



Design  
Guidelines

# Design Guidelines for Office Development

**Office Industrial, Office Warehouse,  
and Office Aircraft Hanger**



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# Design Guidelines for Office Development

(Office Industrial, Office Warehouse, and Office Aircraft Hanger)

*Adopted by the Development Review Board April 3, 2003*

## Purpose

Scottsdale has many desirable aesthetic qualities and areas with unique character. These attributes have been closely guarded and nurtured by programs and initiatives intended to protect the community's aesthetic qualities and ensure design excellence. In March 2001, in response to increasing concerns about the quality of some more recent projects and what was perceived as a growing threat to the distinct character of the community from corporate driven design solutions the City Council, Planning Commission and the Development Review Board (DRB) held a series of joint dialogue sessions to more clearly identify communities values with respect to planning and urban design. This effort resulted in the DRB adopting the Scottsdale Sensitive Design Principles (SDP). Furthermore, the DRB directed staff to prepare for their adoption, design guidelines addressing various major development types impacting Scottsdale. The design guidelines, are seen as having community-wide application and are intended to support and implement the SDP and thus restore, protect and build upon the unique character and qualities of Scottsdale's built environment. In acting in this way, the City reaffirmed its commitment to protecting Scottsdale's visual aesthetic and to maintaining and strengthening areas within the community with desirable character.

The design guidelines herein are applied to new office development, redevelopment, and major renovation projects city-wide. The design guidelines address some development standards already commonly applied to development projects but never codified or documented beyond specific project stipulations. More importantly, however, the guidelines place a new focus on achieving project designs that are responsive to their sites, their surrounding context, and to design influences of the region.

These guidelines outline the City's expectations with regard to design and planning of office development. The guidelines are intended to assist the main participants/stakeholders in navigating the development review process. These participants and intended users include: a) residents and neighborhoods that want to participate more effectively in the public process; b) the DRB who's members are responsible for considering and taking action on proposed projects; c) City staff members who review and recommend revisions to proposals prior to public hearing(s), and finally and most importantly; d) the developer and/or property owner who must assess a project's feasibility, secure development rights and build a successful project.



# Guideline Use

## Definition

For the purpose of this document, the term “office development“ includes professional/business office, service residential office, and office paired with one or more companion uses including industrial/light manufacturing, warehouse, and/or aircraft hanger (limited to the Scottsdale Airpark). The office development types listed have the common feature of providing office space for office work. The difference in operational requirements and function begin to suggest what form the building and site plan will take and what qualities it will exhibit. There are other factors that influence a project’s design such as whether a building is speculative or owner occupied, tenanted by single or multiple users, and its setting and adjacencies. These differences are important to recognize as the design expectations for each type is different. Most, but not all the guidelines herein apply to the range of office development types. Guidelines and discussion that applies specifically to one office development type will appear under separate heading for that specific office type.

## Parameters

Design guidelines, as the term suggests, are generally not mandatory but are intended to provide general direction and guidance with respect to design. They cannot predict the unique potential and/or constraints for each project and their tentative nature is an acknowledgement that there are sometimes other acceptable approaches to solving a problem. The City acknowledges that some projects might require different approaches than presented here, but lacking a valid alternative, these guidelines provide a base level of design quality from which a project can build upon.

It is the underlying premise of these guidelines that every project should achieve its full potential with respect to its design and response to site conditions, contextual setting, and to design influences associated with the region. Projects will have an opportunity to exceed standards in some areas going above and beyond the minimum criteria expressed in other guidelines. A project’s design should achieve an overall balance with respect to guideline conformance. Likewise, a successful project will balance the developer’s requirements with those of the larger community. The notion of a project proposal being evaluated as a sum of its parts, as opposed to piece by piece, is fundamental to the effective use of these Design Guidelines and their effectiveness as a tool for community design.

The guidelines need to be considered along with other applicable Federal, State, County, and city plans, ordinances, standards, policies, and guidelines. However, because a project conforms to all regulatory standards, such as zoning requirements, does not mean a design is appropriate for its unique setting and context. A project’s overall conformance to the recommended practices in these guidelines serves as an additional test of a project’s appropriateness. A truly successful project accomplishes both, meeting applicable regulatory standards while exhibiting an appropriate contextual response as defined by these guidelines.

## Conflicts in Language

In the unforeseen circumstance where a conflict exists between these guidelines and any regulatory standard or written policy of the City Council, the regulatory or written policy shall control. If a conflict exists between these guidelines and any other non-regulatory criteria, the City’s Zoning Administrator shall determine the controlling document.

## Context and Character

The dual themes of context and character recur throughout these design guidelines, each time reinforcing the notion that every project is a unique response to its context. Of the utmost concern is the accelerating trend toward highly stylized/branded and generic low-maintenance corporate architectural design solutions crowding new development and infill sites.

*“Context”* refers to the situation and/or condition of an area surrounding a site and/or building. The idea that a project should respond to its context is central to these guidelines. In reference to *“surrounding”* context, the guidelines are referring to the localized area or neighborhood, whereas *“regional”* context refers to a much larger area extending far beyond the metro boundaries to the edges of the Sonoran Desert.

Through General Plan Character Area Plans the community was divided into twelve geographic planning areas, each possessing a character and identity of its own. The character of the areas is summarized in the General Plan Character Area Summary. Projects should reference this guide and use its character description as a starting point, to develop a more localized character analysis based on the area immediately surrounding the site.

