

# **Design Review Manual**

**Crossroads Commercial Center**

**At Mountain View Meadows**

**August 20, 2012**

**TABLE OF CONTENTS**

- 1. INTRODUCTION ..... 3
  - Intent and Purpose ..... 3
  - Relationship to other Governance Documents..... 3
  - Organization of this Document..... 3
- 2. CROSSROADS OWNER’S ASSOCIATION DESIGN REVIEW COMMITTEE (DRC) ..... 4
  - Organization..... 4
    - Make Up and Appointments ..... 4
    - Meetings ..... 5
    - Reimbursement ..... 5
    - DRC Responsibilities ..... 5
    - No Improvement without Committee Approval..... 5
    - Timely, Sensible, Collaborative Process ..... 6
    - Failure to Comply ..... 6
  - Competency Standards..... 6
    - Minimum Credentials for Design Professionals ..... 6
    - Credentials Required for Other Professionals..... 6
  - Enforcement..... 6
    - Reasonable Enforcement ..... 6
    - Required Conformance ..... 6
    - Amendment..... 7
- 3. IMPROVING THE PARCEL OWNER’S PARCEL ..... 7
  - Parcel Use and Improvement..... 7
    - Permitted Uses ..... 7
    - Commercial Center Goals for Design and Construction..... 9
    - No Temporary Structures..... 9
  - Design Submittal and Review Process..... 9
    - Preliminary Review ..... 10
    - Final Review..... 10
    - Construction Inspections..... 11
    - Certificate of Occupancy ..... 12
    - Rebuilding of Destroyed Buildings ..... 12
    - No Waiver ..... 12
    - No Liability ..... 12
  - Design Standards and Guidelines..... 13
    - Site Planning & Landscape Architectural Guidelines ..... 13
    - Architectural Design Standards ..... 42
    - Signage Design Standards ..... 57
    - Construction Guidelines ..... 65
- APPENDIX ..... 67

# CROSSROADS COMMERCIAL CENTER

## Design Review Manual

The definitions in the Declaration of Covenants, Conditions and Restrictions (CC&R's) are adopted for purposes of this Design Review Manual ("Manual").

The Crossroads Commercial Center Declaration of Covenants, Conditions & Restrictions provide that all buildings, structures, fencing, and landscaping and other improvements at the Crossroads Commercial Center at Mountain View Meadows Development shall be subject to, and shall conform to the Design Review Manual.

The By-Laws of the Crossroads Owner's Association (COA) provide that the Board of Directors may appoint Committees, or adopt regulations, as may from time to time be necessary or convenient to implement the purposes and intent of the Declaration of Covenants, Conditions and Restrictions.

## 1. INTRODUCTION

### *Intent and Purpose*

In order to achieve the purposes set forth in the Crossroads Commercial Center Declaration of Covenants, Conditions and Restrictions a Design Review Committee (DRC) will review all proposed improvements to Parcels. The DRC will use this Design Review Manual as a guideline for their evaluations, recommendations and approvals, thereby assuring each Member that:

- their investment will be protected to the greatest degree possible; and not otherwise impaired by any other Parcel's improvements;
- layout flexibility for any Owner's Parcel will be maximized as improvement decisions are made;
- the improvements a Parcel Owner desires to make to their individual parcel(s) will be evaluated fairly, reasonably, consistently and in a timely fashion.

The Design Review Manual sets forth specific procedures, guidelines and requirements governing the DRC's review of concept plans and construction drawings for all proposed alterations of land or buildings on the Owner's Parcel(s). The Design Review provisions are intended to invite variety, originality and authenticity of style in both architectural and landscape design in a way that furthers the Crossroads Commercial Center at Mountain View Meadows development concept.

### *Relationship to other Governance Documents*

The Design Review Manual is subject to all provisions of the Crossroads Commercial Center Declaration of Covenants, Conditions and Restrictions, and the Crossroads Owner's Association Articles of Incorporation and its By-Laws. It shall conform to and be consistent with those documents.

### *Organization of this Document*

Following this introduction (Section 1), this Design Review Manual includes the following sections:

### **Section 2 – The Crossroads Owner's Association Design Review Committee (DRC)**

This section covers the DRC's organization and procedural activities, including make-up, meetings, and responsibilities and general service commitment to Members. It also discusses competency standards and enforcement provisions.

### **Section 3 – Improving a Parcel(s)**

This section covers the Owner's Parcel use and improvement requirements, the Design Submittal and Review Process, and specific standards and guidelines for Site and Landscape Development, Architectural Design, Signage Design and Construction.

In matters of compliance for each of these areas, the goal of the Design Review Manual is to clearly set forth:

- What a Parcel Owner is entitled to do.
- What a Parcel Owner is not entitled to do.
- Areas where the Parcel Owner is entitled to have the DRC work collaboratively with them to accommodate creativity and innovation.

### **Section 4 – Appendix**

Examples of preferred architectural styles and materials are included in the Appendices to this Manual. These additional examples are included to help better clarify and interpret the architectural design standards of this Manual for the Parcel Owners.

## **2. CROSSROADS OWNER'S ASSOCIATION DESIGN REVIEW COMMITTEE (DRC)**

### ***Organization***

#### **Make Up and Appointments**

##### **Appointments to the Committee**

The Declarant (as defined in the Crossroads Commercial Center Declaration of Covenants, Conditions and Restrictions) shall appoint, and may replace, the members of the Design Review Committee until Declarant has sold ninety (80%) of all Acreage within Crossroads Commercial Center or until January 1, 2032. Thereafter, the Crossroads Owners Association (COA) Board of Directors shall appoint, and may replace, the members of the Design Review Committee.

##### **Committee Make Up**

Until 80% of the Commercial Center Acreage has been sold, or the date of January 1, 2032, make up of the DRC shall be at the Declarant's discretion. At turnover, the Crossroads Owner's Association (COA) Board of Directors shall empanel the DRC to consist of three (3) persons with the following qualifications:

- One (1) Members of the COA. A Member serving on the DRC may or may not also be a member of the Board of Directors or other Association governance committees.
  - One (1) Architect licensed to practice in Montana.
  - One (1) Landscape Architect licensed to practice in Montana.
- The Architect and Landscape Architect may or may not be Members of the Association.



Members of the Committee shall elect a presiding Chairman, who shall be approved by the COA Board of Directors.

#### Term

After 80% of the Acreage of Commercial Center Parcels has been sold, persons serving on the Design Review Committee shall be appointed to serve for a term for no less than three (3) years.

#### Meetings

##### Annual Meeting

The DRC shall meet each year on the same day as the Annual Crossroads Owner's Association Meeting, to address administrative matters and any proposed changes to the Design Submittal and Review Process.

##### Ad Hoc

The DRC shall meet as necessary to review application packages submitted by Member's in conjunction with this Manual. They shall strictly adhere to the time and response schedule as outlines on pages 10 – 12 within this document.

#### Reimbursement

Design professional DRC members (Architect or Landscape Architect) shall be reimbursed at their normal professional rate for services. The DRC may consult with other professionals who are not members of the DRC to assist it in making decisions. The reasonable cost of such consultation shall be borne by the Parcel Owner applicant, provided the applicant is advised in advance of the approximate cost of proposed services.

#### DRC Responsibilities

##### To the Association

The DRC is authorized by the COA's Board of Directors, for the benefit of the Crossroads Commercial Center and its Owners, to review all proposed improvements to an Owner's Parcel(s). The Committee's oversight activities shall have as their primary objective ensuring that the Purposes set forth in the Declaration of Covenants, Conditions and Restrictions are met.

The DRC shall report to the Board of Directors as necessary, and coordinate with and support both the Board and its other designated Committees in all matters relating to Crossroads Commercial Center governance.

##### To the DRC

Part of the DRC mission shall be to help Parcel Owners enjoy the improvement process for their fee parcels. Through the Standards and Guidelines set forth in this Design Review Manual, the DRC shall help Members pre-plan their parcel improvements in a manner that will allow those improvements to succeed for them.

The DRC and the Design Review Manual shall assure Owners of predictability and fair play in the Design Submittal and Review Process, and thereby make this process as convenient and pleasant as possible.

#### No Improvement without Committee Approval

No site, building, building addition, exterior alteration or other structural improvement, including, but not limited to, grading, roads, landscaping, signage and fencing, shall be

erected, placed, added to, altered or reconstructed upon any Owner's Parcel until the location and the plans and specifications thereof have been approved in writing by the DRC. Any such approval may be made subject to conditions. When the DRC issues an approval, a copy of the plans and specifications shall be returned to the DRC for permanent record. The DRC may establish categorical exemptions from review.

### **Timely, Sensible, Collaborative Process**

The DRC's Submittal and Review Process shall provide each Parcel Owner with a collaborative environment that incorporates a common-sense approach to applying the Design Standards and Guidelines set forth in this Design Review Manual. Deliberations shall in all cases be undertaken in good faith to meet deadlines in a timely fashion.

### **Failure to Comply**

If a Parcel Owner (or other applicant) fails to comply with a written directive from the DRC, the DRC shall have the right and authority to cause the performance of the subject matter of such directive. Such right and authority shall include, if necessary, the right to enter upon the Parcel to correct any non-compliance with approved plans and specifications of this manual. The cost of performance of the subject matter shall be charged to the Parcel Owner in question. Such charges shall be due within fifteen (15) days after receipt of written demand, and may be recovered by the Association in the same manner as a delinquent assessment in accordance with the Declaration of Covenants, Conditions and Restrictions. Failure to comply with the requirements for DRC approval shall be deemed sufficient basis for the DRC to refuse to review and approval of the submission.

## ***Competency Standards***

### **Minimum Credentials for Design Professionals**

To assure quality design and competent performance, professionals to be engaged by both the DRC and Parcel Owners in developing or reviewing design documents, plans and construction specifications must have the following minimum credentials unless otherwise approved by the DRC: Landscape Architects – Registered in the State of Montana to practice Landscape Architect. ; Architects – Registered in the State of Montana to practice Architecture Engineers – registered in Montana to practice Engineering.

### **Credentials Required for Other Professionals**

Other building industry professionals may be approved by the DRC at its discretion. Members wishing to utilize the services of other building industry professionals shall submit the names and qualifications of such professionals to the DRC for advance approval.

## ***Enforcement***

### **Reasonable Enforcement**

The Design Review Committee shall reasonably implement and enforce the policies and terms of the Design Review Manual in accordance with Crossroads Commercial Center Declaration of Covenants, Conditions and Restrictions, and By-Laws.

### **Required Conformance**

All structures, improvements and landscaping on any Crossroads Commercial Center Owner's Parcel shall conform to the Design Review Manual and the Declaration of Covenants, Conditions and Restrictions.

### **Amendment**

The procedures, design requirements, design guidelines and construction guidelines set forth in the Design Review Manual may be amended, with the express written consent of Declarant, by the Board of Directors so long as the amendments conform to the purposes and intent of the Design Review Manual and the Declaration of Covenants, Conditions and Restrictions. At such time as Declarant has sold ninety-percent (80%) of the Commercial Center acreage, or until January 1, 2032, the express written consent of Declarant shall no longer be required for the Board of Directors to amend the Design Review Manual.

## **3. IMPROVING THE PARCEL OWNER'S PARCEL**

### ***Parcel Use and Improvement***

#### **Permitted Uses**

##### City of Helena B - 2 General Commercial Zoning Permitted Uses

In order to protect and sustain the purposes and character of the Crossroads Commercial Center, all Parcels shall, at a minimum, shall comply with the City of Helena, Montana Zoning Code and Permitted Uses. However, further additional use restrictions as listed below will dictate over and above the City of Helena Zoning Code.

