAVIT

I have read and accept the conditions of the grant program guidelines and give consent for the Redevelopment Agency to share application information with the Citizen Review Committee.

Signature

Date

ADDITIONAL INFORMATION / DOCUMENTS

- Household Information Sheet (attached)
- Printed or emailed color photos of façade and exposed sides to be improved
- Project Scope of Work
- Property owner's insurance policy for the property
- Proof of being current with mortgage obligations and municipal taxes (most recent mortgage statement and most recent property tax receipt)
- Proof of ownership (current tax assessor's card, available on www.norwalkct.org)
- A copy of 2 years of the most recent IRS returns Form 1040
- 3 most recent paystubs
- Verification of non-employment income
- Receipt of lead-based paint pamphlet must be acknowledged by the property owner and renter(s).

**Residential Façade Improvement Program
HOUSEHOLD INFORMATION SHEET**

This information is required in order to determine eligibility for assistance under a federally-assisted program. The responses on this form will be used for eligibility decisions and statistical purposes only and will otherwise be held strictly confidential. **PLEASE ANSWER ALL QUESTIONS.**

Name of Head of Household:	
Street Address (No P.O. Boxes):	
Head of Household's Age:	<input type="checkbox"/> Under 62 years <input type="checkbox"/> Over 62 years
Number of persons in household, including head of household:	
Age youngest person in household:	Years old
Gender of Head of Household:	<input type="checkbox"/> Male <input type="checkbox"/> Female
IS HEAD OF HOUSEHOLD HANDICAPPED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
**If yes, please note type of disability:	
ETHNICITY AND RACE OF HEAD OF HOUSEHOLD:	Race:
Ethnicity:	<input type="checkbox"/> Black <input type="checkbox"/> White
<input type="checkbox"/> Latino/a <input type="checkbox"/> Asian <input type="checkbox"/> Other _____	<input type="checkbox"/> Non-Latino/a <input type="checkbox"/> Native Hawaiian/Pacific Islander
	<input type="checkbox"/> American Indian/Alaskan Native

Annual Household Income

Please list gross annual income and source of income for all persons living in the household who are over the age of 18 and not in school.

Source of Income (Employer, Agency, Public Assistance or Individual Who Pays Member of Household)	Annual Income

CERTIFICATIONS: I hereby certify that the information on this form is complete and correct to the best of knowledge. I also hereby authorize the Redevelopment Agency of the City of Norwalk to verify any and all income information provided on this form.

Signature, Head of Household: _____

Date: _____

PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME

I/WE HEREBY ACKNOWLEDGE RECEIPT OF THE BOOKLET ENTITLED PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME. I/WE FURTHER ACKNOWLEDGE THAT I/WE UNDERSTAND THE INFORMATION CONTAINED IN THE BOOKLET.

SIGNATURE

DATE

SIGNATURE

DATE

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

Get your young children tested for lead, even if they seem healthy.

Wash children's hands, bottles, pacifiers, and toys often.

Make sure children eat healthy, low-fat foods.

Get your home checked for lead hazards.

Regularly clean floors, window sills, and other surfaces.

Wipe soil off shoes before entering house.

Talk to your landlord about fixing surfaces with peeling or chipping paint.

Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).

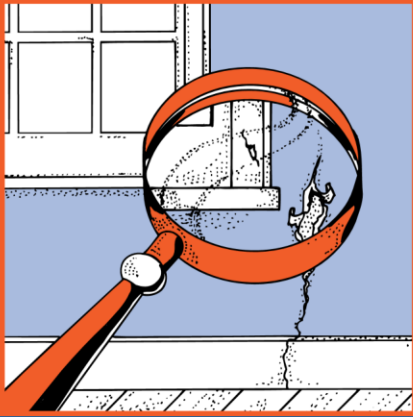
Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.

Don't try to remove lead-based paint yourself.



Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.



Protect Your Family From Lead In Your Home



 EPA United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called leadbased paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Breathe in lead dust (especially during renovations that disturb painted surfaces).

Put their hands or other objects covered with lead dust in their mouths.

Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.

Children's growing bodies absorb more lead.

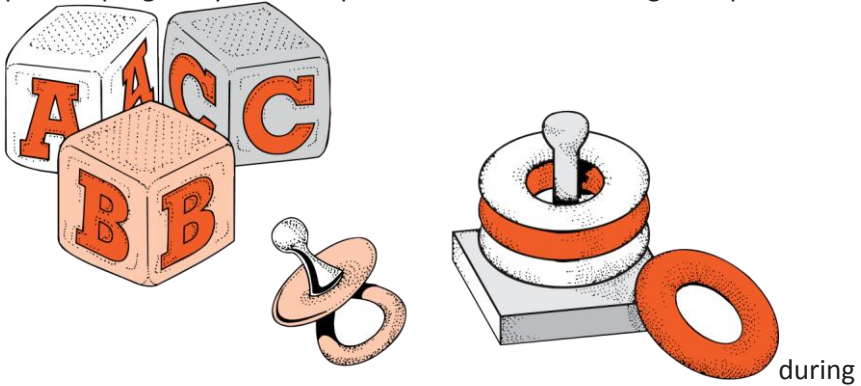
Babies and young children often put their hands and other objects in their mouths.

These objects can have lead dust on them.

People can get lead in their body if they:

Lead is also dangerous to women of childbearing age:

Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta



fetal development.

Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

- Nervous system and kidney damage.
- Learning disabilities, attention deficit disorder, and decreased intelligence.
- Speech, language, and behavior problems.
- Poor muscle coordination.
- Decreased muscle and bone growth.
- Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- Increased chance of illness during pregnancy.

Harm to a fetus, including brain damage or death.

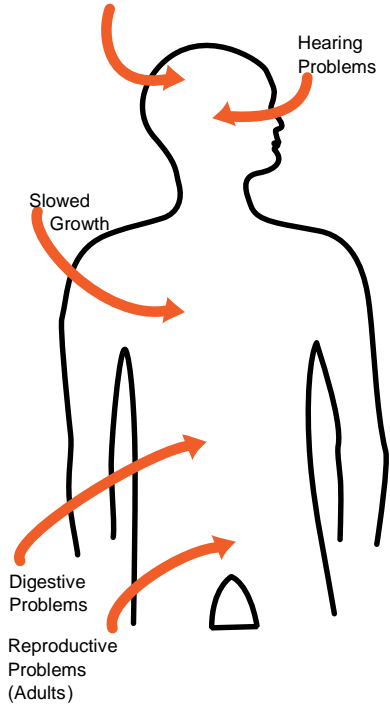
Brain or Nerve Damage

Lead affects

Fertility problems (in men and women). **the body in**

High blood pressure.

many ways.



Digestive problems.

Nerve disorders.

Memory and concentration problems.

Muscle and joint pain.