Generic prototypical corporate architectural building designs are the nemesis of distinct community character in Scottsdale and elsewhere. Collectively, corporate architectural statements have the potential to homogenize the urban landscape beyond recognition. The generic corporate designs often place corporate identity and space flexibility above design that is sensitive to the site, aspects of local context and the unique form-giving influence of the Sonoran Desert. Sometimes such projects do not acknowledge accumulated knowledge and design custom(s) and traditions of the area that over time have formed architectural vocabularies unique to the region. Other times designs overlook the importance of local context, established character exhibit a disregard for natural site characteristics and features. In most cases, new development should strive to fit into the design parameters and predominant character already established by the community and the region.

## Objectives

The objective statements are intended to communicate the intent of the Design Guidelines and delineate their limits. The primary objective (in bold type below) connects the Design Guidelines to the Design Principles and reinforces the importance of “local knowledge” in defining “place identity”. The primary objective is followed by more focused objectives that establish a framework for the guidelines.

- **All projects should embody the spirit and intent of the Sensitive Design Principles (SDP), acknowledge regional design influences of the Sonoran Desert, build upon the established or planned development character defined by its surrounding context, and respond to the characteristics inherent to the site.**
- Protect and enhance the character and quality of office development while maintaining and strengthening a recognizable identity and character unique to Scottsdale and develop character surrounding a building site.
- Enhance the human scale of office development (where people interact with the architecture and outdoor pedestrian areas).
- Design to respect the scale and development character of adjoining sites and work to mitigate the negative visual and functional impacts that arise from the scale, bulk, and mass inherent to larger office development.
- Strengthen the usability and connectivity of the pedestrian environment by enhancing access to transit, adjoining development, the public realm of the street, and/or open space features.
- Allow for flexibility to respond to the unique characteristics and constraints inherent to different users, specific sites, and associated contexts.
- Promote building designs, systems, and practices that are sustainable and adaptable to multiple uses in the interest of extending the building lifecycle.
- Work to minimize and mitigate where necessary, a development's negative impact(s) on adjoining areas.
- Work to balance the financial requirements of the development project with the aesthetic concerns of the community.

## **Design Guidelines**

All proposals will be evaluated against the Design Guidelines. A project's unique requirements and constraints will be considered in assessing its design consistency with the general intent of the Sensitive Design Principles (SDP), the overall Design Guidelines objectives, and lastly, to the specific guidelines themselves. The goal is for projects to exhibit general conformance to the criteria listed. The guidelines are organized into five sections beginning with Site Design and Planning followed by Architecture, Landscape Design, Lighting, and Corporate Identification/Signage. Questions and clarifications as to the intent of the guidelines or the intended meaning of any content herein should be directed to the City's Zoning Administrator.

### **Site Design and Planning**

Projects are encouraged to address volatile issues early in the development process to avoid costly redesign and delays later on. The site plan may disclose fundamental problems indicate irregularities between the development program and the characteristics and capacity of the site. These guidelines hold to the philosophy that it is preferable to address potential conflicts and impacts at the site planning level rather than rely on architecture and landscaping features to provide relief in the project's final design. Designs that are driven by inflexible, pre-determined or standardized relationships and features, regardless of site characteristics and context, may be subject to additional requirements and may possibly incur costly delays resulting from redesign late in the process.

The Site Design and Planning section of the report begins with three tables. Table 1- Development Program Elements- lists components commonly incorporated in site plan submittals. Table 2- Natural and Built Site Characteristics- identifies natural and built site characteristics and regional climatic influences that frequently play a role in site design decisions. Table 3- Surrounding Context/Character- identifies some of the context features that may require a design response. A large portion of the information needed is readily available from City Records, an ALTA, boundary and topographic surveys, a title report, and from other information discovered as part of standard due-diligence. Following the tables are specific guidelines that address the relationship between these various elements.

**Table 1 - Development Program Elements**

Site planning and design should consider the location and orientation of the following components in relationship top adjoining sites and too the site's characteristics. These elements are subject to Development Review Board review and discussion and thus should be considered as early in the process as possible even if on a conceptual level.

Type of Improvement	Specific Components
Structures	Includes primary structure(s) and elements of these structures such as entries, lobby/orientation spaces, adjoining pedestrian patios/plazas, building terraces, signature architectural features, architectural planters and walls, arcaded walks and architectural shade structures
Service and Loading Facilities	Service, loading dock, refuse collection areas, delivery
HVAC	Mechanical systems and associated screening (rooftop or ground)
Utilities	Above and below grade utility infrastructure (including building mounted or free-standing wireless communication antennae and related ground facilities)
Open Space	Open Space(s) - required and in excess of ordinance requirements including natural areas, pedestrian gathering areas, pathways and pause spaces and features that accent the pedestrian environment (i.e. lighting street furniture, architectural amenities, landscapes, and art)
Circulation/Parking and Traffic Control and Calming Facilities	Parking lots, parking structures, parking control devices and signage, parking canopies, short-term drop-off/loading areas, handicap parking, short term visitor parking, valet stations, gate houses and all related improvements related to the movement and storage of vehicles
Pedestrian Circulation/Transit	Internal and perimeter pedestrian circulation facilities, transit facilities, and bicycle facilities and bicycle parking
Miscellaneous Ancillary Uses	Ancillary site amenities/uses (i.e. ATM's, retail kiosks, vending equipment, and news racks)
Mixed Use Commercial Retail	Secondary functions (if allowed by ordinance) and associated building/exterior areas designed for restaurant (food preparation and dining) ground level external access storefronts (i.e. convenience retail/service uses)
Access	Points of entry/egress to public areas (perimeter walkways/roads, open spaces), potential site to site pedestrian connections unrelated to perimeter circulation and orientation points (i.e. pedestrian site directory)
Aircraft Hanger and Staging	Ground movement of aircraft, airfield and aircraft security, passenger accommodations/services
Site Lighting	See section on Lighting beginning on page __
Site Landscaping	See section on Landscape Design beginning on page __

