

# Harbor Town

Homeowners' Association

# Design Guidelines



**Harbor Town  
Homeowners' Association  
60 Harbor Town Square, Suite 102  
Memphis, TN 38103  
901-523-9853**

These Design Guidelines are to protect and enhance the general health, safety and welfare of the Citizens of Harbor Town and to promote opportunities for enrichment of the quality of life of each Citizen of Harbor Town, and further, to make substantive contributions to the citizens of Memphis and Shelby County and the State of Tennessee.

## HARBOR TOWN DESIGN GUIDELINES

Note: The following pages are taken from the overall Harbor town Design Guidelines published December 8, 1989. The following updated information, combined with the four pages Supplement to Harbor Town design Guidelines comprise the information required to design and construct a single family residence in Harbor Town.

December 8, 1989

August 1, 1991

January 1, 1994

August 1, 1995

In addition, the combined document was reformatted in April 2012 to reflect the revised Charter and Bylaws documents.

October 1, 1991

Re: Design review Process and Requirements

The following information basically outlines the Design Review Process which is required by all lot purchasers (individuals and builders) prior to constructing their initial home or prior to making any major improvements to an existing home which can be viewed from the public way.

To achieve the desired goals of Harbor Town, it is required that each lot purchaser/homeowner, architect or builder review and become familiar with the Design Guideline, the Supplemental Design Guideline and the design approval process outlines herein.

The steps required for design review approval are as follows:

**1. Site Orientation Meeting:**

This meeting is arranged through our Town Manager. You should arrange to have your architect and, if possible builder present. Harbor Town's Design Review Coordinator will review all design guideline data as it may apply to your lot and will provide a preliminary site concept sketch. This meeting should be utilized to answer any questions and has proven to be a great benefit when planning and later when submitting your preliminary design.

**2. Preliminary Design Submittal:**

Two copies of schematic preliminary designs consisting of a site plan, floor plans and major exterior elevations should be submitted for an initial design review to the Harbor Town Property Management office located at 60 Harbor Town Square Suite 102, along with the required fees. The Association Manager will submit the preliminary plans and fees to the Town Architect. A preliminary review will be made and the plans, together with and denotations and completed report form will be returned.

**3. Final Design Submittal:**

Two copies of the complete construction documents shall be submitted to the Association Property Manager for submittal to the Town Architects for final design review. The final review will be made and one set of plans will be returned, together with a completed report form which will denote the approval status.

Should additional design reviews be required due to noncompliance with the desired concept for Harbor Town, a fee of \$100 will be assessed for each additional review.

Attached is a reduced copy of the Supplement to Harbor Town Design Guidelines and the current Approved Architect/Designer list.

All submitted designs will receive close review of the following major elements:

1. Site orientation, garage location and access
2. Porches and columns
3. Scale and proportion of major façade elements
4. Roof lines and roof elements
5. Materials, detailing and composition
6. Appropriate style and image

As noted herein, the Site Orientation Meetings are held at the Town Architects office and can be arranged by contacting their office.

Preliminary and final designs must be submitted to the Harbor Town Association Management office located at 60 Harbor Town Square Suite 102.

Should you have any further questions, please do not hesitate to call the Association Property manager at 901-523-9853.

Sincerely,

## SINGLE FAMILY HOMES

### FRONT YARD

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#### Landscaping

1. The front yard should be simply designed with primarily a grass lawn and landscaped accents
2. Ground and foundation planting masses should be used at the house and porch edges. Use perennials and annuals in masses and beds for accents.
3. Blooming plants are strongly encouraged
4. Use intermediate and small size trees only when street trees are present

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#### Fence/Hedge

1. A fence and/or hedge may be provided adjacent to the sidewalk within 3 feet of the property line at street edge.
2. The fence design should be compatible with the character of the architectural design. Decorative wrought iron or wood pickets are appropriate fencing materials.
3. The fence should be no higher than 3 feet 6 inches.

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#### Transformer Easement

1. A 10'x 15' transformer easement may exist behind the property line. Under this condition, ground plane planting should be used to minimize the visual impact of the transformer.

**Note:** See attached diagram for utility easement location from Memphis Light, gas and Water Division and other related utilities.

