

*Willow*

*Run*

Architectural Guidelines

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## Introduction & Background Information

This document has been created at the request of the Board of Directors of the Willow Run Homeowners Association to help interpret and enforce the architectural guidelines of the Willow Run neighborhood.

To provide some background – when building in the Willow Run first began, CCT Homes, LLC was the sole builder/developer and architectural guidelines were now written. Photographs of old homes were referenced and old publications were researched in developing the early designs (including 1920's era Sears & Roebuck catalogs for purchasing home kits). Looney, Ricks, & Kiss Architects from Memphis, the recognized at the leader of the TND (Traditional Neighborhood Development) movement in the United States, was commissioned to design some of the first homes.

After a few years CCT Homes, LLC stopped constructing homes. A small group of builders were selected to continue home building in Willow Run. The continuing development of ideas has been (and continues to be) a co-operative effort based on meetings and conversations among the builders and developer. The neighborhood is now reaching the final phases of development and at the request of HOA the guidelines that have been used are being written for the Board's use in future years.

Willow Run was the first TND in Eastern North Carolina and unique in its use of the Craftsman bungalow style of architecture. The initial goal was to emulate Greenville's historic College View neighborhood. In recent years other developments across the country have helped to create a renewed interest in Craftsman architecture.

Like many new ventures, the development of these standards has involved a little trial and error. In a few cases you may find homes in Willow Run that, while approved before being build, violate a certain provision of these guidelines, experience has been the best teacher.

At the time Willow Run was founded, most TND's were being developed on a much larger scale. These neighborhoods typically included commercial areas and a wider variety of homes (multifamily, etc.). In some cases they created a totally new town within themselves. Many more builders were involved and many more issues had to be addressed. Accordingly, they typically followed more stringent and formal development standards.

One goal at Willow Run was to follow the Craftsman style while allowing modern, low maintenance, and cost effective materials and system. Thus our homes use vinyl siding and windows, fiberglass shingles, metal or fiberglass doors, etc.

While suggestions have been made regarding the interior design of the homes, the architectural committee's official review and requirements have applied only to the exterior. The standards have not gone so far as to regulate landscaping, paint colors, etc. The goal has been to protect the architectural integrity of the neighborhood while allowing individual preferences.

Like many neighborhoods of the early 1900's, Willow Run homes range from small, simple bungalows to larger "executive" homes. The range of home sizes have attracted a more diverse group of homeowners - newly weds, young professional, singles, retirees, traditional families - than typically found in other subdivisions. A primary goal has been to create a true old-fashioned neighborhood verses just another development. The architectural style should reflect these values.

There has been some distraction in designing homes by confusing the Craftsman Style with the popular "Cottage" and "Victorian" designs. While both of these styles existed during the Craftsman era, homeowners need to be careful not to confuse certain design elements.

It is my hope that you will understand and appreciate the context in which Willow Run has been developed and the goals behind the guidelines. Application of the architectural guidelines is somewhat subjective - hopefully this document will help the Board with a uniform interpretation.

Tony Lewis  
Founder of Willow Run

October 2006

## I. Site Guidelines

- a. Setbacks, dimensional standards, minimum sizes – The Restrictive Covenants do not contain requirements regarding minimum home sizes, setbacks, etc. The City of Greenville’s Planning and Zoning regulations should be used on these matters, as applied to R6-S Cluster Development classification. “R6” stands for residential lots with a 6,000 square feet minimum size and “S” stands for single family homes (no duplexes, multifamily, etc.). “Cluster” development allows for the minimum lot size to be reduced by up to 40% to minimum 3,600 square-foot size, provided ample space has been set aside for common areas. Note: Willow Run has 7.5 acres of parks, walking areas, natural spaces, etc. Only one lot in Willow Run (lot 107) has used this exemption to reduce its size below 6,000 square feet.

Based on the City’s standards, minimum setbacks for the main structure (homes) are: front yard setback – 25’; side yards – 6’; rear yard – (detached garages and/or storage buildings) cannot be located in the front yard; shall not be located less than 10’ from a main structure (home) and 5’ from another accessory building; shall not cover more than 20% of any rear yard; and shall not be located closer than 5’ from any side or rear property line.