#### **Permitted Uses**

- 1) Residence, multi-dwelling Units (3 or more units)
- 2) Administrative government agency
- 3) Community cultural facility
- 4) Worship facility
- 5) Restaurant (sit down required)
- 6) Tavern
- 7) Healthcare center or facility
- 8) Hotel/motel
- 9) Indoor entertainment, sports and recreation
- 10) Outdoor open space, parks and playgrounds
- 11) General retail sales
- 12) General offices
- 13) Shopping center
- 14) Administrative services
- 15) Artisan shop
- 16) Daycare center (children under 13 years old)
- 17) Financial services
- 18) General professional services

- 19) Veterinary clinic (small animals)
- 20) On site construction office
- 21) Outdoor concerts and theatrical performances
- 22) Parking lot or structure
- 23) Funeral home
- 24) Education or Instructional facility
- 25) Community Center
- 26) Outdoor entertainment sports and recreation
- 27) Mini storage (as a minor element of another use – not stand alone storage units)

#### **Prohibited Uses**

- 1) Boarding or rooming house
- 2) Community residential facility
- 3) Mobile home park
- 4) Single family dwelling
- 5) Residence , two-dwelling units
- 6) Horticulture
- 7) Animal shelter
- 8) Prerelease center
- 9) Public safety facility
- 10) Casino
- 11) Restaurant (drive-in)
- 12) Specialized food production
- 13) Contractor yard
- 14) Industrial (light, medium or heavy)
- 15) Bed and Breakfast
- 16) Campground or RV park
- 17) Country Inn
- 18) Emergency Shelter
- 19) Large equipment rental
- 20) Agricultural supply sales
- 21) Auction sales
- 22) Construction materials sales

- 23) Manufactured housing sales
- 24) Commercial kennel
- 25) Daycare, adult
- 26) Daycare, (group or family over 13 years of age)
- 27) Veterinary clinic, large animal
- 28) Mini-storage facility (stand alone)
- 29) Warehouse
- 30) Carnival or circus
- 31) Itinerant outdoor sales
- 32) Bus terminal
- 33) Utility, distributed power or minor
- 34) Vehicle repair
- 35) Vehicle service

#### **Commercial Center Goals for Design and Construction**

Design concepts and plans for all buildings and structures shall conform to Mountain View Meadows – Crossroads Commercial Center goals for consistent architectural and landscape architectural themes that are representative of the character of Montana vernacular architecture and the architectural context of other existing building within Crossroads Commercial Center at Mountain View Meadows.

Furthermore, all buildings should strive for compliance with energy efficient and green building industry design standards and practices to the highest level feasible given the project's constraints. The principals and standards established by Leadership in Energy and Environmental Design (LEED) should be incorporated into each project's structure, materials, site development and landscape.

#### **No Temporary Structures**

Consistent with Declaration of Covenants, Conditions and Restrictions, no structure of a temporary character, including any trailer, tent, camping quarters, garage, barn, or other out-building, shall be used upon any Parcel at any time as a residence, sales center or office either temporarily or permanently.

The foregoing shall not be deemed to preclude temporary construction office or storage trailers during the construction time period.

#### ***Design Submittal and Review Process***

The following plan review stages invite clear and open communication and reduce the chance that plans will be developed that are not appropriate for the Crossroads Commercial Center. This will benefit each Parcel Owner by minimizing redesign and revisions during the review process. The DRC review process will involve the following steps and submittals which are summarized at the back of the Appendix.

## **Preliminary Review**

### **Informal Discussions**

Pre-Application discussions provide an opportunity for the Parcel Owner, Parcel Owner's design team, and the DRC to have an informal discussion of the Design Review Manual, Declaration of Covenants, Conditions and Restrictions, the specific site, architectural and/or landscape architectural Design Standards and Guidelines, and the design review and construction processes. This meeting will also provide the Parcel Owner and their design team an opportunity to share their initial design concepts. No formal submittals will be required.

Pre-Application meetings may be conducted either in person or via telephone conference call at any time mutually convenient to the Parcel Owner and the DRC.

### **Conceptual Improvement Plan Submittal**

A Conceptual Improvement Plan, including schematic design of all structures, a description of relevant design details, a site development plan and a landscaping concept shall be submitted by the Member to the DRC. An anticipated construction plan and construction timeline shall also be submitted. The DRC will review the completeness of the submitted conceptual improvement plan within fifteen (15) days of receipt and provide the Parcel Owner and/or the Parcel Owner's design team with a list of specific outstanding issues, if any, that must be addressed prior to its Preliminary Approval Conference. A date for the Preliminary Approval Conference will also be set at this time. The conference will allow for Parcel Owner and DRC to hold a working meeting to discuss and work through any specific design issues that need to be resolved prior to granting Preliminary Approval.

As part of their Conceptual Improvement Plan Submittal, Parcel Owners are encouraged to include digital photographs and/or any other reference materials that may assist the DRC in visualizing the proposed building and site improvements.

## **Final Review**

### **Final Improvement Plans and Documents Submittal**

Upon Preliminary Approval, the following materials shall be submitted by the Parcel Owner to the DRC for final review:

- Final Design and Construction Documents

This shall include a site plan, grading plan, foundation plan, framing plan, floor plan, roofing plan, building elevations, landscape plan and all specifications and materials schedules as specified under section 3. of this Design Review Manual.

- Construction Management Plan

This shall include a summary of planned construction activities, the anticipated construction schedule (not to exceed twenty-four (24) months without approval of the DRC for special circumstances), and the name of the Builder or General Contractors to be employed.

The purpose of this review is to ensure that final construction plans and documents are consistent with the conceptual plans approved at Preliminary Review.

The DRC will review the completeness of the final plans and documents submitted within fifteen (15) days of receipt and provide the Parcel Owner and the Parcel Owner's design team with a list of specific outstanding issues, if any, that must be addressed prior to its review for Final Approval and issuance of a Notice to Proceed.

A formal meeting between the Parcel Owner and the DRC will not be required for final approval. However, the general contractor shall meet with a representative from, or appointed by, the DRC prior to initiating any construction or site preparation. The purpose of this meeting is to ensure that the general contractor is aware of all construction regulations.

#### Final Approval and Notice to Proceed by DRC

A written "Notice to Proceed" will be issued by the DRC for all plans that are consistent with plans initially approved at Preliminary Review. The DRC shall issue the Notice to Proceed within fifteen (15) days from the date complete Final Improvement Plans and Documents are submitted.

If construction plans deviate from approved Preliminary Plans, the DRC may approve such deviations and issue a Notice to Proceed or may disapprove the construction plans. In the event that construction plans are not approved, the DRC shall provide a written explanation of why the plans were denied within fifteen (15) days from the date complete Final Construction Plans are submitted.

#### Parcel Owner Responsibility for Permits

Prior to initiating construction, the Parcel Owner shall be responsible for obtaining any applicable permits required by City, County, or State agencies.

#### Variances

The DRC shall strive to interpret and apply the Design Standards and Guidelines of this Design Review Manual consistently for all Parcel Owners, and for the benefit of all Parcel Owners. However it is recognized that the location and physical characteristics of some Parcels may allow for certain design variables, or require additional flexibility to accomplish reasonable use of the Parcel.

The DRC may, therefore, grant specific variances as individually warranted; but in no case shall any variance be granted that is inconsistent with the Declaration of Covenants, Conditions and Restrictions.

### **Construction Inspections**

#### Compliance Inspections by the DRC

Inspection of work and correction of defects therein shall proceed as follows:

Upon completion of any work for which approved plans are required, the Owner or other responsible party shall give written notice of completion to the DRC.

Within seven (7) days thereafter the DRC, or its authorized representative, shall inspect such improvement. If the DRC finds that such work was not done in substantial compliance with the approved plans, it shall notify the responsible party in writing of such non-compliance within such seven (7) day period, specifying the particulars of non-compliance and requiring the responsible party to remedy the non-complying elements.

If, upon expiration of seven (7) days from the date of such notification, the responsible party has failed to either remedy such non-compliance or provided sufficient assurance of, and an acceptable schedule for, compliance, the DRC, at its option, may remedy the non-compliance and bill the Parcel Owner or other responsible party for all expenses incurred. The DRC shall be entitled to levy a Limited Special Assessment against the Parcel Owner for any such expenses which are not promptly repaid to the DRC by the responsible party.

#### **Change Orders**

The design of planned improvements may be refined during the construction process. Any substantial changes to approved plans that may be expected to alter the appearance of the final improvement shall require review and approval by the DRC. Parcel Owners are required to contact the DRC prior to initiating such changes. Submittal requirements and the review process will vary depending upon the nature and extent of the proposed changes.

#### **Violations**

If a violation occurs, the DRC shall give written notice thereof to the Parcel Owner. If the violation is not cured, or work commenced to cure the same within forty-eight (48) hours after notice is received, the DRC may cause the violation to be corrected. The responsible party shall pay the said correction costs to the DRC.

#### **Certificate of Occupancy**

Before occupying a new building, the Parcel Owner must request and receive a Certificate of Occupancy from the DRC. If all improvements are completed in accordance with approved design and construction plans, the DRC shall issue a Certificate of Occupancy within 5 days. In the event a building is completed and a Parcel Member needs to occupy it prior to the completion of all final landscaping and site improvements, they may obtain a temporary Certificate of Occupancy from the DRC.

#### **Rebuilding of Destroyed Buildings**

Any building or other structure or improvement which may be destroyed in whole or in part by fire, windstorm or from any other cause or Act of God may be rebuilt and reconstructed in a substantially similar fashion so long as the Parcel Owner complies with the Final Review portion of the Design Submittal and Review Process. Rebuilding shall be completed within twenty-four (24) months of the time the damage occurred.

If it is desired to rebuild the building or other structure to a new design, or on a different site location than the original foundation, a new application for Parcel Improvement will need to be submitted to the DRC, and all elements and requirements of the Design Submittal and Review Process of this Manual will apply.

If the buildings are not to be rebuilt, the lot shall be fully cleared and restored to a natural state by the Parcel Owner within six (6) months of the time the damage occurred.

#### **No Waiver**

The DRC's approval of any proposals, plans or work undertaken shall not constitute a waiver of its right to withhold its approval of similar proposals, plans or work undertaken on any other project.

#### **No Liability**

Neither the DRC, nor any authorized representative of the DRC, shall be liable to the Association or to any Parcel Owner for any loss, damage or injury arising out of or in any way connected with the performance or non-performance of the DRC's duties hereunder,



unless due to the willful misconduct, or bad faith of the DRC or its individual members. The DRC shall review and approve, disapprove or approve conditionally, all plans submitted to it for any proposed improvement, alteration or addition, on the basis of aesthetic considerations and the overall benefit or detriment which would result to the immediate vicinity and the Crossroads Commercial Center generally. The DRC shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of, any plan or design from the standpoint of structural safety or conformance with building or other governmental codes or regulations.

## ***Design Standards and Guidelines***

### **Site Planning & Landscape Architectural Guidelines**

#### Intent and Philosophy

It is intended that the following guidelines will assist each Parcel Owner's design team in the planning and development of site and landscape architectural plans for each Parcel. The guidelines are provided to ensure that every site and landscape is developed as an integral part of the building design process. Careful consideration should be given to the layout of pedestrian and automobile circulation, the development of open space, the orientation of buildings, landscape design and adjacent site connectivity.