2. Utility meters shall be located as not to be highly visible from any public view

# **Utility Easements and Your Responsibility**

## **SPECIAL NOTICE**

**Before you dig call 1-800-351-1111**

To avoid harm to yourself or your contractors and damage to underground utilities, the law requires that you call 72 hours prior to digging in the vicinity of any utilities or known utility easements in order for the existing utilities to be properly located by the locator services paid by the utility companies. This requirement relates to any construction, including foundations, landscaping, fences, etc.

**You can be liable for any damages to underground utilities which may occur as a result of a failure to follow these procedures!**

Actual physical locations of electrical transformers and pull boxes, as well as CATV and telephone service pedestals, may vary from the generalized drawing above and should be field verified by the locator services prior to commencing any construction on your lot.

## BUILDING FRONT

The building front should recall regional architectural expressions. The proportions, elements and materials of the façade should present a harmonious architectural expression.

The building front refers to the building structure at the front of the building. The building front may begin at a distance no less than 10 feet from the front property line. Elements that compose the building front and are important determinants of the character of the streetscape and of the house are as follows:

- Porch/ Entry
- Balconies
- Windows
- Finish Materials
- Roof

**Note:** See Supplement to Design Guidelines for appropriate house styles and forms.

The side yard, rear yard and garage are private areas of the property owners. However, due to the proximity of adjacent homes, it is necessary to determine guidelines for the design of some elements in these areas to protect the interest of all property owners.

For single family homes, there are three primary lot configurations: the **Ally Lot**, **Corner Lot** and **Park Lot**. Each lot type may have a different organization of the side yard, rear yard and garage. The Alley Lots are lots which must be accessed from the rear alley. The Corner Lots are located at a street intersection and may be accessed from a rear alley or from the secondary street. The Park Lots border the park area along their property line and a one or two car garage must be accessed from a private driveway from the front of the lot.

**Note:** Corner Lots which have access to a rear alley are required to utilize the alley for garage access.

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### Alley Lot

The Alley Lot will have driveway access off an alley. Attractive side and rear yard spaces should be developed through careful design of landscaping, paving and architectural elements.

**Note:** No alley lot shall be allowed garage access from the main or side streets.

#### 1. Private Driveway

- a. The driveway should be set back 3 feet from the side property line to allow for a landscaped edge
- b. The minimum setback from the center line of the alley is 15 feet (or 7 feet from the edge of the alley)

#### 2. Garage

- a. The garage should keep the same roof pitch (or less), material, finishes and proportions established by the house design
- b. The garage door elevation is required to be designed in a manner to reduce the typically massive visual impact. This may be accomplished by many innovative design approaches, i.e., separate garage doors, recessing the door plane within the garage wall, extending a deep roof overhang, extending a pergola or trellis type element over the garage doors, extending a balcony or deck above the garage doors, etc...

#### 3. Side yard and Zero-Lot Line Wall

- a. Side yards should be treated as private, intimately scaled outdoor space. Landscaping and special paving should be used to soften and animate this environment.
- b. The exterior wall on the zero-lot line may not permit any view from inside the home to the neighboring property.



- c. It is strongly suggested that the zero-wall be constructed of a maintenance free exterior finish.
- d. Foundation planting and a trellis may be built along blank walls of adjacent properties to buffer the blank wall.

#### 4. Rear Yard

- a. The rear yard may be a private enclosed space. Privacy fencing may be used to enclose the rear yard, but should include planting at the base along its length.
- b. Any medium or large size trees should be located closer to the rear property line to allow for proper growth and to help define the edges of the property.

#### 5. Fencing

- a. Landscaping is encouraged as the primary means of establishing privacy.
- b. Privacy fencing, if used, should be located in the side and rear yards only and should be made of wood. Privacy fencing visible from the public street should be compatible with the architectural style of the home.
- c. Decorative ornamental metal fencing is encouraged as an alternative to privacy fencing in the side and rear yards.
- d. Chain link fencing is not permitted

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#### Corner Lot

Corner lots must respect the visibility of their location by providing an attractive edge along the front and side yards. Private drives accessing the corner lots may be located off the side street **only** when an alley is not available.

##### 1. Architectural Treatment

- a. The required entry/porch must have a minimum depth of 6 feet and a minimum of 64 square feet and should be located at the outside corner of the lot.
- b. Special architectural treatment should be developed at the corner in conjunction with or in addition to the porch to further emphasize the corner location.

