



TROY COMMUNITY LAND BANK CORPORATION
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Design Guideline Goals and Objectives

Intent of the Design Guidelines

The criteria for these Guidelines have been developed to ensure minimum standards of quality, function and durability of projects funded by the Troy City Land Bank. The goals and objectives of the Design Guidelines are to aid applicants and architects in producing functional, safe, durable, and cost-effective housing that adds value to communities, pride amongst occupants, and promotes healthy living.

Projects should utilize standard materials and construction practices which will yield an attractive and appealing design that can be efficiently built at a reasonable cost. Projects should also be operated and maintained with routine and proactive maintenance.

The Guidelines do not exclude compliance with other criteria that may be required by the project funding source(s) or required by applicable codes, laws or regulations.

Application of the Design Guidelines

The Design Guidelines apply to all projects administered by the Troy Community Land Bank. The Guidelines apply to new construction, and to the greatest degree practical, substantial rehabilitation projects and historic rehabilitation projects, including historic adaptive reuse projects.

These Guidelines are written primarily for residential occupancies. Nonresidential occupancies shall comply as applicable unless specifically indicated otherwise.

Minor deviations from these requirements will be allowed via Design Waiver Request if necessary to avoid costly structural changes in rehabilitation projects or if they result in a superior design solution. Requests to waive a requirement will be reviewed on a case-by-case basis by the Acquisition and Disposition Committee of the Troy Community Land Bank board of Directors.

Evaluations of waiver requests will include the appropriateness of the proposed alternative with emphasis on:

- Impact to the residents
- Cost-effectiveness
- Functional appropriateness
- Durability and operating appropriateness
- Impacts on operating costs/efficiency

All waiver requests must be submitted via the Design Waiver Request Form and must be received 30 calendar days prior to each required submission.

To ensure that the design is coordinated with other applicable submission criteria and program requirements, project applicants and architects should also refer to publications applicable to the funding sources for the project. HCR publications can be obtained online at <http://www.hcr.ny.gov> or from applicable program staff.

Potential applicants and design professionals needing technical assistance on the Guidelines in this manual may contact the Land Bank for further information.

A project's design and construction shall comply with and may not vary from what is represented in the application for funding unless a change is specifically directed or recommended by the Agency. Constructed projects shall not be diminished in quality, including aesthetics, choice of materials, or systems from that proposed and represented in the application for funding unless specifically altered by the Agency at award.

The applicant is responsible for ensuring that the project's scope of work, as represented by the plans, specifications and other pertinent documents, including any changes agreed to or directed by TCLB, are well defined and coordinated with the cost estimate.

Common Regulations, Laws and Guidelines

One or more of the following laws, codes, standards, and other requirements listed below may be applicable to a single project. The applicant is responsible for determining the applicability of each and for complying with all requirements, including standards and guidelines referenced by all applicable building codes and regulations.

Approved variances from applicable requirements obtained from governmental bodies must be provided to HCR in writing upon their receipt

- NYS Uniform Fire Prevention and Building Code (NYSBC)
- New York City Building Code (NYCBC)
- Energy Conservation Construction Code of New York State
- Energy Conservation Code of New York City
- Multiple Dwelling Law
- U.S. Department of Housing and Urban Development (HUD) Federal Housing Trust Fund Requirement (24 CFR § 93.301 - Property standards)
- U.S. Department of Housing and Urban Development (HUD) Fair Housing Act Design and Construction Requirements (24 CFR § 100.205)
- U.S. Department of Housing and Urban Development (HUD) Section 504 Regulations (24 C.F.R. part 8)
- U.S. Department of Justice Americans with Disabilities Act (ADA) 2010 Standards for State and Local Government Facilities
 - See Federal Register 79 FR 29671, 5/23/14 for further HUD guidance
- Federal Labor Standards regulatory requirements (Davis-Bacon Related Acts)
- New York State Labor Law, Industrial Code Rule 56.
- Evaluation and Control of Lead-Based-Paint Hazards in Housing (HUD-1539-LBP, Current Edition and 24 CFR Part 35)
- EPA Renovation, Repair and Painting Rule (40 CFR Part 745)
- New York State Department of Labor Mold Program
- US-EPA Current Radon Standards of Practice
 - Soil Gas Control Systems in New Construction of Buildings (CC-1000 2018)
 - Radon Mitigation Standards for Multi-family Buildings (RMS-MF 2018)
 - Reducing Radon in New Construction of 1 & 2 Family Dwellings and Townhouses (CCAH 2013)
 - Radon Mitigation Standards for Schools and Large Buildings (RMS-LB 2018)\
- Phase I Environmental Site Assessment ASTM E1527-13, or most current edition.