When appropriate, outdoor public spaces should be provided for the enjoyment of the Parcel end-users and the community at large. In addition, spaces that can be appreciated by views from the public way are also encouraged. Landscaping, including plantings, earth forms, decorative paving and site furniture, should convey the design traditions of Montana. Plant materials should be used that convey the changing seasons. Plants that provide seasonal variations in color are particularly appropriate. Landscaping should contribute to the visual continuity of each Parcel within the Crossroads Commercial Center. Site and landscape design should provide visual delight, while also serving to define functional areas within the site and to buffer views of service areas. The following specific guidelines shall be followed for all site planning and landscape architectural design:

#### City of Helena Landscaping Requirements

Chapter of the City of Helena Zoning Code requires landscape standards with the intent to enhance, conserve and stabilize property values. In addition to these City requirements the Crossroads Commercial Center Design Guidelines requires **additional requirements** which are as follows:

#### Landscaping Area (refer to Helena Zoning Code Chapter 24 - Section 11-24-6)

Landscaping area shall be the area of the lot or lots less the total area occupied by all buildings on the site. This area shall be within the property boundaries and does not include green space within the ROW or other open space. Landscaping shall in addition to the City of Helena requirements according to the following schedule:

Up to 22,000 SF (1/2-acre) – 10% of the area must be landscaped.  
From 22,000 SF to 10-acres – 12% of the area must be landscaped.

Over 10-acres – 15% of the area must be landscaped.

#### Landscape and Mulch Coverage Definition

All developed landscaped areas must meet the City of Helena definition in Zoning Code Section 11-24-2; however, in addition to these requirements, no more than 50% of the landscaped areas can consist of any type of non living “mulch product” after a three-year growth establishment period.

#### Screening (Helena Zoning Code Chapter 24 - Section 11-24-8)

In addition to the Helena zoning code section 11-24-8 on Screening, all parking lots at Crossroads Commercial Center are required to provide parking lot screening to all adjacent lots (regardless of use) and street rights of ways (public and private). For purposes of this additional requirement parking lot screening is defined by a visual separation to a minimum height of 3’ with minimum summer opacity for plants of 70%. Screening may be provided by landscaping, fencing, walls or a combination of these elements.

#### Fences and Screen Walls

All fences and screen walls must meet or exceed the City of Helena restrictions for placement and height. In addition to these base requirements each lot must adhere to the following additional restrictions for fencing:

- 1) All fences and screen walls must compliment the architectural style and be ornamental in nature.
- 2) No standard chain link or vinyl fences are permitted.
- 3) Fences and screen walls may only be placed on a side or back yards unless being utilized for parking lot screening or outdoor amenity spaces such as patios.
- 4) Placement of any taller fences and screen walls (above 42”) should be directly tied to the building structure rather than be a stand alone structure within the landscape.
- 5) The DRC will work with lot owners on a case by case basis to minimize negative fencing impacts, while promoting proper screening and security through the use of architecturally integrating fences and walls.

#### **Natural Features**

While rolling topography is the key natural feature at Mountain View Meadows, any significant natural feature on any parcel should be incorporated as an asset in a site plan. This would include any existing waterways or drainage patterns, existing native vegetation, significant views or topographical characteristics. Other specific natural site feature design guidelines include:

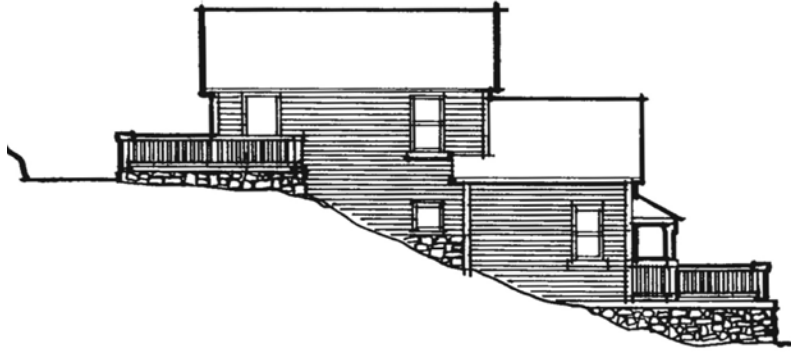
- Enhance existing native vegetation.
- Remove all noxious weeds.
- Minimize excavation that may be visible from an adjacent property.
- Maintain existing drainage patterns to the fullest extent possible.

#### **Topography**

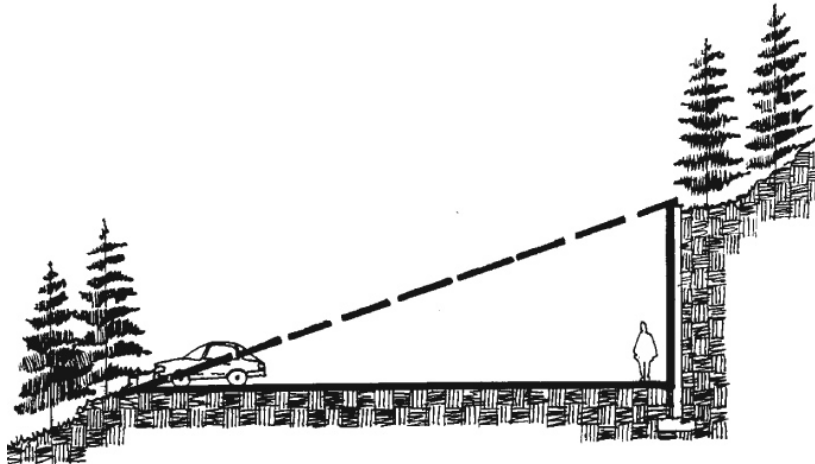
Site work should be planned to protect the assets of the existing topography. Other specific topographical guidelines include:

- Minimize cut and fill on a site by dividing large grade changes into a series of benches and terraces where feasible.
- Terrace buildings and landscape walls into the existing topography rather than making large cuts into the earth that change the character of the rolling topography. See Figure 1.

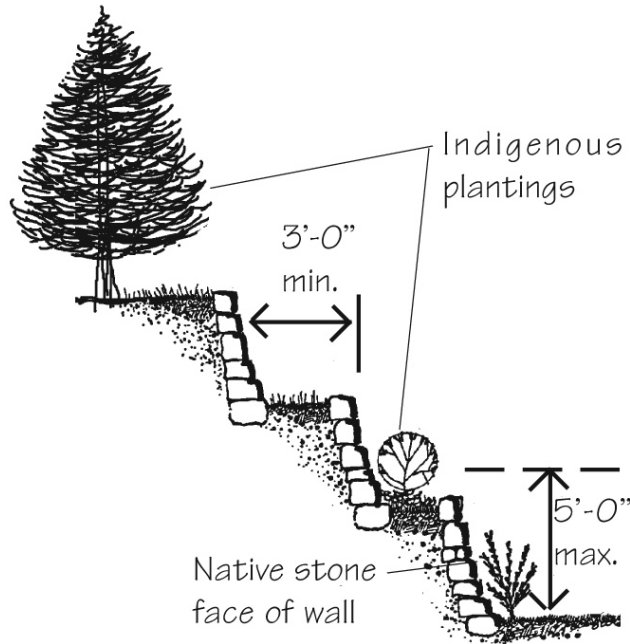
- Any unnatural cuts should be heavily screened with rocks, walls and plant material.
- Design building foundations to conform to existing topography rather than creating extensive cut and fill.
- Terrace parking lots on steep slopes. See Figure 4.
- Limit the height of retaining walls to less than 5' if feasible. See Figure 3.
- Utilize native rock or masonry materials for retaining walls that compliment the buildings and site.



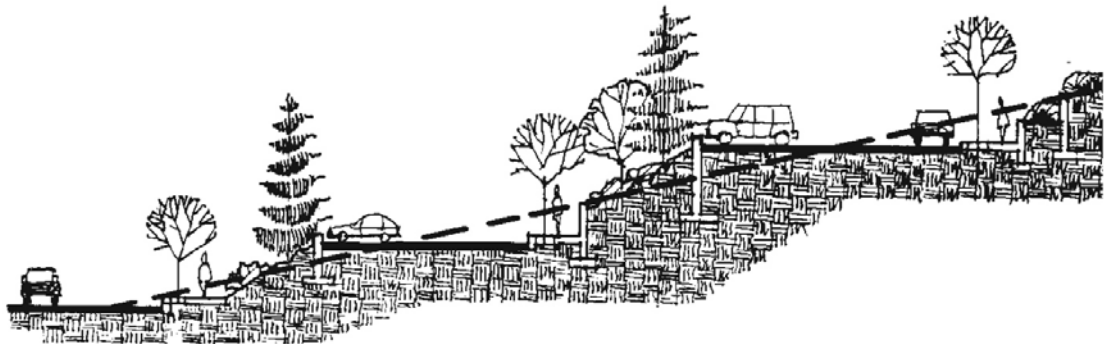
**Figure 1 – Design building foundations to conform to the natural topography.**



**Figure 2 – Excessive cut and tall retaining walls are not permitted.**



**Figure 3 – Retaining walls should blend with the natural features of the site.**



**Figure 4 – Terrace parking areas to reduce wall heights.**

**Site Drainage**

Site drainage should be designed as an amenity that is incorporated into the overall landscape scheme to enhance storm water recharge. Other specific site drainage design guidelines include:

- Incorporate a natural drainage way as an amenity into the site plan. See Figure 5.

- Avoid altering or obscuring natural drainage ways.
- Develop storm drainage as an open, landscaped swale or streambed - this can be accomplished while also meeting technical engineering standards. See Figures 5 and 6.
- Minimize the use of riprap and other devices that do not appear natural in character.
- Parking areas should be designed to minimize storm water runoff by maximizing groundwater recharge by use of bio-filtration and porous paving materials where feasible.
- When a storm water detention basin cannot be designed as a site amenity (See Figures 7 and 8), utilize an underground drainage system.



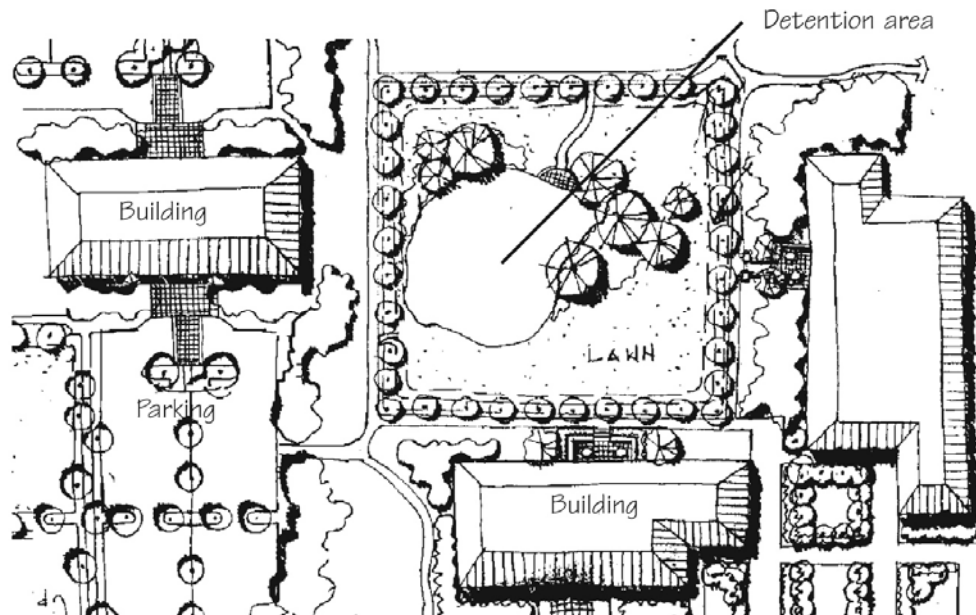
**Figure 5 – Incorporate surface drainage and recharge systems as part of the site amenity and landscape design.**



**Figure 6 – Open storm water swales, such as the one above, are an excellent way of recharging storm water back into the ground.**



**Figure 7 – Incorporate drainage and detention basins as site amenities and landscape design features.**



**Figure 8 – Include detention areas as part of the landscape scheme for a site when feasible. Also, arrange the buildings in a cluster to define key outdoor amenity spaces.**

**Building Placement**

Buildings should be sited on each site in accordance with each Lot’s specific site development guidelines **(see attachment A at the back of this document)**.