Please refer to the City’s planning ordinances for the fine points of interpreting these requirements and for additional requirements. The City’s cluster development standards allow for zero-lot line setbacks in certain cases – this option cannot be used at Willow Run.

- b. Walks – The walk across the front of each lot are installed as each home is constructed. This walk must be constructed to city standards. They become city property upon completion.

An improved walk (concrete, brick, or stone) must extend from the city walk to the main entrance to the home. Loose gravel, bark, and plant material are not acceptable surfaces for walks.

- c. Drives – All driveways shall be paved, per the City’s standards. Concrete “ribbon” driveways shall be used wherever possible. Solid paving (parking pads) may be constructed at the end of the ribbon drive area. Area between ribbons may be filled in with brick or stamped concrete.

- d. Mailboxes – Mailboxes, including the post and newspaper box, shall all be of the same style, color, and type. In most locations, two boxes are installed on one post between lots. If damaged, the homeowner is responsible for replacing or repairing. These were originally purchased from Mel Northy Company Inc.; 303 Gulf Bank; Houston, TX 77037; 800-828-0302; [www.melnorthy.com](http://www.melnorthy.com). The complete dual mailbox and newspaper box assembly is model number 5518A-2-NH.
  
- e. Landscaping – At the time of construction, front yard areas shall have centipede sod installed. A variety of shrubs and plants shall be installed along the foundation at the front of the home. Any further landscaping is at the discretion of the home owner. The home owner landscaping must be kept tidy and trimmed/pruned. Note: The trees located between the public walk and street are to be maintained by the HOA, as well as plantings in all common areas and landscaped islands in the streets.
  
- f. Fences – Fences located in the front or side yards, or visible from the street, shall meet the following requirements. “Utility” type fences – welded wire fence, chain link, etc. are not allowed. They do not follow the 1900’s era Craftsman style architecture.

No fence- front or rear yards – shall be higher than 4 feet. Solid plank “privacy” fences are not allowed. Only exemption is along the back property line of the homes backed up to Portertown Rd.

Fences in front or side yards, or visible from the street, shall be of a style and type in keeping with the early 1900’s era Craftsman style architecture. In general, picket fences of numerous designs and patterns are acceptable. These may be PVC or painted wood. – no unfinished materials are acceptable. In lieu of picket fences, the homeowner may submit wrought iron, masonry, or other designs. It is the homeowner’s responsibility to provide regular maintenance to keep these fences in good condition. If a fence type is in question, contact the Architectural Committee for approval before installation.

- g. Detached Buildings – In addition to meeting the City’s restrictions regarding for setbacks and size, all accessory buildings shall be of permanent type construction (no prefabricated metal type kits) and shall match or blend with the architectural style of the home. While in most cases the accessory building matches the home construction, it is acceptable to use a different but complimentary design that is true to the Craftsman style. For example, the home may have horizontal lap siding, while the accessory building could have board and batten. The use of windows, trim, and accents should be incorporated to make these structures blend. The proportions of the building – overhands, heights, etc. shall be similar to the homes.

## II. Home Exteriors

- a. Foundation – Homes shall be constructed on a raised foundation, using either an elevated concrete floor slab on fill material or a wood framed floor system over a crawl space. Side and rear entries may be on-grade to allow handicap access. The foundation wall shall be constructed of masonry and may be split-face block, concrete block with stucco finish, brick, or other approved material.
- b. Exterior Walls – Can be horizontal lap siding, vertical board and batten, or shakes made of natural, vinyl, or cement/composite materials. Face brick is acceptable using standard sizes (no oversize brick). Red common or red flashed brick were typically used in bungalows. Stucco is also an acceptable finish. Homeowners are encouraged to use a combination of these materials in keeping with the Craftsman style. Plywood or metal siding is not acceptable.
- c. Exterior Trim and Accents – Use wide trim boards at perimeter of windows and doors (encouraged on all elevations; required on front elevation). Decorative brackets (not of Victorian or scroll design) at roof overhangs are encouraged. Craftsman style homes have certain trim details – horizontal starter boards at the bottom; horizontal divider boards between walls and gables; etc. Homeowners are encouraged to incorporate some of these trim pieces and Craftsman style accents in the exterior design.

