



Woodbury Place

Architectural Design Guidelines of Woodbury Place

Effective November 1, 2013

1. FIT ON LOT

1.1 Zoning. The applicable zoning code for Woodbury Place is: R-100 as described in the Gwinnett County Development and Planning Code. Each lot owner should acquaint themselves and their home designer with the current requirements of this zone regulation.

1.2 Consolidation of Lots. An owner may consolidate one additional adjacent lot to create a larger lot. This will require both ARC and Gwinnett County approval (i.e., subdivision or lot line adjustment). The resulting building envelope can be up to 50% larger than the building envelope of the larger of the individual lots that were consolidated unless otherwise approved by the ARC. Only one single family residence is permitted on a consolidated lot.

1.3 Building Sizes. The minimum total building floor areas for each lot are as follows:

Ranch = 3,300 sq ft Two story = 3,800 sq ft

Variances for building homes below the minimum square footage based on the specific lot configuration or topography must be submitted to the Architectural Review Committee (ARC) prior to construction for approval.

1.4 Finished First Floor Standards. Each home and lot is to be evaluated as to an appropriate fit of the house to the lot and the adjacent home. The design professionals for each home must submit to the ARC a complete plan, elevation, and specifications of home. The guiding principle for setting the grade on each home is to have minimum elevation change from the existing grade, subject always to final grade approval by the ARC.

1.5 House Plans.

To facilitate the diversity of the look and uniqueness of Woodbury Place subdivision, a house plan may only be used a maximum of four (4) times. Existing homes with the same house plan, whether altered or original shall be counted toward the maximum number. Home plans used by multiple builders will count toward the maximum number. House plan reversals, changes in exterior materials (e.g. brick, rock, cedar shake or Hardi shake, etc...), significant plan alterations, alterations to the elevation, gables, hips, or additions must be integrated into the same house plan.

1.6 Separation of Duplicate House Plans.

House plans that are determined by the ARC to be a duplicate plan may not be built on adjoining lots either facing, side by side, or backing up to a duplicate house plan. In addition, duplicate house plans must have a separation distance of a minimum of eight (8) lots between the two plans.

1.7 Basements

All homes shall have a full basement unless the topography and/or other natural factors would reasonably prevent the construction of said basement. The ARC committee must receive a request for a waiver from the lot owner and approve the exception prior to construction if it is believed that a full basement under the following guidelines cannot be constructed.

A full basement is defined as that portion of a home directly below the first floor which is partly below and/or partly above grade and of the same square footage of floor space as the first floor. The full basement also shall have a minimum head room of nine (9) feet. Head room is defined as the distance between the basement floor and the bottom of the floor joist of the first floor. Furthermore, the type shall be a "walk-out basement" or "daylight basement" defined as a basement with an exposed side. Windows shall be of the same size and style as the first floor windows. Basement doors shall be constructed of wood or metal. The door(s) shall be standard size and a single door, double door, sliding door, or boat style doors. The basement shall have a finished concrete floor. A garage may also be part of the basement and it will be included in the square footage requirement. If a garage is a portion of the basement, said garage will not be counted toward the total number of garage spaces for the first and/or main floor. All basements shall be stubbed for a full bathroom.

2. ARCHITECTURAL STYLES

2.1 Traditional with a touch of Craftsman style. Typical characteristics of these styles include, but are not limited to:

- Gable or hip roofs
- One story to one and a half, or two stories above ground (2nd floor is all or partially within roof form)
- Turret and/or tower accents
- Board and Batten Shutters
- Arches, pediments and lintels above doors/windows
- Bay windows
- Dormers
- Chimneys
- Recessed doors/windows
- Divided lite windows
- Substantial trim around windows/doors
- Stone or cast stone window/door surrounds

2.2 Styles Not Permitted. Contemporary styles or styles associated with distinctive climatic conditions such as:

- Adobe or Southwestern
- Mediterranean
- Modern
- Log Homes
- Contemporary Homes
- Colonial

or homes with geometric or free-form shapes, such as:

- A Frames
- Domes
- Barrel Vault
- Earth Integrated Homes

3. ROOFS

3.1 Major Roof Elements. Roofs are major visual elements that contribute the strongest sense of an architectural unity. Major roofs should be one of the following:

- Gable (including intersecting gable roofs)
- Hip (and acceptable variations of Hip such as Dutch Hip)

3.1.1 Roof types such as flat, A frames, geodesic domes or other extreme types are considered out of character and are prohibited.