Other specific Building placement design guidelines include:

- When two or more buildings will be located on a parcel, arrange the buildings in a cluster to define outdoor spaces.
- Wherever possible locate buildings in close proximity to public streets and major intersections to enhance pedestrian friendly access from streets.
- Locate buildings to provide interest and diversity from the street and to assist in screening parking lots from the public streets.

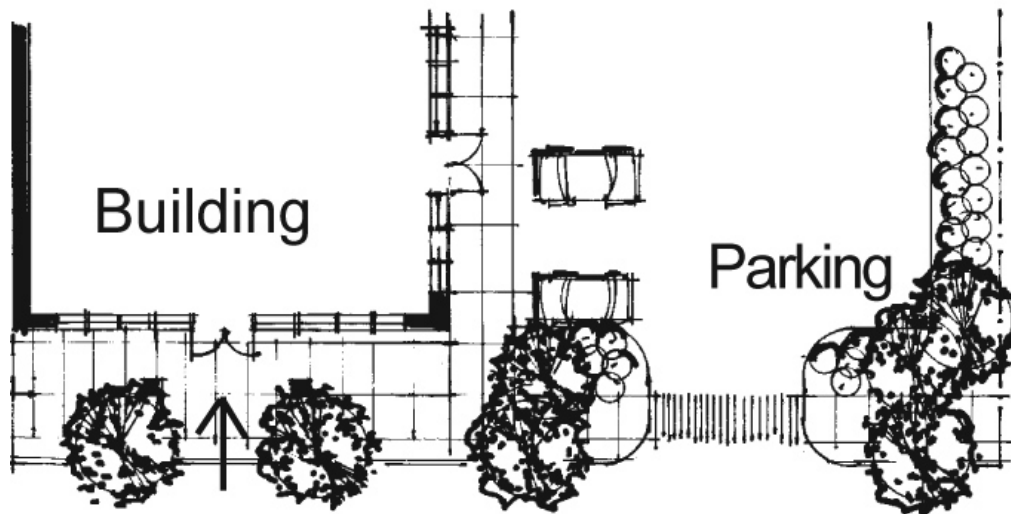


**Figure 9 – Providing a small plaza that adjoins a public sidewalk encourages public use and enjoyment.**



**Figure 10 – Utilize human scale design elements such as planters to create a pedestrian friendly entrance to the building.**





**Figure 11 – Locate building entries near public sidewalks when appropriate.**

**Outdoor Public Spaces**

The development of outdoor public spaces are encouraged in order to enhance the site as a place for pedestrians. Buildings and other site functions should be planned to create outdoor public spaces. Other specific outdoor public space design guidelines include:

- Design public spaces to include plazas, parks, covered arcades and weather-protected areas on sites when feasible.
- Position public spaces such that they can be shared by adjoining buildings, when feasible. See Figure 16.
- Orient outdoor public spaces to view activities, architectural features or other views that provide visual interest.
- Use decorative paved surfaces for public spaces such as stone, unit pavers or textured-colored concrete.
- Enhance public spaces with public art/sculpture, specialty landscaping and other garden features as appropriate.
- Orientate public spaces to the south for solar access, which will extend their season of use.
- Provide outdoor seating that is useable for extended periods of the year.
- Create a sense of enclosure or definition for each public space by use of landform, walls and plant materials.



**Figure 12 – Enhance larger public spaces with special features.**



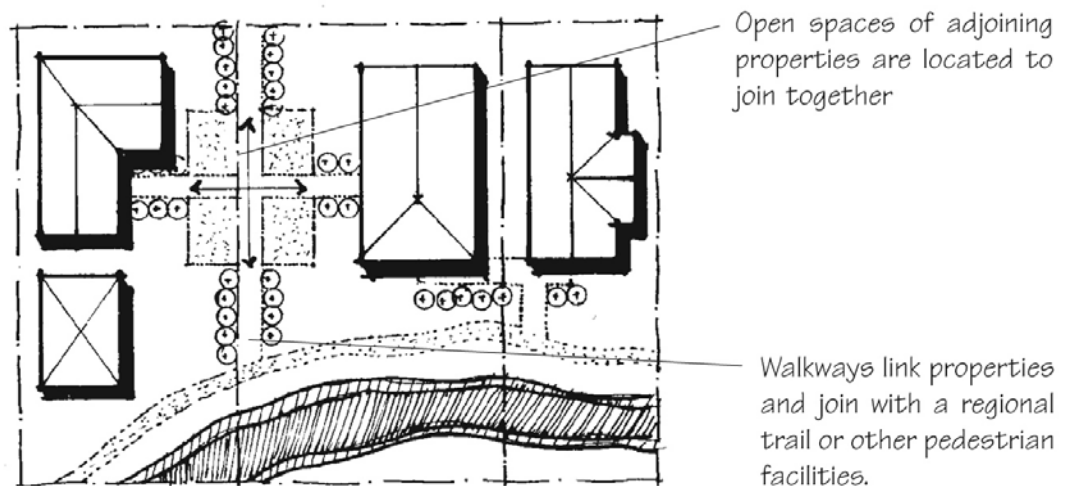
**Figure 13- Develop an outdoor public space as a focal point when appropriate.**



**Figure 14 – Decorative surface materials and landscape features should be integrated into the site design.**



**Figure 15 – Provide outdoor seating that is usable for extended periods of the year.**

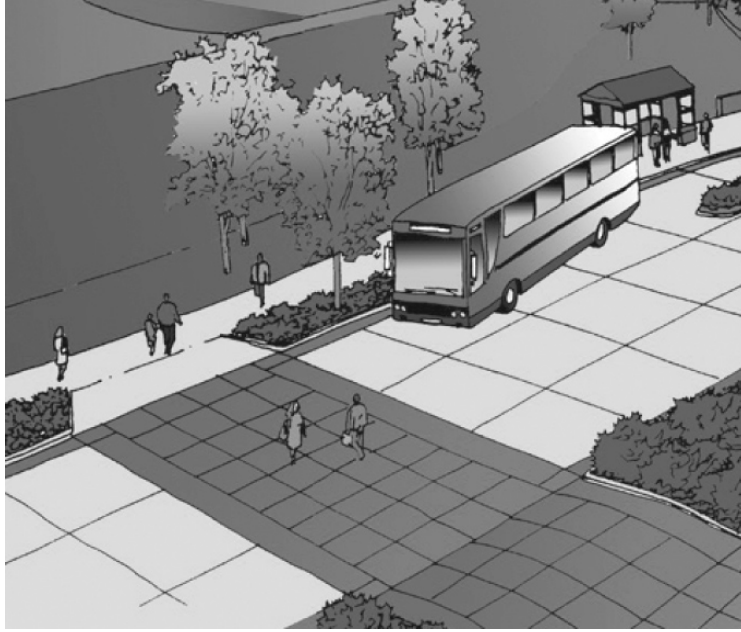


**Figure 16 – Use a public open space to connect the entrances of two buildings on a site whenever appropriate.**

### **Pedestrian and Bicycle Circulation**

Pedestrians and bicyclists should have safe, convenient access to the various functions of a site; therefore, a coordinated pedestrian and bicycle circulation system that fits the character of the site should be provided. Other specific pedestrian and bicycle circulation design guidelines include:

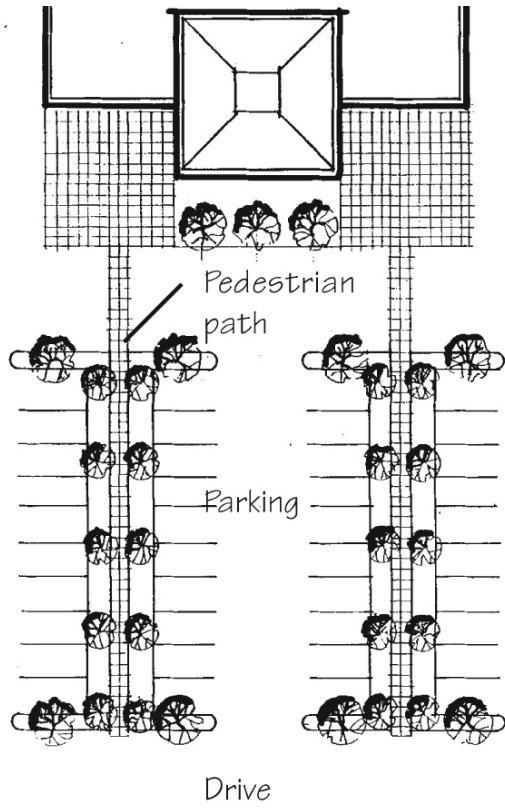
- Link the various buildings, outdoor spaces and site functions within a parcel by sidewalks and trails that promote safe non-motorized transportation.
- Provide convenient pedestrian and bicycle connections to adjacent sites, buildings, open spaces and public streets.
- Provide conveniently located bike rack(s) based on the size and function of the site. See Figure 20.
- Provide distinct pedestrian walkways from parking lots to buildings. See Figures 18 and 19.
- Locate sidewalks so that building entries are highly visible.
- Use materials that provide traction and facilitate general maintenance and snow removal.
- Clearly define key pedestrian and bicycle entrances to each parcel with distinctive landscape elements.
- Use decorative or textured paving, signs or landscaping to identify road crossing points for the sidewalks and trails. See Figures 17 and 19.
- Define the sidewalk with landscaping, paving, and pedestrian-scaled lighting. See Figure 18.



**Figure 17 – Use decorative or textured paving, signs and/or landscaping to identify pedestrian crossing points in streets and driveways.**



**Figure 18 – In large parking areas provide convenient pedestrian routes through the parking lot to the building entrances.**



**Figure 19 – Define walkways through parking lots.**



**Figure 20 – Provide conveniently located bike racks and/or employee bike lockers based on the size and function of the site.**

### **Internal Automobile Circulation**

A continuous, safe, and convenient internal automobile circulation system should be provided. The hierarchy of differing levels of use should be clearly apparent in the roadway designs. Other specific internal automobile circulation design guidelines include:

- Within a lot, convey the hierarchy of internal streets and driveways in the streetscape design.
- Minimize parking spots near internal entry and exit drives within large parking lots to improve efficient circulation. See Figure 21.
- Streetscape design elements should convey the level of use of the street. For example, major circulation routes should have a higher degree of landscape materials. See Figure 21.
- Minimize the number of curb cuts onto a public street along a property edge.
- Share a driveway with an adjacent property, when feasible.
- Entry points to a parcel for automobiles should be clearly defined to facilitate safe and convenient operation. See Figure 22.
- Use accent paving and landscaping to highlight primary entry points into a site. See Figure 23.
- Special signs that identify the entry point are appropriate.
- Link a road or driveway with the overall site circulation patterns of adjacent parcels, when feasible.
- Roadways may not exceed the minimum City standard width.



**Figure 21 – Provide clear well-defined entry drives void of on street parking.**



**Figure 22 – Identify key entry points into major site developments with integrated landscape design elements.**



**Figure 23 – Provide defined pedestrian circulation routes within a development.**



### **Parking Lots**

The visual impacts of parking areas should be minimized and large expanses of parking lots should be avoided. Using on-street and shared parking arrangements should be considered to accommodate some parking needs as well. Other specific internal automobile circulation design guidelines include:

- Minimize the number of cars parked on each parcel by not exceeding the minimum number of required spaces.
- Share parking spaces with complementary uses that have different peak periods of parking demand, if possible.
- Facilitate access to the site by alternative modes of transportation, including walking, bicycling and public transportation.
- A parking lot should be designed so it will provide efficient vehicular circulation and safe pedestrian circulation within the site, while minimizing the visual impacts of cars.
- Minimize the negative visual impacts of cars parked on site. A single parking area should not exceed one acre in size. If the total parking area of a project exceeds one acre, it should be divided into a series of separate lots. See Figure 31.
- Screen parking areas from view of public ways with landscape elements including earthen berms, low decorative walls, hedges, etc. with a minimum continuous height of 3'. See Figures 24, 25 and 30.
- Divide parking areas into smaller lots with planted buffers between them to minimize the perceived scale of the total field of stalls. See Figures 25 and 31.
- Locating all or most of a parking lot to the side or behind a building, rather than in front, is encouraged because it will reduce the visual impact of the parking lot as seen from the street. See Figures 28 and 29.
- Avoid parallel road conditions, in which two abutting properties have separate driveways. See Figure 32 and 33.
- Provide cross-property easements to share driveways and reduce the need for additional curb cuts, when feasible.
- Landscape buffers that separate parking lots should be 15' minimum width with a sidewalk and 12' minimum width without a sidewalk.