Where Lead-Based Paint Is Found

Checking Your Family for Lead

To reduce your child's exposure to lead,

In general, the older your home, the more likely it has leadbased paint.

Get your children and home tested if you think your home has high levels of lead.

Many homes built before 1978 have leadbased paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

In homes in the city, country, or suburbs.

In apartments, single-family homes, and both private and public housing.

Inside and outside of the house.

In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age. Consult your doctor for advice on testing

your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

Children at ages 1 and 2.

Children or other family members who have been exposed to high levels of lead.

Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if

it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

Windows and window sills.

Doors and door frames.

Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.

250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

400 parts per million (ppm) and higher in play areas of bare soil.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

1,200 ppm (average) and higher in bare soil in the remainder of the yard. The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Checking Your Home for Lead

Just knowing that a home has leadbased paint may not tell you if there is a hazard.

You can get your home tested for lead in several different ways:

A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.

A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what

actions to take to address any hazards.

A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.



Visual inspection of paint condition and location.

A portable x-ray fluorescence (XRF) machine.

Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

If you rent, notify your landlord of peeling or chipping paint.

Clean up paint chips immediately.

Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**

Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.

Wash children's hands often, especially before they eat and before nap time and bed time.

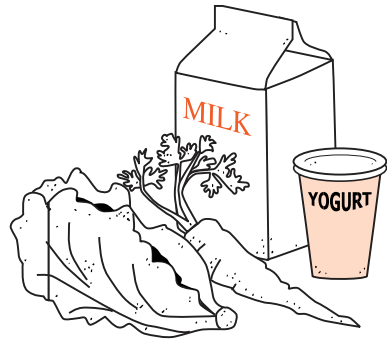
Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.

Keep children from chewing window sills or other painted surfaces.



Clean or remove shoes before entering your home to avoid tracking in lead from soil.

Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



In addition to day-to-day cleaning and good nutrition:

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.

You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.

To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training

Reducing Lead Hazards In The Home



for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors; 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

Have the area tested for lead-based paint.

Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper to remove lead-based paint. These actions create large amounts of lead dust and fumes.

Lead dust can remain in your home long after the work is done.

Temporarily move your family (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.

Follow other safety measures to reduce lead hazards. You can find out about other safety measures by calling



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.

1-800-424-LEAD. Ask for the brochure

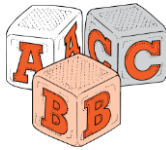
“Reducing Lead Hazards When Remodeling Your Home.” This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.

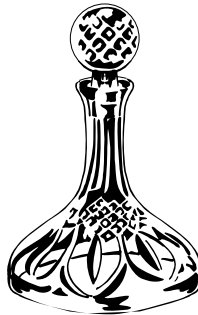


9

Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.



Drinking water. Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling

your water will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water

for a few hours.

The job. If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.

Old painted **toys** and **furniture**.

Food and liquids stored in **lead crystal** or **lead-glazed pottery** or **porcelain**.

Lead smelters or other industries that release lead into the air.

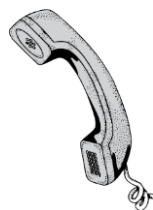
Hobbies that use lead, such as making pottery or stained glass, or refinishing furniture.

Folk remedies that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.



EPA's Safe Drinking Water Hotline

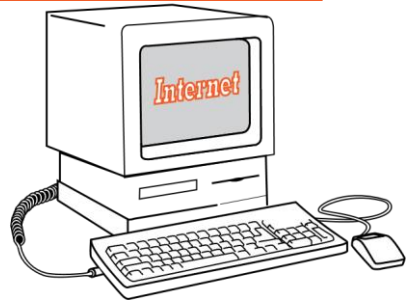
Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety

Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-6382772**, or visit CPSC's Web site at: **www.cpsc.gov**.

Health and Environmental Agencies Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.



For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

11

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street

Boston, MA 02114-2023
1 (888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue

Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland,
Pennsylvania, Virginia, Washington DC,
West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33) 1650
Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia,
Kentucky, Mississippi, North Carolina,
South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan,
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Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New
Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri,
Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North
Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii,
Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon,
Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

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June 2003

5. DESIGN GUIDELINES



The Norwalk Redevelopment Agency has the authority to review the design of any project proposed within the Redevelopment Area (the TOD District). This section consists of four subsections: Development Plan Review (the process of reviewing an application for a project within the TOD District); Design Principles (the criteria for all projects within the TOD District and the basis for the Compliance Alternative; Design Guidelines (specific guidelines for the proposed TOD District); and Public Infrastructure Design Guidelines (the guidelines for public infrastructure improvements undertaken within the TOD District).

5.1 Development Plan Review

The Norwalk Redevelopment Agency shall review for approval or disapproval all development plans for new construction and building rehabilitation within the TOD District to determine compatibility with the Design Guidelines. These plans must include proposed use, site plan, exterior design of all buildings, architectural treatment, landscaping, design of all signs, and other items subject to Design Review. In such review, the Agency may draw upon technical assistance as it deems necessary, Plans or any portion of plans may be rejected for noncompliance with *Section 3 Land Use Plan* and *Section 5 Design Guidelines* in this Redevelopment Plan.

The Norwalk Redevelopment Agency shall inform all proposed developers and redevelopers of the requirements of the Design Guidelines prior to the disposition of any land or buildings under its control. It is the responsibility of the developer or

redeveloper to be informed of all requirements under this Redevelopment Plan for any project within the TOD District on any site not acquired from the Norwalk Redevelopment Agency.

Review procedures of the Agency shall be such that there is a continuing review of the redeveloper’s proposals at various stages of the design process. The process shall be such as to preclude the possibility that a redeveloper might devote considerable time and cost to a plan only to find that it is completely unacceptable to the Agency.

The site plan and exterior design of all buildings and development proposed for the project area shall be subject to final approval of the Norwalk Redevelopment Agency.

5.1.1 APPLICABILITY

The Design Guidelines are to be followed by developers, property owners, architects, landscape architects, and others working with the City when advancing new projects in the TOD

District and will be used by the Norwalk Redevelopment Agency in the process of project review and approval. These Design Guidelines have three subcategories:

- **DESIGN PRINCIPLES** – The design principles for this Redevelopment Plan derive from the *TOD Strategy* and apply to all projects within the TOD District. The principles reflect the overall goals for the entire TOD District and serve as the basis for the Compliance Alternative.
- **DESIGN GUIDELINES** – More specific rules that apply to the site, building, signage, lighting and other elements of new construction, additions, renovations or rehabilitation. This Redevelopment Plan includes guidelines for public infrastructure projects within the TOD District.
- **COMPLIANCE ALTERNATIVE** – Allows the Norwalk Redevelopment Agency and the Applicant to agree on a solution that meets the general design principle but not the specific design guideline if both agree it is a better solution.