Interior Shared Common Space

The following criteria shall be included where applicable or specifically stated as required. The intent of these criteria is to promote efficient building designs while providing services and amenities for the residents. The criteria provide guidance on creating a balance between enhancing the quality of life for residents and maintaining affordability. Additionally, the criteria focus on measures that promote the safety and security of the residents.

Interior shared residential common space: is defined as all areas in the residential project not within or dedicated to dwelling units (i.e., hallways, lobbies, utility rooms, manager's office, laundry rooms, community rooms, etc.).

Nonresidential space: is defined as areas for the use or benefit of occupants that are not residents of the project; such as, civic space, commercial space, daycare centers, business offices, training rooms, counseling offices, etc., including utility and other auxiliary spaces that serve the nonresidential areas.

Design and Context Criteria [Interior Common]

1. Developments that include nonresidential space as defined above, must comply with the following provisions:
 - a. Utility costs for residential and nonresidential spaces must be separated; examples include separate HVAC systems, separate electrical systems, separate domestic hot water systems, etc., with separate utility meters or other measuring equipment acceptable to the Agency to determine usage attributable to nonresidential spaces. Exceptions will be allowed for water service metering where the local utility limits the water service and metering to the building and where a method of sub-metering is accepted by the Agency.
 - b. The general public must be able to access the nonresidential space without passing through the residential portion of the project.
 - c. For the security of the residents, uncontrolled access between the residential and nonresidential space is not allowable.
 - d. The construction costs for nonresidential space must be funded by nonresidential funding sources and must include prorated portions of the shared systems such as the foundation, roof system, structure, utilities, etc.
2. Residential shared common space must be no more than 25% of the total residential space.
 - a. Adaptive reuse projects with buildings designated as historic by local, State or Federal authorities may include residential common space up to 35% of the total residential space when necessary to comply with historic preservation requirements.
 - b. Waiver requests for increases above the maximum allowable percentage of shared common space shall show proof of sufficient funding for development of the excess space. In addition, the application documentation must document that the project operations can support the excess space within an acceptable rent and building operation plan. TCLB will evaluate the impact of the excess common space on the long-term operations of the project and may impose additional requirements for maintaining the space; including, the provision of an operational guarantee or additional design requirements to mitigate the impact of the excess space on the affordability of the residential project
3. Floor systems, in new construction and those reconstructed in rehabilitation projects, shall generally comply with a maximum tolerance from true level of 1:128 for hard surface flooring, or 1:64 for carpeted areas. Floor systems to remain in existing buildings or areas undergoing a substantial rehabilitation shall be leveled to nominally meet these criteria when existing slopes generally exceed a tolerance of 1:48 for hard surface floors

and 1:32 for carpeted areas. Continuous slopes in all areas (new or existing) shall be limited to a differential of 2-inches in height in any room or combined rooms within a dwelling unit and limited to 6-inches in common area spaces, including corridors. In no case shall maximum floor slopes exceed that allowable for maneuverable areas and clear floor space requirements established by Accessibility standards in all spaces served by or on an Accessible Route.

4. Laundry requirements

- a. Centrally located laundry rooms are required in all rental projects. Laundry facilities shall be available for extended hours. When located in detached facilities, an exterior covered entry with 24-hour keyed access for residents is preferred. All laundry facilities shall be located on an Accessible Route and include a fixed counter, meeting Accessibility standards, for folding clothes.
- b. Minimum appliance requirements:
 - Commercial grade energy efficient, ENERGY STAR where available.
 - 5% shall be front loading appliances meeting Accessibility criteria unless there are no Accessible/Adaptable dwelling units in the project.
 - The lesser of:
 - One washer and one dryer for every twenty bedrooms.
 - One washer and one dryer for every ten dwelling units.
 - The total number of appliances may be reduced by one half where all dwelling units are provided with laundry hook-ups in a side-by-side arrangement.
 - Centralized laundry rooms may be eliminated in scattered, multi-site projects consisting of one and two-family buildings or townhouses when individual dwelling units are provided with laundry hook-ups in a side-by-side arrangement.
 - Central laundry room appliances may be provided as part of the project or supplied by a vendor.
 - Project funding shall not be used for appliances in dwelling units except for Fully Accessible and Adapted, Move-in Ready Units where other Accessible facilities are not available.