**Figure 24 – Provide landscape buffers at parking areas.**



**Figure 25 – Islands located in parking areas should be generously sized and landscaped to reduce the negative impacts of large expanses of asphalt and concrete.**



**Figure 26 – Combining stormwater swales with landscape buffers along property lines creates an attractive green space.**



Figure 27 – Include site amenities to add interest to larger parking areas.

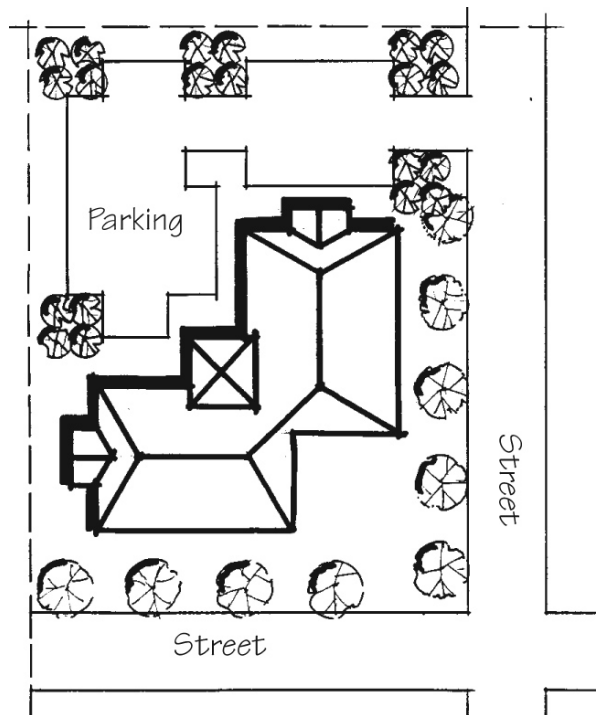
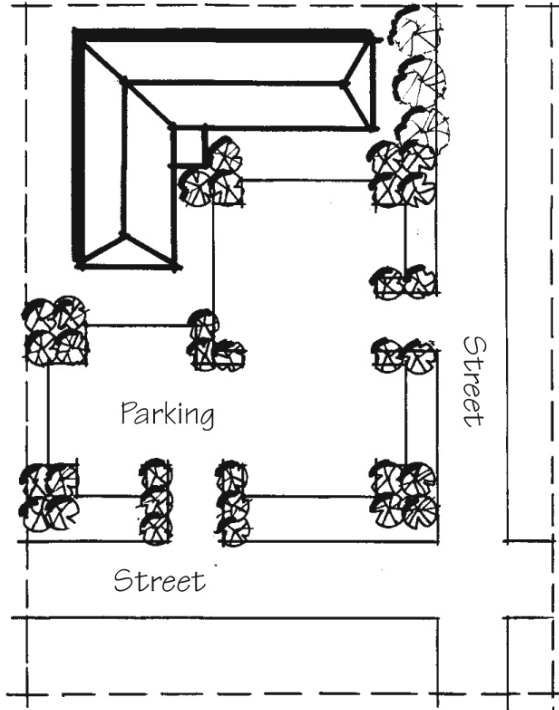
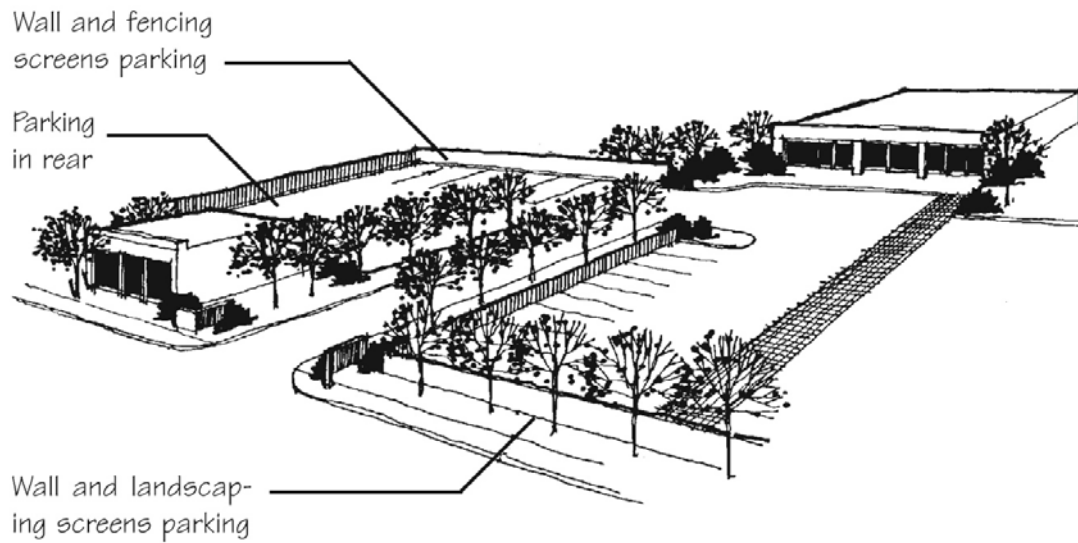


Figure 28 – Locating a building at a key corner with parking behind is appropriate.



**Figure 29 – Locating parking in front of a building, especially at a corner site is not permitted unless alternatives are not feasible.**



**Figure 30 – Buffering parking areas with landscaping is required.**

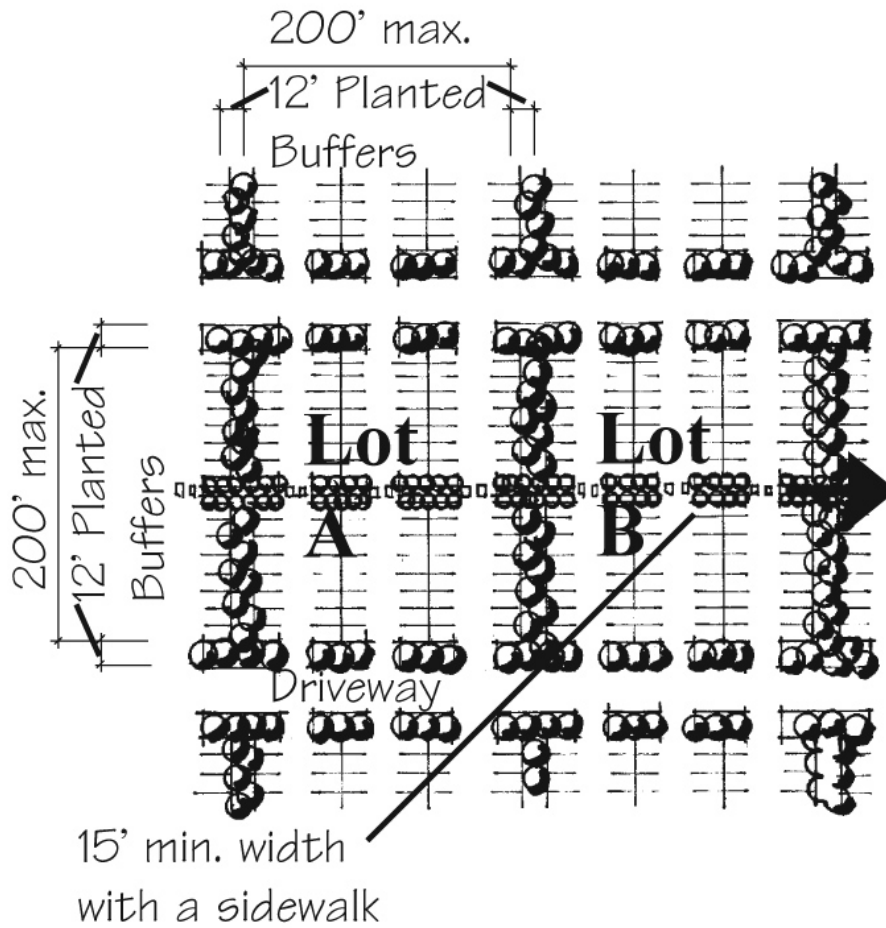


Figure 31 – It is required to divide a large parking area into a series of smaller lots to reduce visual impacts.

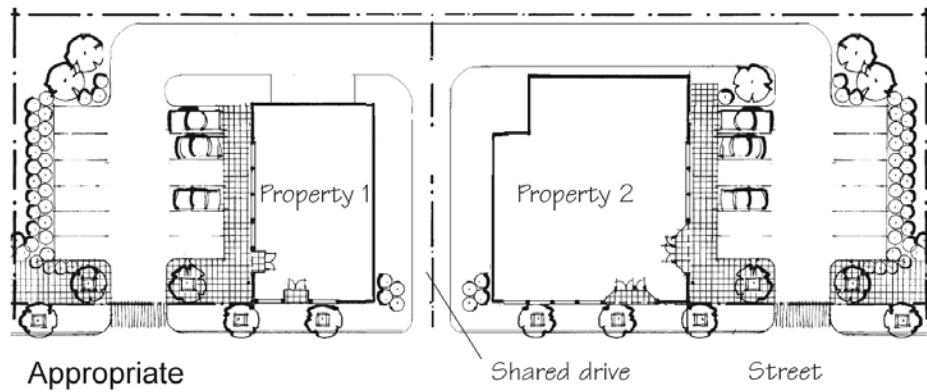
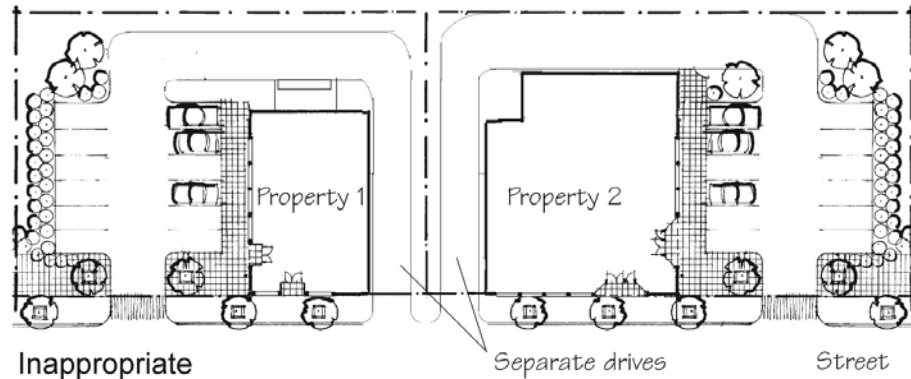


Figure 32 – Provide cross-property easements to share driveways and reduce the need for additional curb cuts when feasible.