##### 2. Roof

- a. A primary horizontal roof lines should extend around the corner of these lots.

*Note:* See Supplement to Design Guidelines for appropriate house styles and forms.

### 3. Side Yard and Rear Yard

- a. The rear yard and a portion of the side yard, if desired, may be enclosed for privacy (see Fencing on page 8)
- b. It is recommended that a paved or decked patio space be provided in the rear yard.
- c. If used, a service enclosure should be located in the rear yard and must be enclosed by a privacy fence.

### 4. Private Driveway and Garage

- a. The driveway and garage should be set back a minimum of 3 feet from the adjacent property lines. Ground plane planting within this setback should be used to lessen the visual impact of these elements.
- b. The driveway should be located off the secondary of the two streets at the intersection.  
  
*Note:* Side street access is only allowed when an alley access is not available.
- c. Every effort should be made to minimize the driveway width at the curb.
- d. The driveway should be made of special paving and should connect to sidewalks within the lot.
- e. Two car garages are allowed and should be planned to maximize usable backyard space; however, the garage should be recessed from the plane of the exterior wall to minimize its visual impact from the street
- f. The garage door elevation is required to be designed in a manner to reduce the typically massive visual impact. This may be accomplished by many innovative design approaches, i.e., separate garage doors, recessing the door plane within the garage wall, extending a deep roof overhang, extending a pergola or trellis type element over the garage doors, extending a balcony or deck above the garage doors, etc...

### 5. Zero-Lot Line Wall

- a. The exterior wall on a property line may not permit any view from inside the home to the neighboring property.
- b. It is strongly suggested that the zero-wall be constructed of a maintenance free finish.

### 6. Fencing

- a. Privacy fences may occur in the side and rear yards. The design of the fences must be compatible with the architectural style of the home when the fence is visible from the street.

- b. Private fencing along the side yard must be set back a minimum of 3 feet from the property line.
- c. A solid fence design shall not exceed 3 feet 6 inches in height. A fence design which maintains a 50% open area above 3 feet 6 inches may extend to a height of 5 feet 6 inches (i.e., similar to fencing seen at Lot 41 within the development).
- d. Solid fencing which exceed 3 feet 6 inches in height must be set back a minimum of 10 feet from the property line.

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## Park Lot

Park lots back up to community park areas. To ensure an attractive edge to the park, these guidelines address treatment of rear yards. Also, provisions are made to allow driveway access off the street while minimizing the impact of garages on the streetscape.

### 1. Private Driveways and Garages

- a. Two-car garages are permitted and will be accessed from the street; however, every effort must be made through site and architectural design to minimize the impact of the garage on the streetscape.
- b. The driveway width should be minimized and special and attractive pavement materials should be used.
- c. Garages must be set back a minimum of 22 feet from the front property line.
- d. All garages should be set back a minimum of 3 feet to 5 feet from the side property line to allow for an outdoor connection to the rear yard and provide for service and storage space. One story garages, however, may be set back a minimum of 2 feet 6 inches at nonzero-lot line conditions.
- e. The garage door elevation is required to be designed in a manner to reduce the typically massive visual impact. This may be accomplished by many innovative design approaches, i.e., separate garage doors, recessing the door plane within the garage wall, extending a deep roof overhang, extending a pergola or trellis type element over the garage doors, extending a balcony or deck above the garage doors, etc...

### 2. Service Enclosures

- a. A service enclosure must be provided adjacent to the garage and set back at least 12 feet from the rear property line. It is recommended that the service enclosure be adjacent to the garage and be located in the side yard to minimally impact the views and useable space of the rear yard.

### 3. Rear Yard

- a. The rear yard may be a private enclosed or semi-enclosed space however; it is recommended that views to the park area be maximized.
- b. Foundation planting and a trellis may be provided along the side property line to soften these edges.

### 4. Fencing

- a. fencing of the rear yard is permitted under the following constraints:

*Note:* Special care should be taken to identify and maintain existing trees within the rear yard and along the rear property line.