**Table 2 - Natural and Built Site Characteristics**

The site plan should demonstrate an understanding of the characteristics of the natural and built environment and should respond to these constraints and opportunities. Some of the most commonly encountered site characteristics that indicate a response include:

Type of Improvement	Specific Components
Climatic	Sun angles and solar exposure, prevailing air currents, micro-climates
Environmental	Inventory significant vegetation (i.e. native plant material and mature specimen plants), topographic features (i.e. prominent ridgelines, sloped hillside areas, largely intact and undisturbed natural areas and set asides, wildlife habitat and movement patterns, soil characteristics and their suitability for development, geologic stability)
Hydrology	FEMA floodplains, access and capacity of storm drain and retention facilities flooding potential, the presence of free flowing washes, man built or altered drainage channels, on site and upstream storm water management, storm water storage, detention and the sites interface with regional storm water drainage plans, and vegetation maintenance and other practices as they may affect erosion.
Visual Environment	<i>View sheds, vista corridors</i> and prominent observation points from the public right-of-way too and through a site.
Circulation/Transportation	Sidewalks, pathways, trails, streets, traffic signals, median breaks, transit facilities, and connectivity to all.
Utility Infrastructure and Service Access	Above and below ground electrical, natural gas and cable and phone, storm sewer, wastewater sewer, on-site wastewater treatment, domestic water, irrigation, quality of discharged storm water, water usage conservancy measures and gray water reuse, location and access to refuse collection facilities, collection and removal of recyclables.
Open Space/Recreation	Scenic corridors, buffered setbacks, setbacks and other open space established by zoning stipulation, valued natural areas and required NAOS dedications, corridors for wildlife movement, corridors for human connectivity, access/ connectivity and interface with preserve, federal, state, county and municipal public use lands, school district facilities (even if restricted access), canal bank and corridors, and other potential open space amenity areas.
Cultural Resources	Historic buildings, neighborhoods, urban and agricultural landscapes, human settlement patterns, other buildings, sites and features eligible for historic designation, non-historic yet well executed examples of period or local vernacular architecture that contributes to a strong sense of place and character, archeological resources (see Preservation Ordinance for additional information).
Land Use Adjacencies	Proximity and orientation to other uses and compatibility of adjoining uses, buffering requirements.
Other	Other natural or built features that might impact or be conversely impacted by the proposed development.

**Table 3 - Surrounding Context/Character Assessment/Response**

Type of Improvement	Specific Components
Site Context and Landscape Character	Identify character themes (i.e. rural natural desert, suburban ranch, mature/historic, urban downtown, resort activity center) and respond a through design.
Site Context and Development Character	Continue historic development patterns, build upon desirable character and scale of adjoining development and blend with existing or planned landscapes/streetscapes to further a unified area.
Settlement Patterns	Identify and build upon a Street/sidewalk Pattern (i.e. Grid pattern, curvilinear patterns) or curvilinear street pattern, lot size, predominant heights, predominant coverage, predominant orientations, impacts of landforms.
Continuity, Linkages and Connections	Identify opportunities to coordinate pedestrian access points, shared vehicular driveways, off street vehicular connections, service areas and linear open space systems.
Sensitivity of adjoining uses	Consider and protect adjoining land uses that are sensitive to noise, odor, light, privacy etc.

Response to Site Characteristic

1. Site planning should respond to the natural characteristics of a site such as topography/ drainage patterns, existing vegetation, and visual resources. Proposed development (i.e. buildings, parking, and other features) should be designed and adapted to the specific site as opposed to altering the character and form of the site to accommodate development.

Topography - Grading/Drainage

- Site grading should focus on both function and aesthetics, emphasizing site topography or adding interest to flat sites.
- On sites with varied topography, the appearance of the finished graded site should emulate the original underlying landform and maintain historic drainages to the extent possible. Cuts and fills should be balanced across the site.
- Large building masses and buildings with large one level floor plates may not be appropriate in all areas, including ESL areas, and may require added measures to ensure a good fit with the site.
- Final grading and re-vegetation plans should work to minimize and control soil erosion as soon as practical or as specifically prescribed. Best practice is to avoid slopes exceeding 15%.
- Groundcover and vegetation should be used to stabilize and contain soil erosion on gentle slopes whenever possible. When necessary, grade changes may be accommodated by structural retaining wall systems that blend with the natural or built character of the site. Slopes contained by riprap are generally discouraged.

## Vegetation

- To the extent possible locate site improvements to avoid significant stands of vegetation and/or mature native and non-native specimen plants. If leaving vegetation in its original location is not feasible, qualified plant material should be salvaged and relocated on-site giving consideration to the plants preferred growing conditions (i.e. south facing slope, arroyo and soil type) with the purpose of enhancing its chance for survival (see the City's native plant ordinance - SRC Sec. 7.500).
  - Regardless of NAOS status, project areas with the highest and the most superior quality of plants should receive a high priority for NAOS dedication.
  - In areas with strong natural desert character maintain the visual continuity of the landscape by limiting the use of non-native planting to internalized areas not easily visible from the public right-of-way or from adjoining sites.
2. The orientation of buildings and outdoor spaces should consider the effect of sun angles and other climatic conditions and the preservation of views.
    - Minimize unprotected east and west facing walls and window openings where solar control is difficult to achieve.
    - Provide solar protection for south facing walls through passive means such as earth sheltering and landscaping that modifies the immediate microclimate.
    - Define and utilize outdoor space(s) as extensions of the interior space(s). Establish indoor/outdoor space relationships that are mutually beneficial and take into account climatic factors.
  3. Consideration should be given to the preservation of important views. Adjustments to the siting or massing of a building(s) may enable the preservation of an important view that would otherwise be blocked.