5. Provide finished ceilings in all spaces that may be accessed by residents.
6. The main entrance and community space should be in a centralized location.
7. Community spaces should be functionally and visually related to the circulation pattern of the building(s) and on an Accessible Route. Include adjacent outdoor areas as an extension of indoor community space, whenever possible.
8. Common areas should be convenient and Accessible.
9. Mail collection area should not be located in an area that may block a circulation path.
10. Corridors should be minimum of five feet in width at all points.

Dwelling Unit Space

The following criteria shall be included where applicable or specifically stated as required. These criteria have been created to provide a basic framework for the design of dwelling units and are intended to promote efficient use of space and functional floor plans with considerations for Universal and Accessible design, where appropriate. Related considerations are the durability of materials, finishes, systems, etc. and maintaining affordability for tenants.

Design and Context Criteria [Dwelling Unit]

1. Dwelling Unit Definitions

- a. A dwelling unit is defined as the private space provided for the exclusive rights of a tenant or homeowner. Dwelling unit space includes all spaces within a dwelling unit, such as living, dining, kitchen, bedroom, bath, storage/closet, and circulation spaces. This shall include any mechanical closets and chases that serve the dwelling unit. Remote bulk storage shall be included as part of the dwelling unit space up to the areas listed in the bulk storage table in the TCLB Design Guidelines.
- b. The area of the dwelling unit is defined as the square footage measured from the interior finish surface of the exterior wall to the centerline of common wall(s) separating adjacent common space or other dwelling unit(s).
- c. Unit occupancy is based upon two persons per bedroom when determining occupancy for TCLB design requirements.

2. Dwelling units shall comply with the dwelling unit area ranges listed below:

Dwelling Unit Area Ranges

Dwelling Unite Type	Minimum Area	Maximum Area	Maximum Area including Bulk Storage
0 Bedroom/Studio	400 sq. ft.	550 sq. ft.	560 sq. ft.
1 Bedroom	600 sq. ft.	725 sq. ft.	745 sq. ft.
2 Bedrooms	750 sq. ft.	950 sq. ft.	970 sq. ft.
3 Bedrooms w/ additional one-half bath	900 sq. ft.	1,150 sq. ft.	1,175 sq. ft.
4 Bedrooms w/ additional full bath	1,050 sq. ft.	1,300 sq. ft.	1,325 sq. ft.
5 Bedrooms w/ additional full bath	1,200 sq. ft.	1,450 sq. ft.	1,475 sq. ft.

Dwelling unit sizes may exceed the maximums indicated in the table under these conditions:

- a. To meet current market demands in mixed-income projects with market-rate units.
- b. In non-historic substantial rehabilitation projects, to comply with existing conditions, increases are limited to a 100 square foot increase per dwelling unit.