5.1.2 RELATIONSHIP TO OTHER CODES AND REGULATIONS

All projects, new construction as well as rehabilitation, must also be in compliance with all applicable codes and ordinances. These include, but are not limited to: Norwalk Housing Code, Connecticut Building Code, Norwalk Electrical Code, Norwalk Plumbing Code, Norwalk Fire Prevention Code, Norwalk Building Zoning Regulations, Norwalk Building Ordinance, Norwalk Conservation and Development policies, Coastal and Environmental Requirements, other applicable Norwalk Design Guidelines, and ADA Accessibility Guidelines and Standards.

5.1.3 COMPLIANCE ALTERNATIVE

If the Norwalk Redevelopment Agency and the Applicant jointly agree that a proposed design meets the intent of *Section 5.3 Design Principles* but does not meet the requirements of *Section 5.4 Design Guidelines*, the Norwalk Redevelopment Agency may accept the proposed design provided that it meets the public purpose of *Section 5.3 Design Principles*.

A Compliance Alternative must accomplish the relevant Design Principle(s). The Applicant must submit documentation that indicates the specific proposed alternative method or standard that will be used, why the Design

Standards are not applicable to the application, and how the project is fully compliant with the Design Principles. Approval by the Norwalk Redevelopment Agency of a Compliance Alternative is discretionary, but shall not be unreasonably withheld if the Applicant has provided sufficient documentation to justify such request. The use of the Compliance Alternative must be by mutual consent between the Norwalk Redevelopment Agency and the Applicant.

5.2 Organization of the Design Principles and Guidelines

These Design Guidelines describe and illustrate the essential characteristics required to improve the TOD District to a level and quality that is consistent with the City's vision for its future, to ensure that Norwalk derives maximum benefit from this redevelopment, and to guide positive changes that are of an appropriate scale and complementary character to the district.

The Design Guidelines for development and the public infrastructure within the TOD District are provided in the following sections:

- 5.3 Design Principles
- 5.4 Design Guidelines

- 5.5 Public Infrastructure Design Guidelines A Glossary of Terms is provided in Section 5.6.



5.3 Design Principles

The following Design Principles have been established to direct and encourage improvements and development within walking distance of the Rail Station and to strengthen the TOD District as a livable, walkable urban environment that supports a thriving residential, worker, and visitor population. These principles apply throughout the TOD District.

1. Anchor the Core of the District

- The Rail Station and transit hub are at the center of this area and the district around

the train station is the anchor for a larger area of South Norwalk.

- The TOD District should be composed of a continuous coherent pattern of pedestrianfriendly, inviting streets, sidewalks, and paths that line and connect blocks with complete and compatible development and land uses that create an attractive environment in which to live, work, shop and visit.
- Every improvement should be understood and implemented as a strategic and incremental process of strengthening the surrounding neighborhoods and their connections to the waterfront to create a vibrant, safe and walkable core centered on the Rail Station.

- The immediate surroundings should be built-up to eliminate voids in functionality and activity in the district, and to provide improved pedestrian and bicycle corridors and connections between South Norwalk neighborhoods and the Rail Station.

2. Strengthen Connectivity to the Rail Station

- The TOD District should be transformed into a district that is pedestrian, bicycle, and vehicle friendly, with strong connections between the Rail Station and the surrounding neighborhoods.
- Each new project or improvement should incrementally improve the pedestrian and

bicycle network, thoughtfully integrate vehicular circulation and parking requirements, and enhance pedestrian crossings at critical intersections that provide direct connections to the Rail Station.

- Non-vehicular connections from the surrounding neighborhoods to the Rail Station should be improved and further developed to encourage convenient use of transit without the need for parking.

3. Create a Walkable District

- Improvements to the pedestrian connectivity, open space network, and streetscape environments should create a district that is viable as a “park once” destination.
- Enhancements to pedestrian and bicycle access and connectivity should reduce the need for additional parking.
- The Rail Station, other district amenities, and primary driving routes should be connected to parking supplies with clear wayfinding and directional signage.

- Shared parking strategies that encourage the shared use of parking supplies should be considered wherever possible in the district.
- Commuter parking near the Rail Station should be increased and commuter-related traffic should be directed onto Martin Luther King, Jr. Drive and away from neighborhood streets.
- Improved pedestrian connections should include continuous and uninterrupted sidewalks, well-marked and safe pedestrian crossing, adequate and comfortable streetscaping with lighting and trees, and the strategic placement of benches, trash receptacles, and other amenities.
- A strategic approach to bicycle network improvements should be applied for improving the safety of bicycle use throughout the district and should focus upon the **principal** streets that are identified important elements of the bicycle network.

4. Encourage Context-Sensitive Development

- All new development within the TOD

District should be sensitive to the existing South Norwalk context by enhancing and building upon existing patterns of development and use.

- New development should be viewed as an opportunity to improve and infill underutilized parcels and to reinforce positive patterns within the district; for example, reinforcing the existing traditional street grid.
- Development in the area should be a combination of new buildings and renovations that create a long-term, sustainable, mixed-use pattern that contains a balance of housing, commercial, retail, civic, and institutional uses, while protecting existing residents from displacement.
- Development should focus on moderately scaled infill at key sites relatively close to the Rail Station.
- Housing opportunities in the district should be expanded and should promote a mixed-income, diverse neighborhood that provides a high quality of life for everyone through district amenities and a balance with a mix of other uses.

5. Define Street Edges and Public Spaces

- New development should define street edges and public spaces, reinforcing comfortable and attractive places for pedestrians.
- The strategic placement and orientation of new buildings in the district should strengthen the perception of an active and vital place and enhance the visual continuity

of the built environment while eliminating or minimizing disruptive features such as vacant lots and large parking lots.

- New development and improvements should shape the fabric of buildings, spaces, streets, and places to create distinctive and complete urban neighborhoods that contain diverse and well-connected components.

6. Activate Open Space and Streets as Positive Public Spaces

- Public open space and streets should be reinforced as active and positive amenities in the district and used to ensure the

neighborhoods around the Rail Station are safe and secure environments for all.

- Buildings should be used to frame open space and streets, provide activity at the ground floor and windows that face onto streets and open spaces.
- Landscape elements should be used to provide points of interest and visual focus, areas of shade and rest for pedestrians, and visual buffers from service areas or parking lots.
- Pedestrian paths should be used to enhance activity in open spaces and provide convenient access for desirable pedestrian routes.
- Streetscapes and sidewalks should be improved as public pedestrian spaces and important links between the larger open spaces of the area.
- New development and improvements should ensure adequate lighting levels for safety and active use at night.

5.4 Design Guidelines

These design guidelines are applicable to all projects within the proposed TOD District.

Special guidelines for parcels within the flood plains and for those bordering water are included.