## Response to Development Context

4. Build upon the established development pattern of the surrounding area. For example:
  - In the downtown area, development should respond to the pattern of long rectilinear blocks, a close building/street interface, and the fine grained pedestrian pathway network.
  - In areas with a dominant natural desert landscape, development should maintain a natural appearance using organic forms, indigenous planting design, highly textured surfaces and thoughtful orientations that acknowledge the positive and negative influences of the desert climate and take advantage of the natural topography and landscape character to help minimize the visual impact of development.
5. The site plan should demonstrate a coordinated approach with the site plans of adjacent development (existing or planned). Consider the following coordinated relationships in site plan design:
  - Where possible, seek shared driveway access and cross access easements between sites to limit the disruption of traffic on perimeter streets and to allow vehicles to move easily between adjacent sites.
  - Enhance the area-wide pedestrian networks and connectivity with adjoining developments and neighborhoods by providing pathways linking on-site facilities to other destinations such as perimeter walkways, transit facilities, and adjoining sites.
  - Consider grouping or co-locating service areas, refuse collection facilities, and other like functions of adjoining development for the purpose of efficiency and better management site impacts. Where adjoining functions are not compatible, provide adequate buffering to lessen the impacts to adjoining development.
  - In addition to internal pedestrian links between buildings, parking, and other on-site destinations, consider the benefits of connections to adjoining sites.

- Require the continuation of perimeter open space and thematic landscape designs in the interest of area-wide continuity of the public streetscape.
  - Connect minor open space areas too create larger and more useful open space areas, and ensure access to open space whenever possible and feasible.
  - Master plan drainage and retention facilities in the interest of efficiency and creating larger areas of usable open space.
  - Site buildings and design window openings, balconies and terraces with consideration for the privacy and sensitivity of adjoining residential development.
  - Other visual and physical linkages between adjoining uses and sites where the coordinated approach benefits the function, efficiency and visual unity of the larger context of development.
6. Not all development contexts are suitable for continuation in some development proposals nor do all areas or uses within in a community always present opportunities for interface. In situations where the continuation of an existing pattern of development is not desirable or is not feasible, the applicant should establish and document in the project narrative why the proposed design alternative is preferred and how the project will benefit the neighborhood and the community.
  7. Unless constrained otherwise, buildings should have a strong relationship to the street including a functional public entrance that is also a visual focus for the building. In place of street oriented public entrance, a strong pedestrian connection that establishes a sense of a formal public entry may be substituted.
  8. Where appropriate buildings should be used to help enclosure and define exterior spaces that are human scaled and furnished to encourage human use.
  9. The siting of buildings and parking areas should reinforce existing desirable spatial characteristics such as a common setback, rhythms or patterns established by building masses and their relationship to the street and to each other (illustration). Parking in front setbacks is generally discouraged especially in areas with high pedestrian activity or potential.

#### Circulation and Parking

10. Developments that exceed the parking required by City code or recognized industry standard are discouraged. All projects should seek opportunities and incorporate design features or transportation management strategies that strive to reduce automobile use (i.e. enhanced accessibility to public transit, enhanced pedestrian connectivity, trip reduction programs).
11. The circulation and parking areas of adjoining sites should be coordinated to the extent possible in the interest of efficiency and to reduce the dominance of the private automobile on the community landscape. Simultaneously, pedestrian movement should be reinforced and supported by site plans wherever possible in the interest of enhancing the walk-ability of commercial areas. The desirability of connectivity to residential development should be evaluated on a case-by-case basis.
12. Site planning should work to disperse parking areas as opposed to creating singular expanses of pavement.
13. The use of varied paving materials (i.e. concrete pavers, stabilized granite and paving materials with textural and color variations) are encouraged to help relieve monotonous expanses of asphalt.
14. Parking lot design should blend with the character of the area. For example, areas with a natural desert character would indicate a parking lot design that is more organic in

appearance whereas an infill development in a more mature area of the City might reflect the existing urban pattern and landscape.

15. All parking facilities should be screened from the public right-of way by a three (3) foot high wall, earth berming, plantings and a combination thereof as approved by the DRB.
16. Redundant circulation should be avoided and pavement widths reduced whenever possible in favor of greater landscaped open space.

#### Pedestrian, Transit and Bicycle Facilities

17. Clearly delineated pedestrian paths (or open plazas) should connect building(s) with each other, parking areas, perimeter sidewalks and trails, and transit facilities. Developments are encouraged to make internal connections to adjoining sites whenever such connections will encourage walking over driving to the same destination.
18. Where pedestrian circulation paths intersect vehicular routes, a slight change in grade, paving material, textures, and/or color should be used to slow traffic and emphasize the area of conflict.
19. Where sidewalks occur adjacent to parking areas, the encroachment of parked cars into pedestrian space should be avoided. Alternately, walkways can be widened to accommodate both vehicle overhangs and pedestrian movement.
20. The combined dimension of sidewalk and base planting located between a building and parking /vehicular circulation area should be a minimum of twelve feet and preferably twenty feet as development intensity increases. Sidewalks should be planned and occur in conjunction with landscaping, not at the expense of landscaping.
21. Bicycle parking is an important part of any site plan and should be accessible and located near a building's main public entrance or that used primarily by the tenant. The design of bicycle facilities should compliment the design of the projects landscape or be visually inconspicuous.