- c. In historic renovation/adaptive reuse projects constricted by existing historic characteristics, any dwelling units that exceed the maximum permitted area by 100 square feet shall be submitted to DC&E for review of reasonableness.
 - d. By 50 square feet in multi-level, dwelling units to accommodate the additional half bath required for Disability.
 - e. Dwelling units located on more than one level; up to 60 square feet per floor to account for stairs.
3. Mixed-income projects shall equally and proportionally distribute dwelling units with varied levels of affordability throughout the project and buildings with respect to location, size and access to amenities. Affordable units shall not be isolated to a specific floors, or specific areas in the project based on their level of affordability.
 4. Dwelling units are to comply with floor level tolerances indicated in Interior Shared Common Space section of these Guidelines.
 5. Unit Entries
 - a. Entries at the living/dining room should be screened or separated from the living space, and circulation into the unit should avoid traversing through the furniture area.
 - b. Unit entries at kitchens should avoid direct circulation through the kitchen proper.
 - c. Entries from the exterior shall have a hard-surfaced and water-resistant floor finish area for ease of cleaning. The size of this area and transition to other flooring shall comply with Accessible Route criteria where applicable.
 6. Kitchen/Kitchenette
 - a. Kitchens shall be equipped with base and wall cabinets, a thirty-inch wide range/oven, lighted range hood, vented exhaust fan, refrigerator and a minimum 24-inch wide kitchen sink.
 - Kitchens shall be sized to accommodate the maximum number of residents who may reside in the dwelling unit, including cabinetry and shelving.
 - ranges and cooktops should not be placed against side walls.
 - In zero, one, and two bedroom units, provide a 14-cubic foot, two door, frost-free refrigerator with freezer compartment. In three bedrooms or larger units, provide an 18-cubic foot, two-door, frost free refrigerator with freezer compartment.
 - The size of kitchen sinks shall be increased and include double bowl sinks for larger family units, as appropriate.
 - b. Kitchens should have natural light or be open to the living room/dining room via a pass-thru window arrangement.
 - c. Provide a 12-inch dropped header to minimize false smoke alarm detection and premature staining of paint in other rooms. Where this would result in a soffit less

than 6'-8" above the finished floor, provide a dropped header as deep as possible without encroaching on the minimum clear height required by the applicable building code.

- d. When range hoods are ducted through the overhead wall cabinet, the duct must be "boxed in" with a finished wood enclosure, with the remainder of the wall cabinet space usable, or the cabinet doors shall be secured to prevent access. Range hood ductwork located above the wall cabinets must be concealed, such as in a soffit.

7. Living Room/Dining Room

- a. Living and dining rooms should be sized to accommodate the maximum resident occupancy of the unit and anticipated furniture placement.
- b. Living Room/Dining Room areas should have windows that allow for viewing the exterior when seated.
- c. A minimum of one wall, preferably two, should be provided with no fenestration or interfering doorways to allow for adequate furniture placement.

8. Bedrooms

- a. The primary bedroom is to have 100 square feet of usable area with preference to 10 feet by 10 feet.
- b. Secondary bedrooms shall be a minimum of 80 square feet with the smallest dimension compliant with usable furniture arrangements.
- c. The layout of the bedrooms must be of sufficient size to accommodate a bed, storage chest, night table, chair, and circulation space. Accessible/Adaptable rooms shall be sized to accommodate wheelchair maneuverability.
- d. All bedrooms shall have a 2'-8" or larger door unit with a privacy lockset.
- e. Bedrooms should be located for privacy (visible and audible) and security.
- f. Bedrooms should be grouped together and located away from the living/dining/kitchen.
- g. Every bedroom shall have a two-foot deep by four-foot or wider, closet with a shelf, closet rod, and a door.
- h. Closets should be used to provide a sound barrier between bedrooms.

9. Bathrooms

- a. All zero bedroom and larger units shall have a bathroom containing a nominal 30"x60" bathtub unit with a showerhead, a vanity sink, a 30" tall mirrored medicine cabinet, and a toilet. A nominal 33"x63" shower unit may be provided in lieu of a bathtub unit to meet the needs of mobility-impaired residents. Bathroom hardware shall include a shower curtain rod permanently anchored to the wall, toilet paper holder, two towel bars, and robe hook(s). Three-bedroom units shall have an additional half bathroom containing a sink, mirror, and toilet. Every four-bedroom and larger unit shall have a second full bathroom containing a bathtub as noted above or a 36"x36" or larger shower unit.

- b. All bathtubs/shower units must be provided with a safety grab bar (to grab onto in the event of a fall) and a soap dish in the tub/shower unit.
- c. Bathrooms and showers shall have a slip-resistant finish.
- d. Provide wall reinforcement/blocking for mounting future grab bars at all Accessible, Adaptable and Visitable locations.
- e. All bathrooms shall have a 2'-6" or larger door unit with a privacy lockset.
- f. All bathrooms shall be mechanically ventilated.
- g. Windows shall not be located within the tub/shower surround.
- h. Bathrooms should be located in an area convenient to bedrooms. Primary bathrooms should be located outside of, but adjacent to bedrooms.
- i. Whirlpool baths or spas and similar luxuries are not allowed unless specifically agreed to by the program manager of the funding source being sought.
- j. Vanities shall be provided with all lavatory sinks. See building code requirements for removable cabinet criteria. Accessible shelving or a base cabinet shall be provided immediately adjacent to the sink in Accessible/Adapted, Move-in Ready dwelling units.
- k. In buildings designed specifically for the occupancy of seniors and/or special-needs occupants with mobility impairments, at least one code compliant grab bar shall be installed in every tub and/or shower unit.
- l. All pre-manufactured tubs/shower units are to be at a minimum made of a seamless one-piece molded construction. Existing units may utilize multi-piece tubs when one-piece tubs cannot be delivered in place due to limitations of the remaining construction.