3.1.2 Major roofs should have a pitch of at least 8:12 and no more than 12:12. (Exceptions are allowed for dormers, towers and turrets, and other roof elements as approved by the ARC.

3.1.3 Major Roof Materials

Woodbury Place major roofing material must be one of the following:

- 30 year Three tab Architectural looking Shingle
- 40 year Architectural Composite Shingle
- Natural Metal Roofing as approved by ARC

3.2 Roof Colors. Approved roof colors are blacks, browns, grays and other earth tones.

3.3 Exterior Metal. All exterior metal should be natural copper or colored to match the material to which they are attached, i.e., flashings, gutters, chimney surrounds, roof vents, plumbing vents, fascia and soffit. Other metals such as brass, bronze, zinc and aluminum may be considered on a case-by-case basis by the ARC in the design review process. Any exception to copper or colored terminations must be included in an application presented to and approved by the ARC with samples. In any event, the color palate for exterior metals shall be earth tones, no white, silver, galvanized or bright color tones allowed.

3.4 Minor Roof Elements. Minor roof features (dormers, turrets, towers, porticos) may have a minimum pitch of 4:12 and may be as steep as 18:12.

Acceptable dormer forms are:

- Gabled - Hipped
- Arched - Shed Dormer
- Gable Dormer Hip Dormer Shed Dormer Rounded Dormer

Materials for Minor Roof Elements. Pre-approved roof materials for minor roof elements include:

- Same material as major roof
- Weathering copper (for small roofs as well as flashing, fascia and gutters)

4. WALLS

4.1 Wall Height. Consistent with the one, one and a half, and two stories character described in 2.1 above. The basement shall have a minimum of 9 ft walls, the first floor a minimum of 9 ft walls and the second floor shall be a minimum of 8 ft walls.

4.2 Materials. Consistent wall materials and color schemes are important to the overall continuity of Woodbury Place neighborhood. Continuity in use of wall material creates a sense of permanence and mass while allowing variety. Woodbury Place has selected some basic wall materials: natural stone, brick, concrete siding, cedar shake or Hardi shake within a range of approved colors.

4.2.1 The entire structure must be built with a total minimum of 80% of approved stone and brick on the front facade, and brick or stone on the sides. Concrete siding or shake may be used in closed gables; and, in any event, no exterior elevation of the structure (less windows, doors and associated trim) shall have less than an average of 10% coverage in stone. Up to 100% of any wall can be stone. Combinations of stone and brick are the preferred options.

4.2.2 Individual houses may use varying percentages of the colors of Woodbury Place Stone. The stone and pattern on for each home must be submitted to the ARC for approval at the time of final submission of the plans.

4.2.3 Stones may be cut in a variety of ways using various techniques.

4.2.4 A request to use a stone material other than the approved stones must be accompanied by a sample 4x4 panel constructed on-site for review by the ARC.

4.3 Brick. Only a limited range of brick is consistent with the theme of Woodbury Place: Colors should be earth-tone colors, in the warmer ranges of tan, brown, gray and warm olive. Excluded are: reds, pinks, whites and all dark bricks. Bricks should be variegated (a mix of slightly varying colors, rather than monochromatic). Brick may be used for accent features such as a chimney tower, bay window, or as otherwise approved by the ARC.

4.4 Materials Not Allowed. Exterior wall materials not allowed at The Woodbury Place include:

- Log Siding - Adobe
- Concrete block - Vinyl siding
- Metal - Glass curtain walls
- Manufactured vinyl or aluminum siding

4.5 Columns. If there are columns on the residential façade, whether load-bearing or not, they should look structural; that is, sized as if they are actually supporting the structure above them (i.e., roof or balcony). Avoid overly slender columns that are obviously decorative.

4.6 Continuity of Materials. Materials should be continuous around outside corners (with the exception of quoining). A change in materials cannot occur at an outside corner. Wall materials and trim should be continuous on all elevations.