#### Enhanced Pedestrian Areas

22. Developments should feature an enhanced pedestrian area(s) (i.e. a plaza, patio, courtyard, linear promenade, terrace or usable landscaped area) scaled accordingly to the size and demands of the particular user or facility. Some zoning categories set forth specific requirements for such spaces.
23. Whatever its configuration, enhanced pedestrian areas should add value to the site as a usable amenity located to provide the greatest benefit to the most number of users. Avoid dedicating an isolated remnant of the site that would see little use.
24. Enhanced pedestrian areas should exhibit a higher level of design treatment incorporating seating, water features, sculpture, trash receptacles/ash urns, pedestrian scaled lighting, and other furnishings as appropriate for the specific user.

#### Service, Refuse Collection, and Utilities

25. Service areas, storage areas, and refuse enclosures should be oriented away from public view and screened from public areas. Trash collection, service areas, and loading areas should be separated from the primary vehicular and pedestrian circulation areas.

26. Consult with major utility providers to manage the location of new above grade facilities (i.e. switching cabinets, traffic signal pedestals, cable and phone boxes, and backflow preventers) as they may impact safety, movement and the visual quality of the development.
27. Utility equipment should be accessible for maintenance and service requirements as per the current OSHA standards and the requirements of each provider. Screening of equipment, if required, should not encroach upon these required maintenance safety setback zones.
28. Consider the potential for wireless communication facilities integrated directly into the architecture of building(s) as opposed to seeking freestanding locations at a later time (see the City's Wireless Communication Facilities Ordinance Draft and Design Guidelines).

#### Drive-through Facilities

29. The location of drive-through facilities should provide adequate stacking and circulation and preserve the continuity and integrity of the pedestrian environment.
30. The location of drive-through facilities should be carefully oriented to avoid impacts to incompatible uses and visual impacts to the street. As a general rule, an internal orientation is preferred, while an outward orientation requires a greater level of screening and landscaping.
31. Drive-through equipment should be included in the submittal package and in addition to any subsequent sign review packages.
32. Drive-through facilities should incorporate architectural coverings consistent with the design theme of the building. Lighting beneath canopies should be shielded and fully recessed to minimize glare. Conveyance systems used to connect remote drive through stations with the building should be architecturally incorporated or placed below grade.

## Architecture

The intent of the architectural design guidelines is to help achieve projects that meet the users program objectives while being responsive to characteristics of the site, the design influences of the regional, and to its surrounding context. The architecture of a project should reinforce the character of the surrounding area, and as the third dimension of the site plan, should reinforce the major themes and concepts established by the site plan.

The following guidelines specifically address architectural responses to local and regional context, scale and proportion, pedestrian scale, massing, architectural detail, material and color, mechanical systems and parking structure design. The guidelines of this section also address variations expected in the design of differing office-building types (i.e. Office Industrial, Office Warehouse and Office Aircraft Hanger).

### Local Influence on Design

Many areas of Scottsdale have strong and cohesive architectural character. This condition has often been due to the orderly successive growth pattern from north to south and a development whose character reflects the forward thinking and popular design trends of their day. In such areas (i.e. central Scottsdale's McCormick Ranch and north Scottsdale's Terra Vita), the choice of character for new development is clear. In other settings an appropriate design response is not always clear demanding a unique and creative response.

1. Building design should consider foremost the unique qualities (both natural and built) character of the surrounding area.
2. Multiple buildings on the same site or in closely related areas should share a common architectural theme and a similar vocabulary to that of nearby buildings. Precise replication or mirrored images of the same building on the same site or in the same area without adjustment for the building's unique setting and orientation are discouraged.
3. Architectural expressions that recall historic or current architectural styles that are unrelated or poorly adapted to the region are generally discouraged.
4. Unless otherwise indicated by an historic local context, building designs should demonstrate a coherent response to regional preferences and influences as further delineated in the section on "Regional Context".

### Regional Influence on Design

A building's design should demonstrate an understanding of the regions environmental and cultural context. Scottsdale's southwestern Sonoran Desert setting presents numerous opportunities and imposes numerous constraints to building design. Some relevant factors include the intensity of solar radiation and sun angles, a long moderate and mild winter followed by an equal period of extreme summer temperatures and limited annual rainfall. Physically the area poses a dramatic horizontal landscape character, rugged hillside areas, and unique native and adapted plant life. The landscape includes a rich naturally occurring palette of colors materials and textures and distinct quality of light that varies seasonally and affects the perception of color. Not all of these factors warrant a design response but together they indicate a delicate existence of modern communities in an area characterized by harsh extremes. In addition to the guidelines here, more guidance is presented in the Guidelines pertaining to the city's Environmentally Sensitive Land Overlay district and through the City's Environmental and Green Building Programs. Following are some more general considerations related to regional context.

5. A building's design should refer to the dominant horizontal landforms of the Sonoran Desert and the southwest. Generally, a building's profile should step in increments to achieve full

height. Forms of dramatic vertical proportion should accentuate the horizontal.

6. Window glazing should be deeply recessed to exaggerate wall thickness. Walls should express a heavy mass in reference to the building materials such as cemented soils and aggregate concretes, adobe and masonry traditionally used in the region
7. Building designs should reference the regions naturally occurring material colors and textures within a pallet that has richness and some variety. Simulated materials should relate to those that would otherwise be found in the local area.
8. Building designs that reference the construction methods use of materials, and cultural architectural responses of past indigenous civilizations and cultures are encouraged (i.e. post and beam, heavy and massive appearance, earthen adobe, aggregate concretes, masonry, rammed earth, and limited or suggestive use of water).
9. The use of covered walkways, trellises, arcades and similar architectural shading features is encouraged where pedestrian use will be heaviest (i.e. building entries and port-a coheres, pathways between building/transit facilities, perimeter locations where pedestrian activity justifies). Avoid creating areas of redundant shade such as occurs by placing an awning beneath an extended eave.
10. The design of office buildings should incorporate passive architectural solutions to east, south and west faces of buildings to avoid solar exposure and resulting heat gain. Passive architectural solutions may include such features as awnings, extended eaves, horizontal projections between floors, galleries and arcades, recessed and/or punched windows, perforated metal screens, lattice and trellis features, light shelves and other such devices to modify the exposure of exterior wall and window surfaces.
11. Roof pitches should be shallow, not to exceed a pitch of 1:4 (rise to run) or flat.