5.4.1 PURPOSE

The TOD District allows a mix of uses centered on the Rail Station, which is the focus of the Redevelopment Area. Design Guidelines for this area will encourage a pedestrian-oriented, mixed-use district with pedestrian and bicycle connections between the Rail Station and the surrounding neighborhoods. Building and Site Design Guidelines encourage the preservation of historic buildings, require that new development be consistent with the existing context, and encourage site and landscape treatments that promote walkable environments.

5.4.2 SITE IMPROVEMENT GUIDELINES

1. Site Composition

- A) MIXED-USE ENVIRONMENT: The site layout should reflect the context of South Norwalk, which contains a mix of residential,

commercial, and industrial uses. Buildings and site features should be clustered in order to allow site and public amenities such as plazas, seating areas, fountains, landscaping, or other features.

B) **REDUCE IMPACT OF PARKING:** Site layout should be designed to minimize the visibility and impact of parking, service and utility-oriented functions of the property. **2.**

Building Orientation

Buildings should be sited to organize development on the land, reinforce a sense of community, frame open space, and conceal parking, service and loading areas.

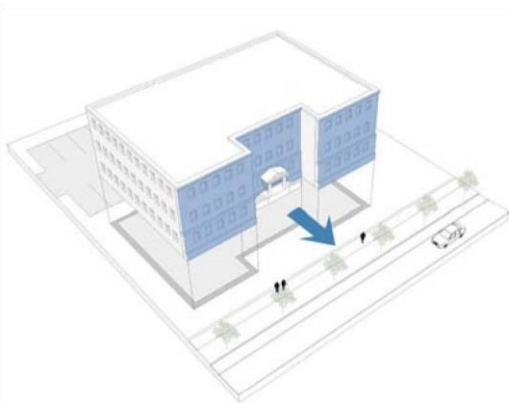


Figure 5.4.2.2 Building (A) and Entry (B) Orientation to the Street

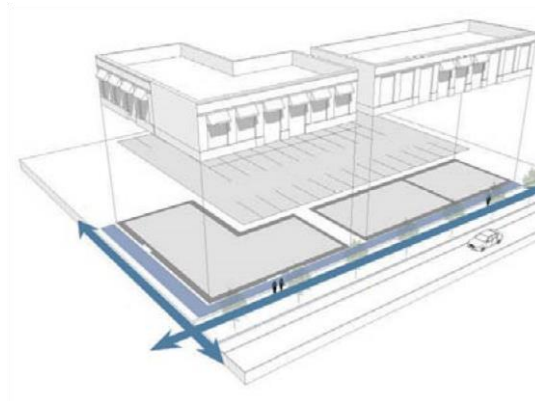


Figure 5.4.2.2(D) Multiple Primary Façades

A) **BUILDING ORIENTATION TO THE STREET:** Primary building façades should be oriented to public street frontages and/or open spaces.

B) **ENTRY ORIENTATION TO THE STREET:** The front façades and primary pedestrian entries to a building should face the public street that provides primary access to the property. C) **RESPECT PATTERNS OF CONTEXT:** Building setbacks should be consistent with the zoning requirements and consider the pattern of buildings on adjacent parcels. A setback distance similar to neighboring buildings reinforces a rhythm and pattern of the district. Front setback distances should be minimized to

encourage a relationship between the building and the primary street frontage.

D) **MULTIPLE PRIMARY FAÇADES:** For buildings with multiple frontage orientations, design for all views and façades should be considered with multiple primary façades and building entries.

E) **ANTICIPATE FUTURE IMPROVEMENT:** Building design and orientation should anticipate that abutting vacant land may be a future development opportunity. Thoughtful attention should be paid to anticipating potential future development that could change the context of a building façade to enhance adjacent relationships and avoid awkward building orientations.

3. Site Access

Site access should provide clear and legible routes for all modes of transportation (pedestrians, bicycles, vehicles and transit) to connect to the site and to enter internal site circulation systems.

A) **MINIMIZE SITE ACCESS:** The number and width of vehicular access points into and out of the site should be minimized. Pedestrian crossings should be marked and differentiated with variations in paving materials (for example by using stamped concrete or asphalt).

B) **CONNECT TO PUBLIC FRONTAGES:** Inviting and efficient sidewalks should be provided along any and all street frontages at the site perimeter. Additionally, sidewalk paths should be provided linking public frontage street(s) to all building entries.

C) **CONNECT TO ADJOINING PROPERTIES:** To encourage pedestrian access between properties pedestrian pathways should be provided between buildings on adjacent parcels.

4. Internal Site Circulation

Circulation internal to the site should provide clear and legible routes for all modes of transportation to connect to the public way, building entries, and other site components.

A) **BALANCE PEDESTRIAN SAFETY:** Internal site vehicular circulation routes should

have narrow travel lanes and small turning radii to reduce vehicular traveling speeds and reinforce a safe pedestrian environment. At pedestrian crossings and intersections a further reduction of the travel lane width enhances the pedestrian environment and shortens crossing distance. This is referred to as a curb extension or neckdown at the intersection.

B) **BUILDING ENTRY LANDSCAPE:** Landscape at the building entry should be designed to provide a buffer between the building entry and the roadway. The landscape should be used as a transition from a pedestrian entry area to the roadway to enhance safety. C) **EFFICIENT SITE AND PARKING CIRCULATION:** Adjoining parking areas should share access drives whenever possible. A well-organized system of drives should be used to shorten pedestrian crossing areas, reduce the amount of paved area, limit gaps between development frontages, and ensure a more efficient flow of traffic.

D) **BICYCLE CIRCULATION AND CONNECTIONS:**

Access and circulation for bicycles on site should be considered for safety and amenity

with provision for places to lock bicycles near building entries.

E) **LOADING AND SERVICE CIRCULATION:**

Loading and service areas should be located at the side or rear of buildings, and away from view of public streets. For larger buildings or where heavier loading/truck traffic is anticipated, loading routes should be separated from the regular travel routes used by customer and employee vehicles.

5. Parking

The placement of parking should be convenient to the building entries, but not at the expense of the pedestrian safety, attractiveness, and aesthetics of the property. Parking should be integrated with other site amenities that support a sense of place and community

A) **PARKING LOCATION AND ORIENTATION:**

Parking should be located to the rear and side of buildings with respect to the front or any side street. Where a parcel is located at the corner of two streets, parking should be located at the rear or at the internal side (not the street side). Where located to the side of buildings, parking

areas should be set back from the street by at least the same distance as the building. Parking should never be placed within the front yard zoning setback.

