



CITY OF KILLEEN
Architectural Standards Checklist
Non-Residential
(Ordinance No. 22-027, 22-047, 23-073)

[Killeen Code of Ordinances Sec. 31-909](#)

Project Address: _____ Submission Date: _____
Applicant Name: _____ Company Name: _____

Applicants seeking non-residential building permits must complete this form by checking each item to verify completion before a permit application can be approved.

Site Design Standards:

All new non-residential developments **shall** meet the following standards, unless exempt under Sec. 31-910.

- Side or rear elevations visible from a public roadway shall incorporate architectural features consistent with the front elevation.
- Flat roofs, or roofs having a slope less than two (2) over twelve (12), shall require a parapet wall at least twenty-four (24) inches in height.
- Dumpsters shall be screened from view on all sides by a concrete or masonry wall, or metals screening fence at least six (6) feet in height. Metal screening fences shall be R-Panel or U-Panel and shall be coated and capped at the top.
- Mechanical equipment located on a street-facing elevation shall be screened from view on all sides by a parapet wall, screening wall, or continuous landscape hedge.
- All buildings and structures on a site, including accessory structures, dumpster enclosures, and gas station canopies, must share a common, identifiable, complementary design or style.

Architectural Elements:

All new non-residential developments shall include **at least three (3)** of the following:

- Horizontal articulation.* Exterior walls shall not have an uninterrupted length greater than twenty (20) feet in length, with offsets being at least six (6) inches deep and twenty-four (24) inches wide. Horizontal articulation may include engaged pilasters, engaged columns, permanently affixed canopies, or other protrusion away from the primary plane of the building, as determined by the Executive Director of Development Services
- Vertical articulation.* Buildings shall include at least two (2) different roof or parapet heights
- Tripartite design.* Buildings shall have an identifiable base, middle, and top.
- Articulated parapet.* A parapet wall shall not have an uninterrupted length greater than fifty (50) feet, with articulations being at least thirty-six (36) inches in height. Parapet walls shall require cornice detailing.
- Sheltered entry.* Primary entrances shall be covered with a portico, canopy, awning, arcade, porte cochère, architectural recess, or other similar feature that provides shelter from the elements.
- Arched entries or windows.* Primary entrances or windows shall include arches.
- Transparency.* A minimum of fifty (50) percent of the horizontal length of the first floor of the primary elevation, and twenty (20) percent the horizontal length of all other street-facing elevations shall be comprised of transparent, non-reflective windows that provide views into occupied spaces. Where the internal arrangement of a building makes it impractical to provide transparency in accordance with this subsection, sculptural, mosaic, or bas-relief artwork, or false windows consisting of opaque or spandrel glass, may substitute for up to fifteen (15) percent of required transparent areas, except when fronting pedestrian-oriented spaces.
- Pitched roof.* The primary roof shall have a pitch of not less than four (4) over twelve (12).
- Building location.* Building or structure shall be located as close as possible to the front yard setback to create a more urban form. Parking areas shall be screened from public roadways and placed behind the building and a secondary entrance must be provided.



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- Pedestrian-oriented space.* A pedestrian-oriented space in front of the building at least eight (8) feet deep and running the full width of the building. This area shall include awnings covering at least twenty-four (24) square feet of the space. This space shall include amenities such as bike parking, bench seating, planters, fountains, artwork, decorative railing, decorative light fixtures, hanging baskets or other features that are pedestrian oriented.

An architectural elements checklist indicating the options selected from this list shall be submitted with each permit.

**Sec. 31-910. - Applicability and exemptions.*

(a) The requirements in this division shall apply to all new commercial, industrial, and institutional developments, including but not limited to retail buildings, office buildings, schools, churches, civic buildings, warehouses, and other non-residential uses in all zoning districts other than "M-1" (Manufacturing District) and "M-2" (Heavy Manufacturing District). Properties zoned "M-1" (Manufacturing District) or "M-2" (Heavy Manufacturing District) shall be exempt from the provisions of this division.

(b) Accessory buildings smaller than eight hundred (800) square feet shall be exempt from the provisions of this Division.

(c) Unique non-residential buildings that meet the intent, if not the letter, of the architectural and site design standards set forth in this chapter may be approved by the Executive Director of Development Services or designee. An applicant aggrieved by a determination under this section may appeal a staff determination to the Zoning Board of Adjustment in accordance with Sec. 31-77 (b).

(d) Temporary or portable buildings erected by or for a governmental agency or school district, such as portable school buildings and transitional or temporary housing shall be exempt from the provisions of this division.

(e) Temporary construction trailers erected as part of a permitted construction project shall be exempt from the provisions of this division.

I certify that all of the above items are complete and ready for permit application review. In addition, I fully understand that permits for new commercial construction cannot commence or will be suspended if any of the items are not true, violations or errors are found, subdivision lot(s) have not been released or filed addressed plats have not been received by the Building Inspections Division.

Applicant Signature: _____ Date: _____