- b. A fence located along the rear property line cannot exceed 4 feet in height and must maintain a 50% or less solid to open ratio.
- c. A fence with more than a 50% solid open ratio or up to 5 feet in height must be set back 3 feet from the rear of the property line.
- d. A 6 foot high fence (open or solid) must be set back 6 feet from the rear property line.

## AMMENDMENT 1

**January 1, 1993**

### **Re: Amendment 1**

#### **Exterior Colors**

1. The following generic color schemes DO NOT require submittal and approval prior to actual painting.
  - a. Color schemes which maintain a single “wall” color with a single “white” or “light neutral” trim color.
  - b. A generic one or two color scheme as noted above combined with the allowed limited use of a natural brick color or natural stone material
2. The following generic color schemes DO require submittal and approval prior to actual painting.
  - a. Color schemes in which the wall and trim color are a medium to deep toned color range (i.e., a two color scheme where the trim is not “white” or “light neutral”).
  - b. Any color scheme which combines three or more colors inclusive of a “white” trim.

Owners are encouraged to submit color chips and a paint diagram of “multi-colored” schemes during the typical design review process.

Should a desired “multi-colored” scheme not be submitted or approved along with the basic house design, then actual color samples painted on the house shall be reviewed and approved prior to actual painting.

It is the owner’s responsibility to notify \_\_\_\_\_ in order to arrange a time to review the sample color scheme painted on a house prior to the actual painting.

## AMMENDMENT 2

**March 1, 1993**

### **Re: Amendment 2**

#### **Phase 10/Lots 282 through 287 inclusive**

1. Each lot and proposed house design must provide for a minimum of two standard size automobile parking spaces. No required parking space which is not enclosed within a garage or carport shall encroach within the required minimum front yard setback.
2. Front loading garages or carports shall be set back a minimum of 16 feet from the front property line to the garage door or car port parking pad.
3. The front garage door wall plane must have a “screen” element projected a minimum of 30 inches toward the street. Acceptable screen elements are: 30 inches deep roof overhangs with side wall or columns, or a trellis-type element located in front of the garage door plane.
4. Some type of “entry element” shall project a minimum of 6 feet in front of the garage door plane or front of the carport. Acceptable entry elements are: porches, covered walkways, trellis-type element or entry gate/door.

See attached diagram for visual example.

## AMMENDMENT 3

**January 1, 1994**

**Re: Amendment 3**

### **Automatic Lights**

1. All homes which have Lane (Alley) access shall be required to install a motion activated type light fixture above or on wither side of the garage door.
2. All such lights shall have an “on” interval of at least 30 seconds when activated.

## AMMENDMENT 4

**January 1, 1994**

### **Re: Amendment 4**

#### **Alternative Exterior Materials**

1. Pre-Finished Vinyl Siding: Prefinished vinyl siding will be accepted under the following conditions:
  - a. Vinyl siding must be equal to “restoration collection by Wolverine” or “CertainTeed”. Either one of these two siding products will be accepted for typical wall siding applications.
  - b. Owners desiring to use any “vinyl” product for fascias, soffits, corners, window and door trim, etc. will be required to submit samples and details for review and approval.
  - c. Vinyl must be a quality product used in “non-offensive” fashion and must be installed by a qualified mechanic.
  - d. Any vinyl siding product or trim detail that does not maintain the appearance of traditional wood detailing will not be accepted.
2. Brick Veneer: Should an owner desire an exterior with greater use of brick veneer, the following conditions shall apply:
  - a. Major front facades should maintain the existing established character of Harbor Town (i.e. brick base, wood siding)
  - b. Sides and secondary elevations will be allowed to utilize brick veneer over 50% to 60% of surface area.
  - c. When brick is to be utilized as noted above, the plans submitted for design review must clearly denote precise areas proposed for brick and wood.



Harbor Town  
On-Site Orientation Report

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Others Attending:

\_\_\_\_\_  
\_\_\_\_\_

Pertinent Date Relayed to Purchaser:

Site Plan with Setbacks: \_\_\_\_\_

Utilities Located: \_\_\_\_\_

Design Guidelines Data: \_\_\_\_\_

Design Guidelines Supplement: \_\_\_\_\_

Generic Soils Report: \_\_\_\_\_

Siting Concept Sketch: \_\_\_\_\_

Special Features Noted: \_\_\_\_\_

Other:

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Comments: \_\_\_\_\_

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By: \_\_\_\_\_, Design Review Coordinator

Copy to: HTHOA Office: \_\_\_\_\_

Architect: \_\_\_\_\_

Builder: \_\_\_\_\_

## Amendment No. 5

### Harbor town Design Guidelines

April 11, 1996

Effective date June 1, 1996

#### **Preamble:**

The preamble of the Harbor Town community Association Charter asserts that the goal of the Harbor Town Plan is to foster a high quality of life and the protection of each Titleholder's financial interest in Harbor Town.