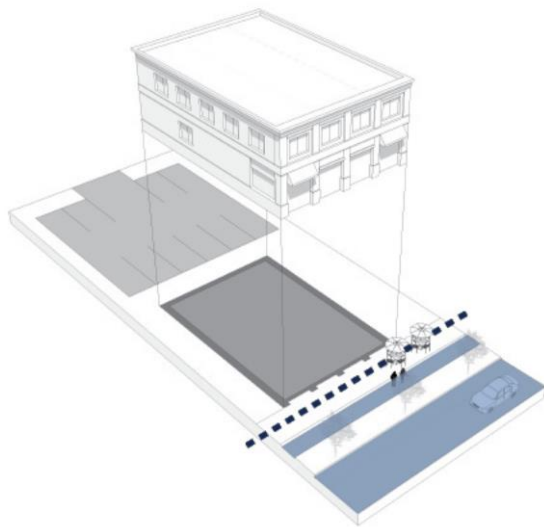


Figure 5.4.2.5(A) Parking Location and Orientation



Figure 5.4.2.5(C) Integrated Parking Landscape

- B) **PARKING SCREENING:** Parking areas are encouraged to be at the side or rear of buildings to reinforce the pedestrian environment. Where parking areas are unavoidable at the fronts of buildings, relative to the street, they should be screened with low landscaped berms, landscape beds, and/or low fences or stone walls; and softened with additional planting internal to the parking area.
- C) **INTEGRATED PARKING LANDSCAPE:** Large parking areas should be broken into smaller areas by means of landscaped islands containing low plantings and trees. Such islands should be placed at regular intervals across the parking lot to reduce

the visual impact of the parking area and to reinforce a more pleasant pedestrian environment. Landscaped islands should also be integrated with pedestrian circulation and crossing routes through parking areas.

- D) **STORMWATER MANAGEMENT:** Surface parking areas should include LID (low impact development) techniques for managing on-site stormwater including bioswales, rain gardens, filter strips, porous paving, etc. Parking structures should include strategies for collecting and managing stormwater runoff on-site.

6. Open Space

Larger scale residential or mixed-use development projects have a unique opportunity to provide open space integrated with the overall site plan design. Several characteristics of this type of open space are important to the character and quality of the residential community.

- A) **PUBLIC AND PRIVATE SPACE:** In a residential community creating clear and

distinct boundaries between public space and private space are very important. This can be accomplished through the configuration of buildings, paths, fences, and landscape.

B) SHARED OPEN SPACE: In the context of the residential development, shared open space, is open space that is shared by the residential community. It is a common resource shared among residential units of the development, but is not considered a public open space. A shared open space area should be provided. Depending on the scale and use of the open space, this area could include natural park areas, small pedestrian plazas, playgrounds, community gardens, outdoor seating, landscaping, and other amenities.

C) PRIVATE OPEN SPACE: In addition to shared open space, private open space may also be provided in a residential development. It would be dedicated for use by a single unit with clear boundaries and potentially associated with ownership, leases or deed restrictions.

D) PUBLIC OPEN SPACE: Different from a shared open space, public open space would be available for community use beyond the residential development.

E) OPEN SPACE CONNECTIONS: Development open spaces should also link to existing or proposed trails or pathways in and around the property, creating a network of connected open spaces and walking routes.

7. Landscape

Parcels should include a hierarchy of landscape that contributes to the overall site design and integrates with adjacent properties. The hierarchy of landscape treatments should include entry and gateway, building and building entry, street, feature, and landscape buffers. The species of plantings should be drought tolerant, native or adapted to the New England climate, and non-invasive.

A) ENTRY AND GATEWAY LANDSCAPE: Entry and gateway landscape should be used to define site access and reinforce a sense of arrival and layout of circulation on the site.

B) GENERAL SITE LANDSCAPE: The layout of primary or secondary vehicular or pedestrian circulation should be reinforced with a consistent landscape treatment that contributes to site wayfinding. All portions

of a site will not or should not be landscaped, but the landscape should be used to reinforce the character, circulation, and features of the site.

C) SCALE OF LANDSCAPE: Selection of plantings and maturity of plantings should be carefully considered relative to the overall scale of development. The scale of the installed landscape should be directly tied to the overall scale of the development and buildings. New plantings should be selected for reasonable maturity at the time of installation to achieve a more full appearance quickly.

D) BUILDING LANDSCAPE: Building landscape should be used to integrate the buildings into the overall site plan, soften building edges, and enhance public sidewalks, building entries, and plaza areas. Foundation plantings, planter beds, window planters, and sidewalk street trees and shrubs are all appropriate for this purpose. Landscape may be used to mitigate or screen less desirable portion or features of a building façade.

- E) **FEATURE LANDSCAPE:** The landscape should be used to reinforce the importance of locations that are significant in the overall site design or near natural site features or amenities. Examples include incorporating rock outcroppings found on site into landscape treatments or defining and enhancing views from the public street to the waterfront. An additional number of plantings, unique composition or variation in planting species, or plant species with special seasonal variation should be used to reinforce site features.
- F) **LANDSCAPE BUFFERS:** Landscape buffers and wooden fencing should be used to conceal dumpsters, recycling areas, staging areas, utilities and other outdoor equipment or service uses from pedestrian views.
- G) **LANDSCAPE BUFFERS AT PROPERTY LINES:** Where a commercially-zoned property abuts a residentially-zoned or used property, a variety of landscape buffering elements and screening fencing should be provided along the adjoining yard(s). Landscape buffers should be at

least three-season and of lushly-planted vegetation averaging four to five feet tall.

- H) **LANDSCAPE AT STREET FRONTAGES:** Landscape for the site frontages on public ways should contribute to the character of the street and reinforce a consistent street frontage that is integrated with the character, type and spacing of adjacent landscape improvements.

I) **FUNCTIONAL FEATURES AND MATERIALS:**

The materials used for functional features, such as retaining walls, drainage structures or other required site elements, should be integrated with the overall site design and material palette. For example, a functional retaining wall should include stone facing to match stone walls on the site.

- J) **INTEGRATE FUNCTIONAL FEATURES INTO LANDSCAPE:** Stormwater retention areas should be provided, integrated with the site landscape, and treated as a naturalized environment and site feature that is sustainable from a plant material and maintenance perspective. Retaining walls, fencing, guardrails, and other utilitarian or screening features should be integrated

with the overall landscape design and designed to contribute to the overall site character. Functional site features should be designed and considered for views of them from adjacent properties.

8. Site Amenities

Site amenities should enhance activity and serve a function near site and building entries and serve to enhance the pedestrian experience. Site amenities should include benches, trash and recycling receptacles, bike racks, and other components appropriate to the use and scale of the development.

- A) **LOCATION OF AMENITIES:** The amenities should be located in high activity areas that are most likely to receive use. For example, places to sit should be provided where people are waiting or congregating as part of the use of the building and site.

- B) **OPEN SPACE AMENITIES:** If an open space is provided, it should be located in a prominent location adjacent to the building, and near a primary building entry that will bring pedestrian activity to the space. The open space should include outdoor seating, pedestrian-

scaled lighting, and landscape treatments, including both sunny and shady areas. Outdoor seating areas are encouraged.

C) **DESIGN OF AMENITIES:** The character and design of the site amenities selected should be consistent with the overall character of the site and building design.