#### Massing, Scale and Proportion

12. New development should respect the predominant scale of development in the surrounding area especially the scale of development on adjoining sites.
13. As a general rule the scale of buildings (or of a building) on a site edge should match the scale of adjoining development. Where surrounding development is of a low scale, large-scale buildings should be located internal to a site and transition down in scale as the outer edge of the site approached.
14. The traditional means of diminishing a building's perceived mass is by dividing it into horizontal segments that relate to the base, middle and top of the structure. Most any structure will fit this model though other ways of breaking up the mass of a building are acceptable if effective. Design approaches that attempt to exaggerate the mass of a building or intend a monolithic appearance are discouraged in most cases.
15. Buildings should reduce their apparent bulk by dividing itself into smaller distinct volumes or masses. As a general rule, a building should exhibit three or more smaller intersecting masses.

#### Architectural Detail, Material and Color

16. The window (void) to wall (mass) ratio of a typical multi-story professional/business office building should not exceed 50:50 and should not be less than 70:30. Buildings in the downtown will require the highest void to mass ratio averaging 60:50. Buildings with

openings that are deeply recessed (12" to 18 ") can have a higher void to mass ratio as the wall sections perpendicular to the glazing appear to exaggerate the mass.<sup>1</sup>

17. The use of horizontal window/wall banding treatments should be limited and may be inappropriate in some settings. If permitted, window bands should be recessed to reveal the thickness of exterior walls.
18. All sides of a building should reference consistent architectural detail and character. All site walls and screen walls should be architecturally integrated with the building or master planned area.
19. The use of highly reflective, polished or glossy materials should be limited and may be inappropriate in some contexts.
20. Changes in paint color, building material and/or texture should occur with a four (4) inch horizontal change in wall plane or in association with a strongly pronounced scoring, expansion joint, reveal or other similar wall detail change.
21. In most cases changes in paint color, material and/or texture at outside corners of buildings should be avoided. The mass indicated by a color or material should be resolved by turning the outside corner and returning an undefined distance that is appropriate to the scale and proportion of the building.
22. The use of bold and highly contrasting geometric paint schemes banding and other applied graphics unrelated to the building architecture and uncharacteristic of the buildings surrounding context are discouraged.
23. For reasons of durability, function and appearance over the life of a building, awnings (and similar shading element) composed of metal or other rigid architectural material are preferred over cloth/fabric materials. Should fabric awnings be used the material should have a high UV rating.
24. Awning designs that are composed of highly contrasting colors and that are translucent and illuminated from within are generally discouraged.

#### Mechanical Systems

25. A buildings mechanical systems as it might affect the aesthetics and architectural composition of a building should be carefully considered in early phases of design. The mounting of HVAC systems on rooftops for example is a common local practice that may cost effective but might also present a design challenge in terms of a pleasing architectural composition. Depending on the desired architectural affect and functional requirements other service options, such as ground level units, should be considered.
26. HVAC and other mechanical systems must be screened in a manner that is architecturally integrated and considerate of the overall composition of the building.
27. Where rooftops are viewed at close range from higher adjacent ground, roofing materials and color should be kept dull and muted and toward darker tones.
28. Parapet heights should remain in comfortable proportion to the overall height of the building. What is a comfortable dimension cannot be predetermined, as it will vary depending on the specific composition of the building and all of its elements.

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<sup>1</sup> The figures and ratios cited represent an average of the void to mass area calculations based on a sampling of buildings in both downtown and suburban locations. Additional information is available from the City's Planning Systems division.

## Parking Structures

Office development frequently includes above and or underground structured parking. While viewed as background architecture, most above grade structures still require some level of architectural treatment that works to visually de-emphasize the purpose of the structure as parking while trying architecturally to reference the primary building or buildings that it serves. The level of architectural treatment is dependent on the structures visual prominence and its relationship to other activities/uses.

29. An above grade parking structure should work to reduce its apparent mass by articulating corners and breaking long walls by recessing and/or shifting the wall plane horizontally.
30. Define stair towers and elevator cores to be distinct taller masses that intersect the mass of the main structure and provide polarity to the composition and relief to the structures horizontal emphasis.
31. In taller structures, step upper levels of parking back and incorporate irrigated terraced planters with appropriate hardy plant material.
32. Clearly delineate a distinct base, middle and top for the parking structures. The “visual” weight of the structure should decrease as the height increases.
33. The exterior design (skin) of a structure should work to minimize its visual identity as parking by visually disrupting the monotony of its underlying structural system through the introduction of a more sophisticated rhythm of wall-mass and window-opening, and by establishing a hierarchy in the composition through variations in color and material, and/or texture.
34. Parking structures with internalized ramping are encouraged in order to avoid introducing an angular geometry to the perimeter of the structure
35. Where parking structures and pedestrian areas adjoin, the exterior edge of the parking structure should exhibit a higher level of architectural detail such as decorative grill work, overhead trellises, tree canopy, planter/seat walls, pedestrian scaled lighting and the application of materials and textures that establish a comfortable and well proportioned human scale.
36. Parking structure walls facing residential areas should minimize openings to avoid noise and light transmission.
37. Lighting on the top deck of a parking structure should be limited to sixteen (16) feet in height and be located along the centerline of adjoining internal parking rows rather than at the perimeter of the structure.
38. Illumination plans for parking facilities should consider reducing lighting to the minimum level required for security of areas such as the upper deck of parking structures or remote surface parking areas used only during peak hours.
39. Lighting of lower parking decks should place fixtures in recessed areas between T- beams. Consider placing fixtures along the perimeter and aiming light inward.
40. Light fixtures within taller parking structures should be designed so the light source is not visible from off-site. Exposed fluorescent tubes are discouraged.