**Figure 33 – Eliminate separate or duplicate driveways when feasible.**

### **Site Lighting**

Site lighting should be designed to facilitate safe and convenient circulation of motorists, bicyclists and pedestrians. Light levels should be sufficient for safety. However, light spill onto adjacent properties and into the night sky should be minimized. The light level at the property line is a key design consideration. The City of Helena zoning code, Title 10, Chapter I must be strictly followed to minimize light pollution, glare and light trespass. Other specific site lighting design guidelines include:

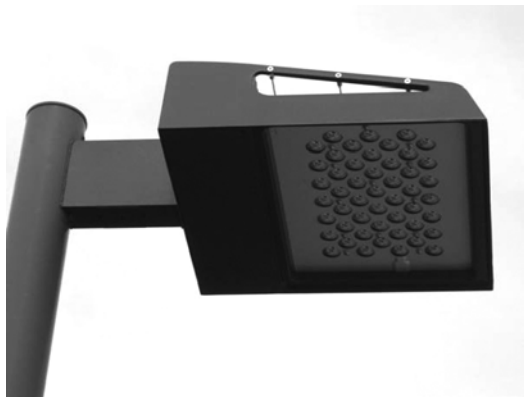
- Use different scale light fixtures to express varying site functions.
- Define road crossings and entry points with accent lighting.
- Minimize the level of lighting across parking areas.
- Focus higher light levels at key crossing points and intersections, rather than uniformly across a lot.
- Mount lights for pedestrian ways on short poles or consider using light posts (bollards).
- Provide lighting for pedestrian ways that is appropriately scaled to walking.
- Utilize solar fixtures where appropriate for walkways.
- Light fixtures should incorporate cut-off shields to direct light downward.
- Luminaires shall strive to have low visibility from adjacent streets or properties.
- Fixtures shall be compatible with architectural and site design elements.



**Figure 34 – Decorative pole lights that reflect or compliment the architecture are required.**



**Figure 35 – All lighting should be directed downward to eliminate light pollution.**



**Figure 36 – Energy efficient alternatives should be utilized if possible.**



**Figure 37 – Utilize pedestrian scale lighting for pedestrian spaces and walkways.**



**Figure 38 – Lighting should be designed as an integral element of the site design and amenities.**



**Figure 39 – Utilize accent lights and landscape lighting when appropriate.**



### **Utilities and Service Areas**

Service areas should be visually unobtrusive and should be integrated with the design of the site and the building. Other specific utility and service area guidelines include:

- Orient service entrances, waste disposal areas and other similar uses toward service lanes and away from major streets. See Figure 40.
- Screen service entrances with walls or plantings. See Figures 40 and 41.
- A service area screen should be in character with the building and site it serves.
- As an alternative, consider incorporating the service area as a part of the building design.
- Locate areas for recycling, outdoor storage, truck parking, trash collection or compaction loading, or other such uses so as not to be visible from abutting streets.
- Minimize noise impacts by locating sources of offensive sounds away from other uses.
- Use an alley system to locate service areas, when appropriate.



**Figure 40 – Orient the door to a trash enclosure to face away from the street when feasible.**



**Figure 41 – Service area screens should be in character with the building and site.**

### **Landscape Design**

These guidelines assist to define the character and key design elements for a parcel's landscape design. In general, plant materials that are indigenous or well-acclimated and non-invasive should be used. Other specific landscape design guidelines include:

- Include existing vegetation as a part of a landscape design scheme, where appropriate. See Figure 44.
- Drought and deer tolerant plant species, native to the region and suitable to the climate in Helena, should be used.
- Reserve the use of high maintenance plants, if necessary, for small accent areas in the landscape.
- The landscape design within a site should help to establish a sense of visual continuity. See Figures 42 and 43.
- Use a consistent plant palette throughout the property.
- The landscape should be designed as an integral part of the overall site design, including lighting, sidewalks, trails, parking, signage, amenities and street furniture.
- Using concentrations of decorative planting to identify primary building entries is encouraged. See Figure 46.
- Clustering on-site plant materials such as trees and shrubs to support a coordinated landscape design is encouraged.
- All parcels should strive to include xeric (low water) landscape design, if feasible.



**Figure 42 – Mass plantings at key areas are encouraged.**



**Figure 43 – Clustering plant materials to provide shade for pedestrian pathways is encouraged.**



**Figure 44 – Preserve and maintain existing vegetation.**



**Figure 45 – The massing of colorful plants is encouraged.**

**Buffers**

When parcel development elements such as parking, storage and equipment areas create an unavoidable negative visual impact on abutting properties or to the public way, it should be mitigated with landscaping that buffers or screens it. Other specific buffer design guidelines include:

- Provide landscape buffers at the edges and between parking lots.

- Provide landscape buffers between incompatible uses.
- In some cases it may be desirable to provide landscape buffers between a recreation trail and open space. These should complement the natural character of the site.
- Provide landscape buffers at ground mounted equipment, service and/or storage areas.



**Figure 46 – Utilize hardy plant species with year-round interest.**

#### Final Site Plan Requirements

Site Plans shall be produced at a scale not smaller than 1" = 10', with topographic contour intervals not greater than 1'. The Declarant will provide 1' topographic contour data for each Parcel in AutoCAD file format, on request, for a nominal fee. The site plan information for submittal shall show, at a minimum:

- existing topography
- proposed grading and drainage
- building footprints with finished floor grades
- parking lots, driveways and delivery areas
- location of underground utility runs
- location of fences and retaining walls
- location of sidewalks, amenities and outdoor spaces
- Locations and design of all site and building signage

## Architectural Design Standards

### Intent and Philosophy

It is intended that the following guidelines serve to guide the Parcel Owner's design team for the design of buildings in the commercial development area of Mountain View Meadows. In general, they focus on promoting buildings that will be compatible in scale and appear to "fit" in the development in a harmonious fashion. As such, they address only broad-scale topics and do not dictate specific architectural styles or building details.

Buildings should convey a high quality of design, in terms of their materials and details, as well as through a consistent organization of forms and elements. Buildings should reflect the architectural vernacular of Montana in terms of materials and forms. Distinctive roof forms are a key part of this tradition. Sloping roofs, in gable, hip and shed varieties, are architectural precedents to promote and they also help reduce the apparent bulk of larger buildings and help to shed snowfall. Flat roofs with varied parapet lines and cornices are also a part of the regions design traditions and should be encouraged. Structures should use native building materials, be sited to fit with the land and incorporate colors seen in the natural setting. All buildings should strive to be designed for the pedestrian scale. In addition to appropriate massing and scale, pedestrian level design includes smaller elements, details and natural materials that will enhance the user experience. For following list are the key building design guidelines that should be utilized for buildings at Crossroads Commercial Center at Mountain View Meadows:



**Figure 47 – Innovative new designs that draw upon regional architectural traditions are encouraged.**



**Figure 48 – Provide a sheltering element to identify the primary building entrance.**

### **Topographical Relationships**

All building should respect the natural topography of the site. To accomplish this, step a building foundation wall to follow the slope when feasible. In general, a building's foundation wall should not be exposed more than three feet in height. Foundation walls that exceed 12" must be "finished" and not left as a rough concrete or block.

### **Building Character**

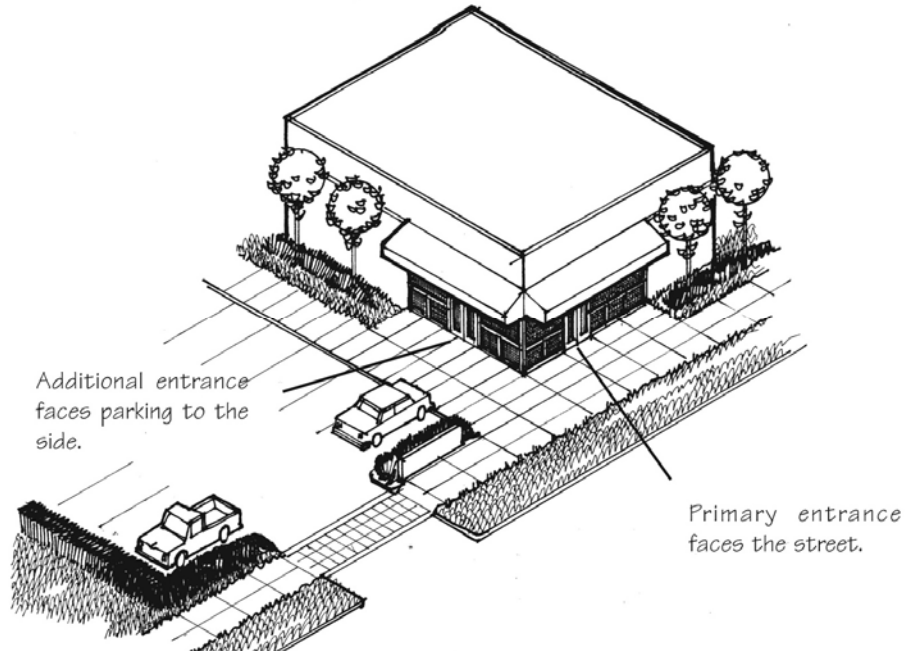
Design concepts and plans for all buildings and structures shall conform to Mountain View Meadows – Crossroads Commercial Center goals for consistent architectural themes that are representative of the character of the Montana vernacular architecture and the architectural context of other existing building within Crossroads Commercial Center at Mountain View Meadows. Innovative new designs that draw upon regional design traditions are preferred. Standardized "Franchise" or "Box" style architecture is not permitted.

### **Primary Building Entries**

The primary entrance of a structure should orient to a street, major sidewalk, pedestrian way, plaza, courtyard or other outdoor public space. Always align the main building entry to be clearly identifiable. Other specific building entry guidelines include:

- Provide a sheltering element, such as a canopy, awning, arcade or portico to signify the primary entrance to a building.
- Where more than one user shares a structure, each individual entrance should be identified.
- Focusing an entrance toward a parking lot without also addressing the street is inappropriate. See Figure 49.
- Consider using a "double-fronted" design where the entrance to parking and to the street is required. That is, provide one door to the street and another to the parking lot. See Figure 49.

- Consider locating a pedestrian plaza at the entrance; this may be enhanced with landscaping and streetscape furnishings.
- If the primary entrances to buildings are oriented to the parking areas and not to the street, then present display windows and architectural features which provides interest for motorists and pedestrians.



**Figure 49 – Utilize a “double-fronted” design where an entrance to parking is needed in addition to a primary entrance that faces the street.**



**Figure 50 – Break up larger building masses by combining smaller pods.**



### **Street Level Interest**

When a building is located close to a street or walkway, it should be designed to provide interest to pedestrians. For example, commercial buildings with storefronts are of interest to passersby. These features encourage pedestrian activity and should be used whenever feasible. The overall mass of a building should appear to be in scale with buildings seen traditionally in Montana. At the same time, structures larger than those should be articulated in their form and materials such that they convey portions that are similar to those seen traditionally in Montana. Other specific street level interest guidelines include:

- All sides of a building should include interesting details and materials to avoid presenting a “back side” to neighboring properties (for example, the sides of restaurants and specialty stores should incorporate windows and display cases over at least a third of the facade area).
- A large expanse of blank wall is inappropriate on any street oriented facade.