D) **INTEGRATION OF AMENITIES:** Site amenities should be integrated with the site design to allow appropriate clearances, space, and circulation around them to allow busy areas to function appropriately.

9. Site Lighting

Site lighting is intended to provide for pedestrian safety in areas with evening activity, particularly near site and building entries and across parking lots, and to provide a minimum level of lighting for nighttime safety.

A) **MINIMIZE ExCESS LIGHTING:** Site lighting should comply with minimum lighting requirements and standards, but not provide

B) **VISUALLY REDUCE LARGER BUILDING**

lighting in excess of requirements. Downward-directed, lighting consistent with the recommendations of the International Dark-Sky Association (IDA) is preferred to minimize excess glare and spillage. The IDA has a Fixture Seal of Approval for light fixtures and components that meet their recommendations. B) **INTEGRATE LIGHTING FIXTURES WITH DESIGN:** Lighting fixtures should be selected to contribute to the overall character of the building and site, consistent with the overall design and sense of place.

C) **MULTIPLE LAYERS OF SITE LIGHTING:** Site lighting should perform multiple functions on multiple areas on the site for multiple users. A site lighting approach should be designed for vehicles, pedestrians, building entry areas and site features. Each of these multiple areas should be designed in coordination and to complement the overall character of the site. Lighting should be used to highlight key areas and attractive features of the site design. Lighting heights and poles should be scaled appropriate to the use; pedestrian height lighting and light bollards should be used when not

lighting a vehicular area. Light fixtures of varying height should be of a compatible design and cohesive lighting fixture palette.

5.4.3 ARCHITECTURAL GUIDELINES

The following guidelines outline the architectural design elements that should be viewed as a baseline for well-designed architecture in the TOD District.

1. Building Massing

The building massing should be designed to reduce the overall perceived scale and provide simple and evocative forms that reinforce both a sense of a human-scaled environment.

A) **STRENGTHEN PROMINENCE OF BUILDING ENTRY:** Building massing should reinforce the purpose and readability of the building. For example, building massing should emphasize and highlight the location of the primary building entrance.



Building D) REINFORCE CORNERS AND GATEWAYS:

Scale

SCALE: Large building masses should be broken down through variations in roof lines, bays, setbacks, upper-level stepbacks, horizontal or vertical articulation, or other types of architectural detailing as described in Façade Composition and Components. Overall building form should be appropriate to the scale of the building and not become overly complicated.

C) SIMPLIFY SMALLER BUILDINGS: Smaller building masses should remain simple and not overly complicated. *Figure 5.4.3.1(B) Visually Reduce Larger*

and style of any existing older structures. Historic structures should be considered for restoration, sensitive rehabilitation, preservation or adaptive reuse as may be appropriate to the historic structure and nature of its reuse. Refer to the *Secretary of the Interior's Standards for Rehabilitation*.

2. Façade Composition and Components

Composition of building façades should include architectural features and building components that reduce the scale of large building masses, reinforce the character of the building, and provide detail and articulation of the overall building, particularly in areas with pedestrian traffic.

A) EMPHASIZE FAÇADE RHYTHM AND PATTERNS: A building façade should be broken into vertical and horizontal parts that reinforce

Sites located at a prominent corner, intersection, or recognized gateway should have building features and orientation that recognize the corner or gateway and respond to it with a suitable building form. Examples of prominent building features include tower or cupola elements, corner detailing, additional building height, or other building forms that provide a visual anchor.

E) INTEGRATE HISTORIC STRUCTURES: Existing historic structures should be integrated into any new development plan. New buildings and additions should complement and reflect the structure a rhythm and pattern. Vertically, a building should be seen to have a base, middle and top. Horizontally, the building should be broken down into sections that correspond to and indicate bays of the structural system.

B) AVOID LONG AND BLANK FAÇADES: Building façades should be differentiated at intervals typically not less than of 50 feet or less by a change in material, a variation in the plane of the wall,

decorative components, or functional element such as entryway or portico. Sections of continuous, uninterrupted, or blank building façades typically should not exceed 50 feet.

5. DESIGN GUIDELINES

C) EMPHASIZE PRIMARY FAÇADE HEIGHT:

The principal façade should not be less than typically about 20 feet in height with an articulation of the base, middle and top.

D) ENCOURAGE NEUTRAL BUILDING IDENTITY:

Building design and architectural features should not over-prioritize franchise features or identity. Signage, colors, awnings and other design features should be used to communicate brand and franchise identity. The building form, roof form and façade design should not be overly specific to a franchise or brand.

E) USE HUMAN-SCALED FAÇADE FEATURES:

Awnings, canopies or other elements that breakdown the overall scale of the building façade and provide protection and visual interest at building entries are encouraged. Refer to the Sign Regulations and design guidelines for specific sign, material, and lighting requirements.

F) DESIGN FAÇADE FOR SIGNAGE: The façade design and architectural detailing should provide a purposeful place for signage, if signage is intended to be a part of the façade. An extended parapet, entablature, or sign band should be designed and integrated into the façade layout with appropriate spacing for both the height and width of anticipated signage. Refer to 5.4.4 *Signage Guidelines* for specific sign, material and lighting requirements.

G) INTEGRATE UTILITARIAN COMPONENTS INTO THE FAÇADE DESIGN: All functional, utilitarian, or mechanical components of the building façade should be integrated into the façade