4.7 Foundations. It is important to visually connect exterior wall material to the ground. Specifically, exposed concrete foundation shall be the minimum required by code. No more than six vertical inches of exposed concrete foundation will be acceptable.

4.8 Exterior Trim and Accents. It is required that all trim and accents be darker color complements to the earth tone colors required for the walls. White or beige is not allowed for accent and trim (e.g., fascia, door trim, window frames etc.) without prior ARC approval.

5. WINDOWS & DOORS

5.1 Windows. All windows must be of wood construction. Wood windows clad with aluminum are permitted as an exception. Vinyl windows are not allowed. Note that per 4.8 above, white or beige colors are not allowed without prior approval of the ARC.

5.2 Window Panes. Divided lite windows (composed of small panes divided by mullions and muntins) are required on 50% of the window area on the front elevation of the house (the portion of the house visible from the street).

5.3 Window Proportions. All windows shall have a vertical dimension greater than the horizontal dimension. Horizontal picture windows are prohibited.

5.4 Glazing Materials. Standard low-e glazing (glass) is approved. Mirrored, bronzed or other coated glass is prohibited. Stained glass and leaded windows must be approved by the ARC.

5.5 Exterior Doors. Main entry doors must be wood or metal, stained or painted, with sculptural relief (i.e. sculpted panels, inset windows, expression of heavy timber, etc.). Other exterior doors may be wood, metal or metal clad wood, so long as they also have sculptural relief (flat surface doors are not permitted).

5.6 Recessed. To convey an exterior wall's thickness or mass, doors and windows should be recessed 2 to 4 inches minimum from the exterior wall face. Surface mounted windows using a mounting flange are prohibited.

5.7 Sills and Lintels. Windows shall have wide sills (at least 6) and pediments of either cast concrete, stone or brick to convey permanence. Wood sills are discouraged.

5.8 Shutters. If shutters are used, they should be sized to cover the window, whether operable or not.

6. FENCING, ENTRY COLUMNS AND MAILBOXES

6.1 Fences. Fences are allowed at Woodbury Place and must be of an open wrought iron type, and approved for in writing by the ARC.

6.2 Entry Columns. Entry columns at driveways shall be approved in advance by ARC.

6.3 Mailboxes. Mailbox structures must conform to the existing mailbox style and be approved in advance by the ARC.

7. GARAGE AND ACCESSORY STRUCTURE

7.1 Garages. It is preferable, but not required, that garages not be discernible from the street.

7.1.1 They should appear to be an extension of the house (same building materials and window/door trim) or a separate building (such as a carriage house) located behind the principal structure.

7.1.2 Garage doors, for attached garages, must be side entry and be at least a three car garage. The home may meet the requirement by having a two car side entry with a single carriage.

7.1.3 Garage doors should each be of carriage house (heavy wood) character. Any exceptions to this provision must be included with the application to the ARC and is subject to the ARC's approval. All garage doors must be approved by the ARC.

7.2 Accessory Structures. Detached structures (garages, offices, workshops, green houses, pavilions and pet enclosures, etc.) must be architecturally compatible with the main residential building (similar in architectural style and materials) and less tall than and physically smaller mass than the main residence.

8. EXTERIOR LIGHTING

8.1 Woodbury Place is intended to be lighted adequately for safety and security. It is also desirable to have landscape lighting that subtly highlights landscaping rather than buildings, etc. At the same time, we desire to avoid bright, uncontrolled lighting that impacts adjacent residences or obscures the night sky. Owners shall be permitted to utilize accent and spot lights on their Living Units as long as the same utilize the dark sky concept and are downward reflecting. Finally, light fixtures are highly visible elements that, if coordinated, can contribute to the overall character of Woodbury Place neighborhood.

8.2 Exterior Area Lighting. Light sources that render near natural colors (such as incandescent, tungsten halide or metal halide) are acceptable. Lights that cast a color (such as low pressure sodium, high pressure sodium, or lights with colored filters) are not allowed.

8.3 Fixtures for area lighting or highlighting buildings or landscape, should be shielded so as to not allow the light source (bulb) to be visible from, or cast light on, public areas or adjoining properties. Direct-source lighting (bulb is visible) may be used only for decorative fixtures (i.e. carriage lamps, wall sconces).