**Figure 51 – Create a pedestrian friendly environment with street level amenities such as seating, planters and interesting facade treatments.**



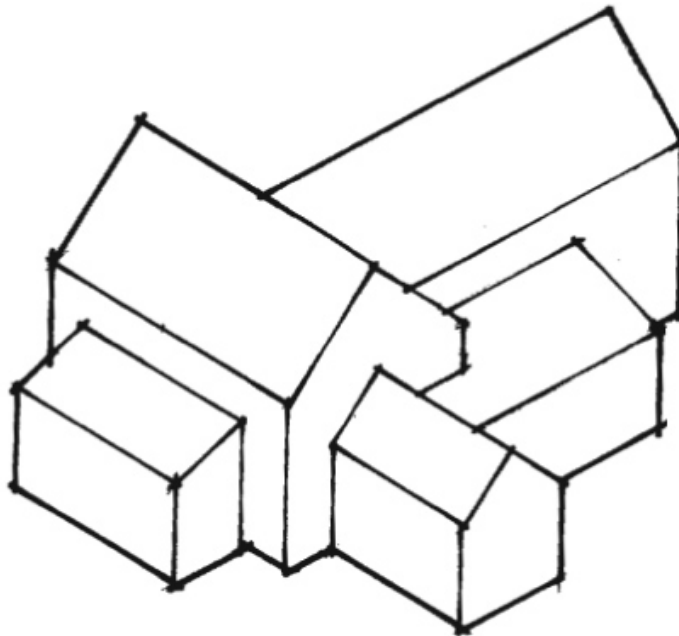
**Figure 52 – Develop street level interest through landscape treatments.**

### **Building Scale and Massing**

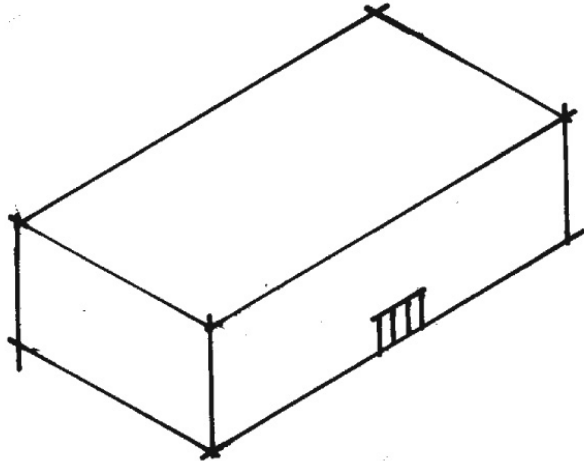
A building should appear to have a “human scale.” In general, this can be accomplished by using familiar forms and elements that can be interpreted in human dimensions. A building should step down in scale at entries and facades close to public view and use. Other specific scale and massing guidelines include:

- Divide a building into modules that express dimensions of structures seen traditionally.
- In general, a primary facade plane should not exceed 100 feet in length.
- If a building exceeds this dimension, provide a jog in the facade to divide it into subordinate elements that will be less than 100 feet in length each (the jog should be a minimum of 20% of the facade plane height).
- Change material or color to reduce the perceived mass.
- Change the height of a wall plane or building module. The change in height should be at least 20% of the vertical height.
- Change roof form to help express the different modules of the building mass. Change the arrangement of windows and other facade articulation features, such as columns or strap-work, which divide large wall planes into smaller components.

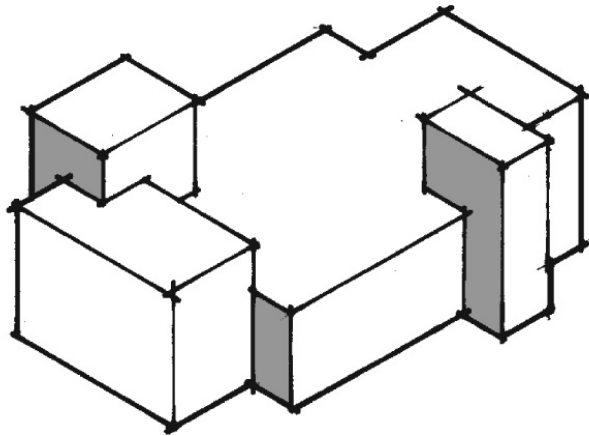
- Establish a pattern and rhythm on exterior walls to establish a human scale. Windows, columns, and other architectural treatments used repetitively can create this effect.
- Using windows and doors that are similar in scale to those seen traditionally to assist in establishing a human scale.
- Recess windows and doors, even if slightly, and articulate them with headers, sills, columns, and/or mullions.
- Provide one-story elements at building entrance to help establish a sense of scale.
- Use belt courses or other horizontal trim bands of contrasting color and materials to define floor lines.
- Use material modules that will assist in expressing a human scale, such as standard brick or stone.
- Avoid using large surfaces of panelized products or featureless materials.
- A large surface of stucco or similar material that lacks articulation or detailing should be avoided.
- Where a new project abuts residential neighborhoods, step the building down at the property edge to minimize abrupt changes in scale, or increase side yards to reduce the impact.



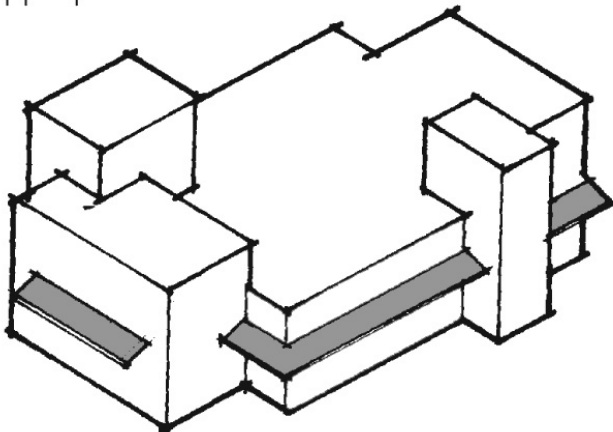
**Figure 53 – Provide variation in roof heights and architectural articulation.**



*Inappropriate architectural treatment*



*Appropriate use of vertical articulation*



*Appropriate use of horizontal articulation*

**Figure 54 – Break large buildings into modules to reduce perceived scale.**



**Figure 55 – Changes to building materials at different entry points reduces perceived scale and is encouraged.**



**Figure 56 – Varied building forms assist in breaking up building massing and assist in providing a sense of human scale.**



**Figure 57 – Provide belt courses and horizontal trim bands of contrasting color to reflect each floor level. This technique will assist in creating a more human scale.**

### **Roof Form**

The primary roof form of a structure should help reduce the perceived scale of the building. For that reason, sloping roofs should be utilized if possible. These also will help the building fit into the mountain backdrop. Varied roof forms in the appropriate context are also encouraged. Other specific roof form guidelines include:

- Using sloping roof forms to reduce the perceived scale of a building is encouraged -- this can be accomplished by varying roof forms and providing a variety in ridge line heights.
- All roof forms should have no less than two of the following features: 1) A flat roof with parapet, 2) A cornice or molding to define the top of a parapet, 3) Overhanging eaves, 4) Sloping roofs with a minimum pitch of 6:12 or 5) Multiple roof planes.



**Figure 58 – Providing a variety of ridge line heights can assist in reducing the perceived scale of a building and is encouraged.**



**Figure 59 – Utilizing sloping roof forms can assist in reducing the perceived scale of a building.**



**Figure 60 – Varied roof forms are encouraged.**

### **Building Materials**

Materials that reduce the perceived mass of a building and appear to blend with the natural setting should be used. Traditionally stone and wood were utilized and this tradition should be continued. Alternative materials may also be considered, when they



convey a human scale in their detailing. Other specific building material design guidelines include:

- All buildings should utilize traditional building materials for primary wall surfaces.
- A minimum of 75% of the surface area of a wall (excluding glass) that is visible from a public way should be composed of traditional stone masonry or wood siding, including modern types of composite wood or cement board siding materials.
- Other new rusticated masonry materials that convey the texture, scale, matte finish and color of traditional stone or masonry are appropriate.
- Stucco or similar synthetic materials that mimic stucco are appropriate, if they are detailed to express visual interest, human scale and are of a tinted earth tone color.
- Other materials, such as metals, if they are matt, non glare finishes may be acceptable upon review and approval by the Design Review Committee.
- Synthetic materials, such as vinyl siding, are not permitted.
- T1-11 type siding is not permitted.
- Materials that are highly reflective or that do not convey a human scale are inappropriate as primary building materials.
- Large expanses of high gloss, shiny metal panels and mirror glass panels are inappropriate as primary materials.
- Use roof materials that reflect the design traditions of Helena's pitched roofs, which include standing seam (low profile, dull finish), concrete shakes/shingles and composition asphalt shingles.



**Figure 61 – Use of masonry materials including brick, stone and rusticated block are encouraged.**



**Figure 62 – Stucco-type materials may be appropriate if earth tone colors are utilized in conjunction with masonry accents.**

### **Service Canopies**

Certain types of businesses often include canopy structures for their drive-through business. These canopies should appear subordinate and compliment the related building structure. In addition, they may be incorporated into the primary building's roof structure. Other specific service canopy design guidelines include:

- Minimize the visual impacts of a service area canopy.
- Use a low profile section for the canopy itself, or use forms such as gabled roofs, that relate to buildings in the area.
- Screen lights under the canopy.
- Use a muted color on the perimeter of the canopy.
- Break up the mass of the canopy area by stepping the form or by dividing it into a set of smaller individual canopies.
- Matte finished panelized products can be used when they provide a sense of human scale.



**Figure 63 – Canopies that are independent of the main architectural structure should be low profile.**



**Figure 64 – Canopies that are part of the main building architecture should utilize the same roof forms and materials.**

### **Color**

Each building's finish colors scheme should help the structure blend with the surrounding natural environment and proposed landscape. These muted earth tone color schemes should also assist in reducing the perceived scale of each building. Other specific color guidelines include:

- Use muted colors and earth tones.

- This applies to roof materials as well.
- Bright colors are appropriate only for accents.
- A minimum of 75% of the exterior walls seen from a public way should have muted colors.

### **Utility and Mechanical Equipment**

Utilities and mechanical equipment that serve properties may include telephone, gas and electrical lines, gas meters, air conditioners, telecommunication systems and security systems. Adequate space should be planned in a project from the outset for these services and they should be designed such that visual impacts are minimized. Other specific utility and mechanical equipment guidelines include:

- Integrate equipment into the building design. For example, rooftop mechanical equipment should be incorporated into the roof form, if possible.
- No window units or other exposed mechanical equipment is permitted to be placed on the building facades.
- Visual impacts may also be minimized by jogging the building, creating a space where the equipment may be set and in some cases screened with building materials.
- Equipment should have a matte or non-reflective finish and should be integrated with the building colors, if possible.
- Provide adequate space for utilities. They should not simply be put into “left over” space that abuts the public right-of-way.
- Locate utility or mechanical equipment at the rear or sides of a property where possible and screen them with landscaping if visible from the street.
- Use landscaping to screen a satellite dish or other equipment that is mounted on the ground.
- Any required small satellite dish or other equipment mounted on a building should be located away from the front of a structure or public view, if possible.



**Figure 65 – It is appropriate to integrate equipment panels into the building design.**

#### Final Architectural Plan Requirements

Plans shall be submitted at a scale of no less than 1/8" = 1'-0" and no larger than 1/4" = 1'-0". Plans shall include, at a minimum:

- Foundation Plan
- Framing Plan
- Floor Plan
- Roof Plan
- Building Elevation (all sides)
- Specifications, Colors and Materials Selections

The above plans shall include all relevant dimensions, door and window locations and sizes, location of mechanical systems, etc. for all structures. Elevations shall illustrate the exterior appearance of all views, including existing and finished grades for each elevation. Any additional information to clearly describe the building's relationship to the site should be included.

#### Local Ordinance and/or Building Code Compliance

Approval and a Notice to Proceed obtained from the DRC for construction of any improvement does not substitute for compliance with any Federal, State of Montana or City of Helena Code or other controlling requirement. Such compliance is the full responsibility of the Parcel Owner.

### **Signage Design Standards**

#### Intent and Philosophy

This section provides guidance in the design and requirements for signage. The goal is to assure the design quality and functionality of all signage is at a high level, and that all signage responds to and is compatible with the character of the architecture and surrounding landscape. These guidelines are in addition to the City of Helena Zoning Code Chapter 23 – General Sign Guidelines. These guidelines are intended to eliminate sign clutter, while allowing for and fostering commerce and creative expression. Factors to consider when designing appropriate signage for a property are the relationship of sign size to the building, site location, street location, and the types and numbers of signs needed. Signage for any Parcel should be an integrated package that includes various types of signs, such as street and traffic, way-finding, parking, building/business identification, address, etc. The use of corporate logos and franchise design as advertisement, or the use of murals or artwork as advertisement, must be carefully incorporated into the building site and landscape. Signs should adequately convey information while remaining

subordinate to the site and the surrounding area. The following specific guidelines should be followed for all signage design.