41. Lighting of surface lot parking canopies should be recessed and/or shielded. Consider a lighting design that reflects off the underside of the canopy from a hidden or a fully shielded source.
42. Local experience has found that below grade structures that are most usable maintain a high ceiling height, are well lit and incorporate openings to the surface for natural light and orientation.
43. Buildings with surface parking directly beneath must make a connection from the occupied building to the ground. The appearance of ground level parking should be minimized by limiting openings to the parking area, covering limited openings with decorative grill-work, incorporating raised planters and landscape screen walls, earth berming and a heavily planted landscape screen.

#### Office Industrial, Office Warehouse and Office Aircraft Hanger

At the most basic level, standard modern industrial spaces (i.e. industrial, warehouse and aircraft hanger), tend to be monolithic singular volumes with minimal window openings, have a limited material pallet and relatively simple compositions of unarticulated wall planes. The design of these structures stress maximum flexibility. This image contrasts sharply with that of higher-end professional office buildings which tend to have a more refined human scale structurally and aesthetically. Office use exhibits a much higher ratio of window to wall area, variations in finish materials, more complex spatial relationship and many other attributes that result in a more pleasing and interesting building form. Nevertheless, the design of such buildings should acknowledge the design objectives and meet the intent of the guidelines including the specific guidelines below.

44. The exterior design of a building should reveal where possible differences in its internal function as expressions of height, massing and the composition of their elevations.
45. All industrial buildings, including pre-cast and sit-cast concrete structures, should incorporate sufficient architectural detail in the form of applied finishes, integral textures, patterns, colors, three dimensional recesses and projection.
46. The permanent use of prefabricated metal buildings is generally discouraged.
47. Industrial space should incorporate window openings if possible. Windows can provide needed interest and help break up building elevations while being a source of internal day lighting. Consider translucent glass for the diffused quality of light it provides.

## Landscape Design

A project's landscape design should be integral to the overall design concept and should perform multiple functions for the site. Some of these functions include:

- Strengthen and unify the character of an area and relate a site to its surrounding context.
- Modify the microclimate of pedestrian areas and shelter buildings and parking from solar exposure.
- Help define programmed outdoor space and provide visual emphasis to important site features.
- Screen offending views and help buffer sensitive land uses
- Soften the appearance of a structure; anchor a building to the ground plane and blend development into the larger landscape.
- Help establish a human scale and comfortable micro-climate in pedestrian areas
- Preserve the integrity of wildlife habitat for the survival and health of urban wildlife.

The following design guidelines provide specific direction pertaining to how the landscape can play an important role in achieving designs that respond to the characteristics of its site, to its surrounding context and the design influences associated with the region. The design guidelines are intended to help conceive environments that contribute to the design continuity of an area while being functional, purposeful and aesthetically pleasing.

1. The landscape design should consider foremost the unique qualities and common built and natural aesthetic characteristics of a project's surroundings.
2. Unless otherwise constrained, landscaping should reinforce the character of neighboring properties and abutting streetscapes.
3. As a general rule, low water use and drought tolerant plants are preferred. Exceptions to this would include perennial plantings in private settings and in public/quasi-public settings that are intended to provide enjoyment to the larger community.
4. In the Environmentally Sensitive Lands (ESL) districts and other locations where natural desert character is dominant, only native plant varieties should be used to enhance and embellish the landscape. In the care of ESL district landscaping, acknowledge the importance of plants in their natural and un-manicured state as wildlife habitat. The use of non-native plants should be limited to internal areas not easily seen from adjoining right-of-ways. See the ESLO Design Guidelines.
5. Landscape designs should conform to any established or planned streetscape designs of the City or that of other privately planned areas.
6. Base-planting areas should be incorporated along all building and parking structure frontages. Base planting areas can occur as raised planters or in-ground, should be a minimum of seven (7) feet wide (and preferably 20' wide as the scale of development increases), and should incorporate ground cover, shrub musings and canopy trees.
7. Shrub plantings should be located to form a mass by allowing plants to grow together; selectively prune the plants to maintain an appearance that exhibits the natural qualities and characteristics of the plant in its natural state. Avoid plant maintenance methods that result in an unnatural highly manicured appearance.
8. Trees should be used throughout all paved circulation/parking areas and in association with pedestrian paths and gathering areas to provide shade, reduce heat build-up, and cut glare. Runway and taxi way clear areas and designated site triangles are exempt.

9. Trees over and beyond the number required by ordinance may be accommodated in parking areas within diamond shaped planters located along the centerline of adjoining rows of parking. The minimum dimension for a diamond planter is five (5) feet square.
10. Parking areas should be broken up with landscaping. Pedestrian corridors through parking areas should have a minimum width of 15 feet and composed of landscaping and a minimum 5-foot wide sidewalk.
11. Where possible, avoid narrow landscape strips (less than 7-foot curb to curb width) within parking lots.
12. Curbing, or other protection as approved, should be installed at the edges of all planter areas adjacent to automobile circulation and parking areas.
13. A combination of dense landscaping, site walls, or berming/mounding should be provided to screen parking facilities, service and loading areas, maintenance areas, storage areas, trash enclosures, utility cabinets and other similar elements.

