



HISTORIC DISTRICT BOARD OF REVIEW

SAMPLE PANEL POLICY

Policy Adoption: August 9, 2017

The purpose of the sample panel is to provide an accurate physical representation of the materials, workmanship, and color palette of the proposed building's final design. It also depicts the relationship of the proposed building within its surrounding context.

The sample panel is required to be reviewed and approved by staff for all new construction projects prior to commencement of construction, with the exception of carriage houses, single, and two-family residential construction, or as otherwise specified by the HDBR.

The sample panel shall include all major components of the building including, but not limited to, the following:

Major Exterior Materials and Material Transitions: This includes, for example, the transition of a building's stone base to its stucco body. The pattern details, joint profiles, and mortar composition shall also be included.

Windows and Doors: Show the head, jamb, and sill details and how the window and door materials and colors will relate to adjacent building components, materials, and colors.

Roof, Cornice, Eave, and Fascia Conditions: Show accurate eave depths, cornice detailing, etc.

Any Special Materials, Finishes, and Details: For example, this could include: decorative grille work, railings, brick patterns or shapes that are repeated and thus have a substantial impact on the building's appearance.

Once the sample panel is complete, contact staff to schedule a meeting to review it on site.

All exterior materials, colors, and configurations are not considered fully "approved" until after review and acceptance of the sample panel by staff. As such, the sample panel shall be built early in the construction process, prior to the installation of any exterior finish materials.

The sample panel is to remain in place until the project has received approval of its Final COA Inspection or as otherwise determined by the staff.