Article I Section 1-103 of the Charter entitled, *Town Plan*, states that the "Harbor Town Design Guidelines" were devised to ensure maximum opportunities for individual creativity while at the same time maintaining a thematic harmony throughout Harbor Town as it becomes developed. It further anticipated that the Town Plan and the design Guidelines would be modified from time to time in offer to optimally benefit from individualistic design expressions.

Appendix 2 Section A2-102(b) of the Charter entitled, *Developers Right and Obligations*, states that the developer may effect changes to the Design Guidelines and Supplemental Guidelines. The developer is required to send a notice of an impending change to all Titleholders of record at least 30 days prior to the effective date of the change.

#### **Background:**

The developer in its desire to create a casual and unique character to Harbor Town, which responded to its location on an island, established a limited use of brick which allowed this material to be used as an accent; in garden walls and in foundation locations. As the concept is refined, it is desirable to allow for additional variety in design and materials that is fully representative of the Memphis area.

#### **Discussion:**

The developer has determined that the desired character of Harbor Town has been achieved and brick can now be introduced in a limited way to provide a broader range of available building materials in an evolutionary way while not letting brick facades become a dominate feature. As with stucco, brick as been a traditional material in Memphis and the south and now can be allowed with greater flexibility in Harbor Town. The use of brick must stay within the guidelines set our below and through strict enforcement of its placement.

### **Criteria for utilization of Brick:**

Brick painted or unpainted may be utilized as the principle building material or in the design of primary façade of a residence when the following criterion has been met:

1. Predominately brick residence located on the same side of the street may not be located within 250 feet of another predominately brick residence. This dimension shall be measured from the nearest property corners of the lots on which such residence are located.
2. Predominately brick residences located on opposite sides of the street in the same block must be separated by at least 100 feet measured horizontally from the nearest property corners of the lots on which such residences are located.

### **Authorization:**

The request to design a residence with a primarily brick façade must be made in writing to the Property Manager of the Harbor Town Community Association, Inc... After reviewing the files and Certificates of construction already issued and in consultation with the Town Architects, the Property Manager will issue the attached “Authorization for Design of a Brick Veneer residence” if all the conditions enumerated above have been met.

This authorization will be issued on a first-come-first served basis. Upon receipt of the Authorization, the Titleholder or builder shall within 10 days, place a deposit with the Property Manager, the necessary design review fee, the construction compliance fees and the certificate of construction fee.

Once an authorization has been issued, no other brick façade may be located on that side of the street in that block or within the distance enumerated above.

### **Design Review:**

Complete plans and specifications must be submitted to the Property Manager of the Harbor Town Community Association within 120 days of the date of issuance of an “Authorization for Design of Brick Veneer Residence” for the authorization to remain valid.

The option to use brick veneer as the primary building material does not in any way relieve the designer of the obligation to follow all other design criteria set out in the Design Guidelines.

**Harbor Town Community Association, Inc.**  
**Authorization for Design of a Brick Veneer Residence**

This is to certify that \_\_\_\_\_ having made application for the design of a brick veneer residence on Lot # \_\_\_\_\_ in accordance with Amendment No. 5 of the Harbor Town design guidelines is hereby authorized to proceed with said design.

This authorization is contingent on the following:

1. receipt of the following fees by \_\_\_\_\_:
  - a. Design Review Fee                      \$ \_\_\_\_\_;
  - b. Construction Compliance Fee        \$ \_\_\_\_\_;
  - c. Certificate of Construction Fee      \$ \_\_\_\_\_.
  
2. Receipt of complete plans and specifications ready for design review by \_\_\_\_\_.

Harbor Town Community Association Inc.

By: \_\_\_\_\_

Property Manager

Date: \_\_\_\_\_

Pc: Town Architect