- d. Windows – May be constructed of solid vinyl, vinyl or metal clad wood, or all-wood frames. Metal frame windows are not acceptable. Exception is some of the newer aluminum framed windows. Please check with the Architectural Committee for approval. Glass shall be clear, not tinted. Window styles may be fixed, single or double-hung, or casement. Awning and hopper windows are not acceptable. Round, half-round, and radius top windows are not acceptable (these are cottage verses bungalow style). Bay, bow, or large plate glass windows are not acceptable. A typical bungalow design uses double hung windows with an open bottom sash (no mullions or dividers and the top sash with a variety of divider patters – one to three vertical mullions were popular (resulting in a two, three, four lite sash); six-lite cottage pattern were used occasionally; and prairie style (two verticals and two horizontals set close to edge of sash). Some casement windows may also be used with bungalow design.
- e. Doors – May be constructed of wood, fiberglass, or metal. There are hundreds of door designs, such that it is impossible to list all the acceptable and unacceptable styles. Homeowners are encouraged to refer to original Craftsman styles. Doors may be a variety of raised panel designs, taking care to stay away from contemporary or modern styles. Side lites and transom may be used. Doors can be solid, half glass, or full glass. Some small lites along the top of the door are also acceptable. Many popular decorative doors are too “Victorian” (ornate) and should be avoided.
- f. Storm Doors – Were not typically used in the Craftsman era. However, many homeowners desire to add this feature. If used, storm doors should be narrow frame, full glass doors without grilles or dividers, such that they are not noticeable. Sliding glass panels with screens are not acceptable on the front of the house. Storm doors may be painted wood or aluminum.
- g. Roof – While standing seam metal, slate or cedar shakes would have originally been used on Craftsman bungalows, cost constraints restrict their use today. Fiberglass shingles are acceptable – they may be three-tab design or dimensional shingles. At this time, metal roofs are not acceptable.



- h. Porches – A significant feature of the bungalow is a large front porch. Homeowners are encouraged to build extra deep porches that allow furniture such as a table and chair set. Porch floors may be painted wood, concrete, brick, or tile. Front porches may not be screened or “glassed-in”.

An on-grade patio area immediately adjacent to the front porch and separated by a low masonry wall on the street side is a feature found on many Craftsman bungalows.

Masonry pillars with concrete caps are also frequently found along each side of the entry steps.

- i. Columns - A classic Craftsman bungalow feature is for the size of proportions of these may vary with each home. Square columns with applied moldings are also appropriate. Round columns and wrought iron are not part of this style.
- j. Railings – A wide variety of porch railings may be used for decoration and/or as required by code. They may be constructed of painted wood or PVC. Wrought iron is not acceptable. Porch railings may incorporate a low masonry wall. Homeowners need to refer to original designs for this feature. Handrails along sides of steps may be wrought iron or PVC.
- k. Shutters – Window shutters were not used on most bungalows. When desired, they should be proportioned such that if closed (even though they may be stationary) they would completely cover the window. Shutters were not just a “trim” element on each side of windows but were used to protect the window. Shutters should not be installed on each side of a double or triple window unit.
- l. Carports – Most bungalows used attached open roof covers for automobiles. Most often they were an extension of the front porch roof, but they may be located down the side of the home closer to the rear. They should have columns and details to match the front porch.

- m. Garages (attached) – While most garages were detached buildings with the Craftsman style, many homeowners desire to have an attached garage. The garage should be located back from the front face of the house. The garage shall not dominate the front façade. Decorative garage doors should be used where possible. Column details may be added on each side of the garage doors to soften the look.
- n. Color Coordination – While there is no exterior color requirement for homes, each homeowner is requested to vary siding, roof, trim and exterior colors from immediately adjacent homes.
- o. Solar Panels – Are not acceptable at this time.

## **Conclusion**

It is not possible for these Guidelines to cover every acceptable and unacceptable features for Craftsman style bungalows at Willow Run. Homeowners are encouraged to research old homes and publications for new ideas. The Architectural Committee should encourage and facilitate this process, and if found to be appropriate, should approve details not addressed in the guidelines.

No building, fence, wall, storm door, screen, mailbox, or other structure shall be commenced, erected or maintained upon such area, nor shall any exterior addition or change (including a change of materials or color) to any structure be made until plans and application have been submitted and approved by the Architectural Committee.

The plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall be submitted to the Architectural Committee for approval in writing.

Revised November 10, 2023