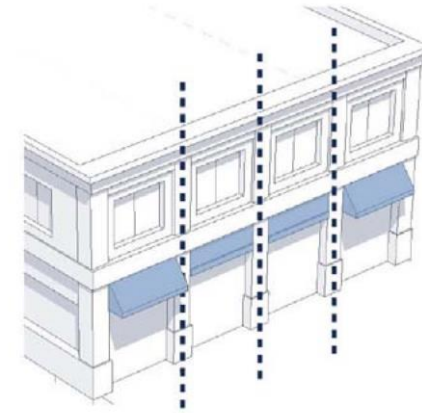


Figure 5.4.3.2(A) Emphasize Façade Rhythm and Pattern

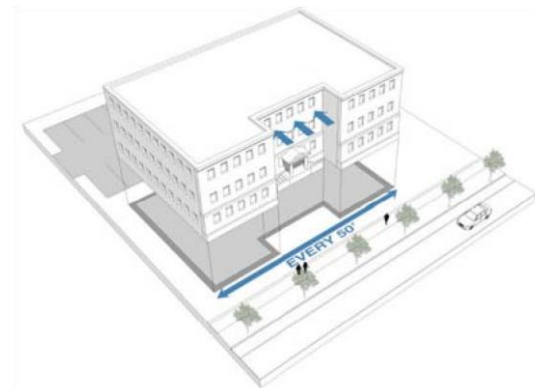


Figure 5.4.3.2(B) Avoid Long and Blank Façades

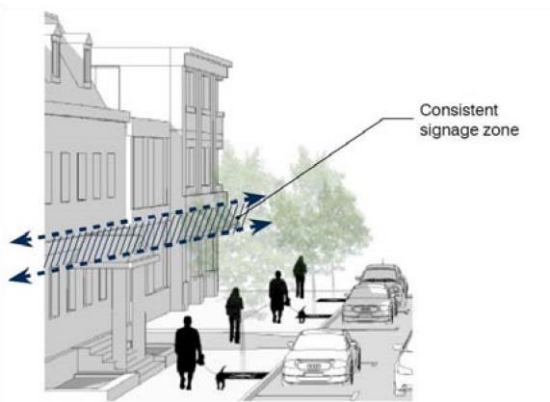
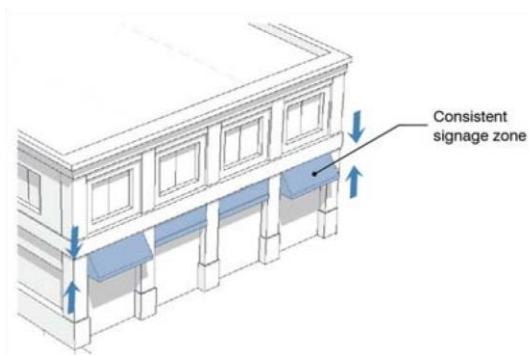


Figure 5.4.3.2(F) Design Façade for Signage (above



or screened so as to be part of the composition of the overall building design. Mechanical vents, service rooms, utilitarian and staging areas, and similar portions of buildings should be hidden to match other materials and colors of the façade. Utilitarian aspects should also be screened by the site and building landscape.

3. Historic Structures

When such structures exist, the new development should integrate and leverage the value of a historic structure within the design and layout of the redevelopment plan. Reuse of existing historic structures should follow the U.S. Secretary of the Interior’s *Standards for Rehabilitation*.

A) COMPATIBLE DEVELOPMENT: The reuse of the existing historic structure should be compatible with the ability of the structure to

accommodate residential uses. New construction or additions should also be compatible with and complementary to the architectural style of the historic structure.

B) THOUGHTFUL RENOVATION: When renovation of a historic structure is occurring for reuse, that renovation should be thoughtfully considered to retain the integrity of the historic structure and be sensitive to its underlying design characteristics or historic significance.

screened from visibility of pedestrians standing at grade on surrounding walkways by means of

walls, decorative grilles, or roof parapets. Screening features should be a part of the

C) AUTHENTICITY TO CURRENT TIME: New construction or additions should be authentic to the current time in which they are built.

4. Building Roof Forms

Building roof form has a significant impact on the character and style of the architecture. Building roof forms should be authentic to the type of building and the South Norwalk area.

A) REINFORCE A HUMAN-SCALE TO BUILDINGS: Large uninterrupted roof forms should be avoided and articulated with roof gables, dormers, chimneys or other roof forms that provide variety and interest to the overall building form.

B) INTEGRATE AND SCREEN UTILITIES: – Mechanical equipment on rooftops should be

building composition and design and use materials that complement the overall roof and

façade design. Other utilities, such as solar panels should be integrated into the design of the roof.

5. Building Lighting

Building lighting should be used to highlight and emphasize functional and decorative aspects of the building massing and façades. Building lighting should be energy efficient and designed to be minimized and focused on key components of the building.

A) **HIERARCHY OF LIGHTING:** Building entries should be a primary focus of building lighting to reinforce safety, security and convenience for access to the building. Lighting to highlight building features, key architectural elements, accents or signage should be a secondary focus of building lighting.

B) **QUANTITY OF LIGHTING:** Illumination levels should be provided at the minimum level that is required to provide the function desired.

C) **LIGHTING FIXTURE DESIGN:** Lighting fixtures should be selected to contribute to the overall character of the building and site consistent with the overall design and sense of place.

5.4.4 SIGNAGE GUIDELINES

The signage guidelines for commercial zones provide guidance in the design of signage that is functional and attractive.

1. Principles and Intentions

Signage for commercial uses or businesses should communicate a positive and clear identity for the establishment, be part of the building and façade design, harmonize with its surroundings, and respect the character of South Norwalk.

A) **LEGIBILITY AND CLARITY:** A sign should be readable, simple, and legible with careful consideration of the proportion of lettered and graphic areas to the overall size and

location of the sign. Consideration should be given to the purpose and intended audience of the sign. Signage should be concise and graphically balanced.

B) **HIERARCHY OF SIGNAGE AND PURPOSES:** The most important sign and most important information on a sign should be the most prominent and emphasized component of the sign. Sign design should optimize communication of the name of the business.

2. Sign Harmony

A) **COMPATIBILITY WITH CONTEXT:** Signs should be designed to be compatible with neighboring properties, storefronts and buildings. Compatibility should be considered through sign style, height, type, scale and location.

B) **COMPATIBILITY WITH RESIDENTIAL CONTEXT:** Where business uses are interspersed with residential uses, signs should be designed and located with sensitivity to the residential areas.

Illumination should be designed to minimize impact on adjacent residences. C) **COMPATIBLE WITH BUILDING ARCHITECTURE:** Sign design and placement should relate to and harmonize with the building architecture. Signs should not overwhelm or obscure building features.

E) **COMPATIBLE WITH OTHER SIGNS:** Where a business or development has more than one sign, all signs should be designed to be compatible in terms of materials, color, lettering, style and logo use. Design and placement of multiple signs should reflect a clear hierarchy and coordinated overall visual effect.

3. Sign Characteristics

A) **SIGNAGE DESIGN AND READABILITY:** A sign should be readable, simple, and legible, with sign content that fits comfortably within the space it will occupy on the building. Generally, a sign's text and graphic elements should not occupy more than two-thirds of the sign panel area.

B) **SIGNAGE LEGIBILITY:** Signage typeface should also be simple and legible; ornate or unusual typefaces should be used only for emphasis and restricted to single words or short phrases. The use of both upper and lower case letters reinforces sign legibility.

C) **SIGNAGE SCALE:** Signs should be scaled to their use and intended viewer, be that the driving or walking public. Sign lettering and graphics should be clear, simple, and legible from a distance, under different lighting conditions. The scale of the sign should be appropriate for its intended audience and its location on a building or site. Automobile-oriented signs should be legible at posted driving limits.

D) **SIGNAGE CONTENT:** Signage messaging should be simple and brief. Signage should primarily communicate the name of the business or establishment through lettering, graphics or logos. In order to reinforce signage purpose and clarity, the following information should not be included on a primary sign:

telephone numbers, business hours, website address, sale information, listing of goods and services, brand names carried, or credit cards accepted.

E) **SIGNAGE COLOR:** Signage color should complement building materials and color palette. Signage color should also consider signage legibility and readability from a distance during the day and night. High contrast between signage lettering and backgrounds helps increase legibility.