10. Storage Areas

- a. Dwelling units shall include closets near main entries for outerwear and bulk storage rooms within the dwelling unit or in common storage rooms, as listed below:

Storage Area Chart—Minimum required areas

Dwelling Unit Type	Entry Area Storage Closet	Bulk Storage
0 Bedroom/Studio	6 sq. ft.	10 sq. ft.
1 and 2 Bedroom	8 sq. ft.	20 sq. ft.
3- Bedroom	10 sq. ft.	25 sq. ft.
4- Bedroom	12 sq. ft.	25 sq. ft.
5- Bedroom and larger	14 sq. ft.	25 sq. ft.

- b. Every dwelling unit must contain a storage closet for linens with 6 linear feet of shelving with minimum dimensions of 1 foot, 6 inches deep and 2 feet, 0 inches wide.

- c. Bulk storage located in basements or other areas subjected to high ambient moisture or humidity shall be waterproofed, ventilated, and dehumidified to prevent damage to stored items.
- d. Bulk storage may be omitted in areas where basements cannot be provided due to high water tables, poor soil conditions, or rock that cannot be cost-effectively excavated and are governed by a zoning ordinance floor area ratio, or other local zoning restrictions that would result in the loss of dwelling units as a result of complying with this storage requirement. In such cases, alternative storage facilities, such as negotiated discounts to nearby commercial facilities, are encouraged.
- e. Dwelling unit sizes may be increased up to the minimum areas listed in the bulk storage table above, to accommodate bulk storage space located within the dwelling unit, or in remote storage areas.
- f. All bulk storage closets or bins outside of dwelling units must have doors with locking hardware.
- g. Walk-in storage closets should be provided with a light and wall switch.

11. Dwelling Units for Seniors

The following criteria are considered superior design solutions for senior apartments (for 55 years and older residents):

- a. Complete apartments that include a kitchen, bathroom(s), living room, dining area, and bedroom(s), rather than studio/efficiency units.
- b. Design elements that allow for unique treatment of apartment entryways to facilitate wayfinding, reduce an institutional appearance and promote personalization.
- c. Windowsill heights that are no greater than 32 inches above the finished floor to allow viewing of the outside from a seated position.
- d. Pantry cabinetry in lieu of wall cabinets over the stove, refrigerators, and sinks.
- e. Switches and other operable devices no more than 48 inches above the finished floor height and mount electrical outlets between 18-24 inches above the finished floor.
- f. Lever faucet controls for the kitchen sink and bathroom lavatory.
- g. A hand-held shower head with at least 5 feet of hose on an adjustable bracket.

12. Floor Finishes

The following acceptable floor finishes should be selected to enhance the residential appearance of the dwelling unit and not result in an institutional overtone in the space:

- a. A minimum of 26 oz., level-loop, commercial grade carpet or a minimum 26 oz. residential cut-loop carpet.
- b. Resilient vinyl flooring with a minimum thickness of 0.080"
- c. Vinyl composition tile with a minimum thickness of 1/8"

- d. Superior grade flooring products such as:
- luxury vinyl tile
 - water resistant laminate flooring
 - 5/8" solid bamboo flooring
 - 3/4" tongue and groove hardwood flooring.

Provide waterproof assemblies for floor systems in laundry rooms, bathrooms, or similar spaces prone to water damage. Extend waterproofing four inches or more above the floor.

Waterproofing may be accomplished with the finish flooring by utilizing sheet vinyl flooring and a fully caulked vinyl base to ensure a watertight installation, or ceramic tile with an integral 4" base.