## Lighting

Scottsdale places a high value on lighting designs and technologies that are energy efficient and sensitive to surrounding context. These attributes should be balanced with the factors of product availability, hard costs and cost savings over a facilities useful life. Site lighting, security lighting, and architectural/landscape lighting should provide the users with illumination levels appropriate for the designated activity. Office activity is largely focused in daylight hours, though there is notable exceptions especially where office is combined with manufacturing, industrial, and warehouse or airplane hanger uses. Darkness is also a factor in winter months as many work-days and shift work schedules, extend beyond daylight hours.

### Site Lighting

Lighting should be adequate to provide a sense of personal safety in active areas of the site, allow for an even distribution of illumination within commonly used vehicular and pedestrian areas, and highlight architectural features of significance and meaning during nighttime hours.

1. The preferred light source for most large-scale projects is high-pressure-sodium (HPS) due to its high efficiency, long-life, and reasonable accuracy in rendering color.
2. Metal halide is considered appropriate for some downtown facilities and districts or more densely developed suburban centers.
3. The preferred light source for smaller scale applications includes linear fluorescent (RE170 series, triple-tube 4-pin compact fluorescent, induction and LED lamps).
4. Incandescent and halogen sources are generally discouraged in all but the most unique applications.
5. Lighting should operate for only the minimum number of hours required and should then be reduced in level or turned off. The design of lighting systems should anticipate lighting levels that will vary depending on building use, hours of operation, occupancy, and seasonal changes.
6. Electrical specifications for larger scale projects should include automatic controls to adjust lighting levels as necessary to meet the facility needs.
7. Avoid competing light levels and ensure balanced light levels on-site and between adjacent properties. The exterior lighting design must take into consideration background lighting levels, lighting from other sources, and characteristics of the surrounding area.
8. Recommended light level guidelines and uniformity ratios established by the Illumination Engineering Society of North America (IESNA) in the IESNA Lighting Requirements should be used along with predominant lighting characteristics of the surrounding area when determining appropriate solutions to lighting design.
9. Light glare or excess brightness should be minimized. Cut-off fixtures, mounting heights and the elevation of potential views must all be considered for effectively controlling glare by directing light below the horizontal.
10. Control the trespass of light beyond property lines by shielding or aiming fixtures away adjacent uses. Light spillage should not exceed the ambient levels of an area.
11. Security lighting and lighting of service areas should meet the standards listed above.
12. A higher allowance for illumination should be allowed for loading areas (as permitted by zoning) that are utilized during hours of darkness. Such loading areas should be located

away from residential properties and should have an internal orientation or be largely enclosed by site walls.

#### Architectural and Landscape Lighting

13. Architectural lighting should be used to highlight special features only and to embellish the lighting levels of ground level pedestrian areas. Lighting an entire building or major portion thereof is inappropriate.
14. Limited lighting of landscape features and plant material are acceptable when associated with pedestrian spaces and site entrance. Landscape lighting in ESL areas should be kept to a minimum to allow the use of natural areas by wildlife that may otherwise be affected by nighttime illumination. Where landscape lighting does occur, lighting should be of low voltage type.

## Corporate Identification/Signage

The guidelines for corporate identification/signage are in addition to Sign Ordinance requirements and are based on the assumption that uses are appropriately located, visible and viable in its location. It is assumed that no extraordinary means is needed to bring attention to the building or its tenants and that a similar standard is applied to all other projects.

Larger projects typically chose to prepare a master sign plan because of the flexibility it offers. They illustrate the full range of potential signage features on the site. Signage for office buildings should be adequate to identify the building, and location of users within, while at the same time protecting the visual aesthetic of Scottsdale. Features that are intended to identify a building or particular user within a building that is not considered signage by the strict definition of the Ordinance will be treated as an architectural feature and evaluated as such. Such features shall be modified in accordance with the requirements of the Development Review Board.

1. Business identity, either by awnings, accent bands, paint or other applied color, literal depiction of a product, decorative roof details or materials should not be the dominant architectural feature. Accent colors should be used judiciously and corporate colors should be modified in intensity and chroma to fit within the larger proposed palette of colors and materials.
2. All signage should be architecturally integrated with its surroundings in terms of size, shape, color, texture, and lighting so that they do not visually compete with the architecture of the building and design of the site. Signs should be integrated so that they become a natural part of the building design.
3. When multiple tenants share one site, signs should be integrated as one unit to the extent permitted by Ordinance or be located and/or designed as a package where signs do not visually compete with each other.
4. A building's design should anticipate signage and provide a logical sign area that is sufficiently flexible to accommodate future users as the building is re-used over time.
5. Repetitious signage on a building front should be avoided.
6. Signs composed of individual letters are encouraged. Back lit or indirectly lit individual letters are generally preferred.
7. Visible raceways and transformers for individual letters are discouraged.

## Glossary of Terms

Office - The Guidelines divide office into four subcategories. Buildings in each category share some general characteristics. The categories include Professional Office, Office/Industrial, Office/Warehouse, Office/Hanger.

Human scale - A term used to refer to the use of human proportioned architectural features and site design elements clearly oriented to human activity.

Mass - The building viewed as a whole

Vernacular - A design language related to a region and/or specific to a building type

Fenestration - Window and door openings

Rhythm of facade elements – The pattern of fenestration, projections, recesses, and color and material changes on the face of an elevation

Settlement or Development Pattern – The pattern of streets, open space systems, setbacks, patterns of negative and positive space, lot divisions and characteristics of individual sites plans as viewed in-mass

Recess – Any surface set inward from the general wall

Composition - The organization of all visible elements comprising the whole

Projection - Any component, member or part that juts or is set forward from the general wall surface

Enhanced Pedestrian Areas – An area of the site that is designed specially for the outdoor enjoyment of site users