F) **SIGNAGE MATERIALS:** Signage materials should be selected for durability, ease of maintenance, and compatibility with building materials and design.

4. Site Signage

Site signage includes any sign that is not attached to a building, but is part of the site design and layout to assist in the identification of the development, businesses, or wayfinding on the site.

- A) **SIGNAGE DESIGN INTEGRATED WITH LAND-SCAPE:** Site signage should be integrated with site landscape design and be used to reinforce gateway locations and site entry points. Landscape plantings should be included to anchor and integrate signage into the site plan.
- B) **SIGNAGE PLACEMENT:** Sign locations should consider lot characteristics with regard to roadway and access considerations, building location, views in and out of the property, pedestrian and vehicular circulation, and vehicular safety and visibility.
- C) **SIGNAGE STYLE:** Free-standing signage should complement the overall character and design of other site and building components. Free-standing signage should be balanced and proportional. A lollipop sign, which is a single pole sign that has a disproportionately large top and overly slender support base, is discouraged. Free-standing signage should be in the form of

monument or structured signs. Incorporate elements of the building design into a free-standing sign design.

- D) **MULTIPLE TENANT DIRECTORY SIGNAGE:** For multi-tenant developments, a directory sign may be provided listing names of businesses and establishments. Directory signage should be clear and legible with the ability to conveniently change business names as tenants move in and out. Design of the sign should be consistent with other development signage.
- E) **WAYFINDING SIGNAGE:** Simple directional signage may be provided on the site to inform visitors of entries, parking areas, building names, numbers or other information. Wayfinding signage should be consistent and compatible with other development signage. Wayfinding signage should not obstruct or cause conflict with regulatory or traffic-related signage.

5. Building Signage

Building signage includes any sign that is attached to a building to provide identification of businesses.

- A) **SIGNAGE DESIGN INTEGRATED WITH BUILD-ING:** Signs should integrate with the building on which they are placed, by considering the architectural style, character, or historic significance, rhythm and scale of façade features, and patterns of window and door openings. Particularly with older buildings, care should be taken not to obscure, damage, or otherwise interfere with design details and architectural features that contribute to the building’s character.
- B) **SIGNAGE PLACEMENT:** Signs should be designed for the specific building on which they will be placed, and for the specific location on the building. Signs should be centered within the wall area of the façade on which they will be located. Signs should not extend beyond the boundaries of the

area of the building on which it will be mounted. Signs previously installed on other buildings or locations should not be used.

C) MULTIPLE TENANT BUILDING SIGNAGE:

Multiple tenant or business signs on a building should have a consistent placement and be of a coordinated design. Using signage to reinforce or establish a rhythm, scale and proportion for a building is encouraged, especially where such elements are weak or absent in the building's architecture. A Master Signage Plan should be developed for multi-tenant developments to encourage a coordinated and compatible approach to signage.

D) COORDINATE SECONDARY SIGNAGE:

Window and door signage should be coordinated with the overall signage program and may include more detailed information that is not appropriate for larger signs. Window signage is generally directed toward the pedestrian viewer. Window signage should not dominate the glazed surface. Window signage and displays

should not include the stockpiling of products or inventory in the windows.

E) AWNING SIGNAGE:

Awning fabric should be opaque, and any awning signage should use cut or screen-printed letters or logos. Lettering and graphic elements should comprise no more than 30 percent of the total awning surface.

F) SIGN MOUNTING:

Projecting signage should be integrated into the design of the façade with attractive sign mounting hardware.

G) SIGN LOCATION PREPARATION:

The areas of the building to receive the sign should be prepared, cleaned and painted prior to installation of the sign. Previously installed signs should be completely removed and covered prior to the installation of a new sign.

6. Sign Illumination

External signage illumination is encouraged and should be targeted only onto the sign, not onto adjacent buildings or towards vehicles or pedestrians.

A) AWNING SIGN ILLUMINATION:

If a window awning sign is internally illuminated, only the sign letters, logo, and ornamentation should be translucent. The background material should be opaque.

B) INTERNAL SIGN LIGHTING:

The preferred forms of internally lit signs are those using push-through graphics and text; standard channel letters, also called back-lit or halo-lit; and reverse channel letters with a halo effect. When signs other than channel letters are internally lit, only the sign copy (words/logo) should be illuminated. The sign background or field should be opaque and of a non-reflective material. Internally illuminated box cabinet signs are discouraged.

C) **LIGHTING UTILITIES:** Raceways, conduits and other electrical components should be concealed from public view. When it is not possible to conceal these items, such utilitarian components should be painted to match the background of the wall on which they are mounted to reduce the visual impact.

D) **SIGNAGE LIGHTING FIXTURES:** External lighting fixtures that project the light from above or below the sign are strongly encouraged. Light fixtures should be simple and unobtrusive, and should not obscure the sign's message and graphics.

E) **CONSISTENT LIGHTING LEVELS:** Lighting should provide a consistent and even wash of light across the sign.

5.5 Public Infrastructure

5.5.1 PURPOSE

In order to unlock private investments, the Norwalk Redevelopment Agency may

undertake public infrastructure improvements within the TOD District. Improvements may also be constructed as part of the public amenities for a private development, as part of an urban renewal project by the Norwalk Redevelopment Agency, or as part of project undertaken by the City of Norwalk. The following design guidelines should be used for these improvements in order to align the physical environment with the overall goals of this Redevelopment Plan.

Private development projects that affect the public infrastructure should also follow these guidelines when installing connections between public infrastructure and private sidewalks, driveways, internal streets, and parking lots or when replacing public infrastructure disturbed by construction activities.

Any infrastructure, surface finishes and treatments, and amenities installed in the public right-of-way must meet City standards for longterm maintenance and durability.

5.5.2 STREET HIERARCHY

This section includes specific recommendations for public infrastructure improvements for particular street types. These recommendations should be implemented in conjunction with the more general design guidelines in the rest of this section. Streets not listed below are Neighborhood Streets and should follow the general design guidelines for public infrastructure.

1. Avenue/Thoroughfare

Applies to: Martin Luther King, Jr. Drive

- Pedestrian walkways should be separated from the high speed traffic by providing an enhanced landscape buffer between the curb and walkway of a width of at least five feet along both sides of Martin Luther King, Jr. Drive.
- Pedestrian walkways should be continuous and connected on both sides of Martin Luther King, Jr. Drive, and provide

accessible connections to each of the pedestrian crossings along the avenue. Particularly where “desire lines” of paths have been worn into the grass and no sidewalk currently exists; new walkway connections should be made.

- Pedestrian walkway widths should be adequate to accommodate shared path use between pedestrians and bicycles (typically requiring eight feet of minimum width).
- Sidewalks should be composed consistently of concrete paths with consistency of color, finish, scoring, and aggregate.