8.4 Light fixtures must be integrated into the architectural design of individual residences and constructed of non-reflective materials.

9. SITE WORK AND LANDSCAPING

9.1 Retaining Walls. Retaining walls visible from any public area or from adjacent property shall be constructed of stone or block walls with brick facade as approved by the ARC.

9.2 Driveways. Driveways for the homes shall be of concrete.

9.3 Grading. Each lot shall be graded to continue drainage ways across the property and to match the grades of adjacent properties and public areas.

9.4 Landscape Design. Landscape plans should be prepared by a licensed landscape architect or contractor and follow principles of sound, attractive landscape design appropriate for the area.

9.4.1 Trees, shrubs and ground covers should be native or adapted plants appropriate for the Southern climate.

9.4.2 A ratio of at least 25% evergreen plant material will result in landscapes with both summer and winter character.

9.4.3 There should be a minimum of two trees per residence.

9.4.4 Mulch area must be of natural colors or pine straw.

9.4.5 Rock is permitted as a replacement for mulch or pine straw. Rock is allowed around the perimeter of a house and it must butt up the exterior of the house. A maximum of 20% rock coverage of the lot area on any side of the house is permitted. Hard to manage areas such as run off areas require approval by the ARC if they exceed the 20% maximum.

Permitted: River rock or natural rock in earth tone colors. The rock must be a minimum of 1/2" in diameter. Unacceptable: Pea gravel, manufactured rock, lava rock, or granite. Restricted colors include but are not limited to: black, white, and pink.

9.4.6 Automatic irrigation systems are required and should be designed to promote efficient water use and assure the ongoing health of plant material.

9.4.7 Any plant material appearing dead or damaged must be replaced within one growing season.

9.4.8 Existing healthy mature trees should be protected and integrated into the grading and landscaping.

Design/Review and Submittal Requirements

10. REQUIRED SUBMISSIONS

To achieve the foregoing objectives and principles, Woodbury Place guidelines are intended to be used by: Property owners, Architects, and Landscape architects.

These Design Guidelines are binding upon all persons who desire to build at Woodbury Place or:

- Construct, refinish or alter any part of the exterior of any building;
- Make other improvements upon, under or above any property;
- Create, fill or make any changes in the existing surface, contour or drainage of the land; and/or install any utility line.

10.1 Architectural Review Committee. These guidelines will be administered by an Architectural Review Committee(ARC), composed of representatives of Woodbury Place Home Owners Association. The responsibilities, authority and procedures of the ARC are outlined in this document and in the covenants, conditions and restrictions (CC&R's).

The ARC specifically reserves the right to make subjective, as well as objective determinations of whether the objectives of these Design Guidelines have been met by a particular site plan. Each homesite owner bears the responsibility for the proposed dwelling's adherence to Woodbury Place Design Guidelines and bears the additional responsibility for the proposed structure's adherence to local zoning and building codes as well.

10.2 Construction Period. Construction hours are Monday - Friday 7:00 AM to 6:00 PM. Saturday 8:00 AM to 6:00 PM. No exterior construction is allowed on Sundays.

10.3 ARC requires Woodbury Place ARC approval before any work begins. The following process is designed to allow the homeowner and ARC to reach agreement before significant expense has been incurred on the project.

10.4 Required Documents/Information

A. Site Plan (Include the following information)

- 1. Building location(s) including garage, decks, patios, accessory buildings
- 2. Property lines and setbacks (distances to structures)
- 3. Easements (if any)
- 4. Hard surface areas (driveways, patios, decks, walks, steps)
- 5. Tree locations (minimum two (2) trees) (include trees to be removed)
- 6. Arrow indicating North

B. Floor Plan

- 1. Building(s) floorplans with measurements and total square footage
- 2. Exterior building materials (approximate representation and notes on drawings)*
- 3. Heights of floors, ridgelines and eavelines
- 4. Building specifications including all interior materials. The interior finish shall be consistent with quality and finish of existing homes.*
- 5. Color samples for all exterior paint.
- 6. Arrow indicating North

C. Elevations

- 1. Finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from finish grade.