### **Sign Context and Position**

All signs should be developed within the overall context of each Parcel's buildings, site design and landscape. To further promote this continuity, each Parcel is required to have a signage master plan. Further specific sign context and position guidelines include:

- A master sign plan should specify the location, number and size of all signs on the property. The materials, methods of illumination and graphics standards should also be defined.
- A unified graphic design approach is expected.
- Position a sign to be a part of the overall building composition.
- Locate a sign on a building such that it will emphasize design elements of the facade itself, however; it should not be larger than 20% of the façade area in which it is placed.
- Mount a sign to fit within architectural features. Use the shape of the sign to help reinforce the horizontal lines of moldings and transoms seen along the street.
- A sign should be in proportion to the building, such that it does not dominate the appearance.
- Where applicable, a sign should not obscure or compete with architectural details of a building facade.
- A sign should be designed to integrate with the architectural features of a building, not distract attention from them.
- Where a corporate logo or color scheme is incorporated into building design it shall be recognized as a sign. This is often seen in canopies, roof material and, in some cases, building style or design.



**Figure 66 – It is appropriate to position a sign to be part of the overall building composition.**

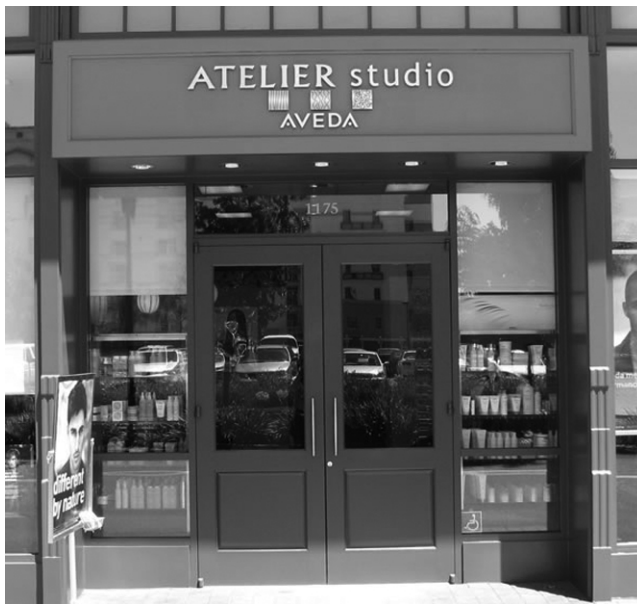
### **Sign Type**

A sign should be of a type appropriate for the commercial area where it is located. The placement or location of a sign is perhaps the most critical factor in maintaining the order and integrity of the commercial complex. Consistent placement of signs according to building type, size, location and even building materials creates a visual pattern that the driver, or pedestrian, can easily interpret and utilize to the mutual benefit of merchants, tourists and customers. Further specific sign type guidelines include:

- A freestanding or monument sign may be used in areas where the primary use is set back from the street edge. However, traditional pole signage without an architecturally integrated base is not permitted.
- Flush-mounted wall signs and window signs are appropriate when the building is placed close to the street edge.
- When applicable, a wall sign that aligns with others on the building and within the commercial complex is appropriate.
- Window signs may be painted on glass or hung just inside a window.
- A projecting sign, which projects from the building front, may be considered, if it is appropriate to the building design and location.
- Small hanging signs are easier for a pedestrian to read than other sign types and are encouraged.
- The small hanging signs should be located near the business entrance, just above the door or to the side of it.
- A hanging sign should be mounted perpendicular with the building facade.
- A hanging sign should provide clearance between the sidewalk surface and the bottom of the sign.
- Awning and canopy signs may be considered, where appropriate. They are most appropriate in areas with high pedestrian use, such as within a commercial complex or along a more pedestrian-oriented corridor.
- Canopy signs or awning signs can be utilized in place of flush-mounted signs when they would not obscure architectural details.
- An awning compatible in material and construction to the style of the building is encouraged.
- Use of colors and materials that are compatible with the overall color scheme of the façade are mandatory
- A directory sign may be considered.
- Where several businesses share a building, coordinate the signs by aligning several smaller signs, or group them into a single panel as a directory.
- Use similar forms or backgrounds for the signs to tie them together visually and make them easier to read.



**Figure 67 – Monument signs that tie to the building architecture are encouraged.**



**Figure 68 – Flush mounted wall signs are encouraged.**





Figure 69 – Hanging signs are encouraged at building entrances when appropriate.



Figure 70 – Ground monument signs may vary greatly, but are strongly encouraged.



Figure 71 – When several businesses share a single building signage should be coordinated into one centralized sign unit.



Figure 72 - Flush mounted directly signs should be integrated into the building design.

### **Sign Materials**

A sign should exhibit qualities of style, permanence and compatibility with the natural and built environment. Further specific sign materials guidelines include:

- Signs that are out of character with the commercial area and that would alter the character of the commercial area are inappropriate.
- Animated signs, except time and temperature, are prohibited.
- Any sign that visually overpowers the building or obscures significant views or architectural features is inappropriate.
- Billboard signs prohibited.
- Sign materials should be compatible with that of the building facade.
- Permanent, durable materials are encouraged.
- Highly reflective materials that will be difficult to read are inappropriate.
- A simple sign design is preferred.
- Changeable copy reader boards and electronic signs are prohibited.



**Figure 73 – Signage should be integrated within the landscape and reflect the building's architectural style and materials.**

### **Sign Lighting**

Excessive sign lighting that causes glare and/or spills on surrounding properties, roadways and pedestrian/bike ways is not permitted. Signs should present a soft light appearance to the night sky. Further specific sign lighting guidelines include:

- Indirect lighting is preferred for a sign.
- Light should be directed at the sign from an external, shielded lamp.
- A warm light, similar to daylight, is appropriate.
- Light should not shine directly in the eyes of drivers or pedestrians.
- If internal illumination is used, it should be designed to be subordinate to the overall building composition.
- Internal illumination of an entire sign panel is not permitted. If internal illumination is used, a system that backlights sign text only is appropriate.
- Neon and other tubular illumination may be considered. However, use neon in limited amounts so it does not become visually obtrusive.
- Internal illumination of an awning is inappropriate; however, lights may be concealed in the underside of a canopy.
- Internally illuminated signs should present a soft-light appearance to the night sky.
- Light background colors on internally illuminated signs or a white background are inappropriate.
- Moving, animated or electronic signs and sign boards are not permitted.



**Figure 74 – Indirect lighting at the sign’s base is appropriate for monument signs.**

### **Sign Content**

Sign content should be designed to be visually interesting and clearly legible. The shape of the sign should be defined to increase legibility as well. Further specific sign content guidelines include:

- Symbol signs are encouraged - symbol signs add interest and can be read quickly and are remembered better than written words.
- Use colors for the sign that are compatible with those of the building materials.
- Limit the number of colors used on a sign - no more than three main colors should be used, though additional accent colors may be appropriate.
- Glazing and vibrant colors are not permitted.

- Dark edging should be provided to define the sign shape.
- Letter styles and sizes should be compatible with the building, and should be easy to read from an automobile.
- Avoid hard-to-read or overly intricate typeface styles.

## **Construction Guidelines**

### Definition

Construction Guidelines apply to any and all clearing of vegetation, grading, filling, provision of utilities, foundation work, building construction, and finish work, including installation of fixtures, painting and landscaping.

### Construction Scheduling Requirements

In order to assure that all construction related activities receive thorough, prompt review and approval, the DRC should be advised of all planned design and construction activities by the Parcel Owner prior to any work being undertaken. A "Construction Management Plan" that includes plans, procedures and scheduling of construction activities and meets all requirements set forth in the Crossroads Commercial Center Design Review Manual, must be reviewed and approved by the DRC prior to any work being performed on the site.

### Contractor Meeting

An on-site review of the Construction Plan will be held between the contractor and a representative of the DRC. The meeting will address issues detailed in the Design Review Manual, including the "construction boundary or limits," contractor's field office, project sign, temporary sanitary facilities, employee parking, noise, construction workers' pets and weed infestation prevention.

### Diligence in Construction Required

Construction and erection of any building or other structure or improvement shall be completed diligently. All construction activities required to complete improvements approved by the DRC shall be completed with twenty-four (24) months of their commencement. For these purposes, commencement is defined as the beginning of any approved site preparation or excavation activities.

### Compliance Responsibility

It shall be the sole responsibility of the Lot Owner to maintain all the tenets of these Design Requirements. Failure to do so may result in halting construction. The DRC shall have the authority to make judgments in the best interests of all the Lot Owners.

### Construction Activity / Builder Regulations

The DRC will provide Contractors with a current set of Contractor Regulations upon commencement of any construction project. These Regulations will address the following baseline issues:

- **Goal**

These regulations are designed to allow construction on Parcel to move along as efficiently as possible, while assuring adjacent parcels that inconveniences caused to them by construction operations shall be minimized.

- Construction Site Access

Contractors and their subcontractors shall follow existing road networks and access drives in accessing any building site. Drivers will be expected to follow all posted speed limits and drive in a safe and cautious manner. Furthermore, no public road right-of-ways may be disturbed or utilized for materials storage.

- Daily Operating Hours

Working hours for each Construction Site shall be between 6:00 a.m. and 9:00 p.m. daily on Monday through Sunday. These hours may be extended by the DRC on a case by case basis as required to meet project schedules.

- Construction Vehicles

All vehicles shall be parked so as not to inhibit traffic or damage surrounding natural landscape or adjoining property. Vehicles shall not be left on public right-of-ways overnight. Utility and Storage Trailers may be parked on a Parcel for use as a contractor's office or storage during construction.

- Dust, Noise, Odor

Every effort shall be made by the Contractor to control dust, noise and odor emitted from a construction site. The Contractor will be responsible for watering dust problem areas, as well as controlling noise and offensive odors from each parcel.

- Debris

Unsecured construction debris and trash may not be dumped or left on any Parcel or on any portion of the Common Lands. Contractors are responsible for clean up on each Parcel on a daily basis. Unsecured items that can blow away in the wind are not permitted. Contractors are also responsible for any dirt, mud or debris left upon adjacent public streets or private drives.

- Materials Storage

No building materials (including excess fill from excavation) shall be stored on any Parcel except temporarily during continuous construction of building or site improvement.

- Fire Safety

The minimum number and type of fire extinguisher(s) required by regulation shall be maintained at the construction site in a conspicuous location. The DRC shall have discretion to demand that the contractor address any fire-related concerns at any time.

- Construction Signage

Contractor signage displayed during construction shall be limited to one sign of a reasonable size upon which the names of the Contractor and Architect are displayed. All signage shall be subject to the approval of the DRC.

- Sanitary Facilities

Temporary Portable Toilets shall be provided as needed by the Contractors.

## APPENDIX

The following pictures include examples of a variety of desirable architectural styles, design elements and materials which will fit the design intent of the Crossroads Commercial Center at Mountain View Meadows:



Figure 75 – Two story mixed-use with retail on the first floor and multi-family housing on the second floor.



Figure 76 – Two story mixed-use with retail on the first floor and office on the second floor.



Figure 77 – Two story mixed-use with offices over retail.



Figure 78 – Three story mixed-use with offices and multi-family housing over retail.





**Figure 79 – Three story mixed-use with offices over retail.**



**Figure 80 – Two story office.**



**Figure 81 – Two story office.**



**Figure 82 – Two story office.**



**Figure 81 – Two and Three story offices.**



**Figure 82 – Two story office park.**



**Figure 83 – Two story offices.**



**Figure 84 – 1-1/2 story offices.**



**Figure 85 – Retail Bank.**



**Figure 86 – Retail Bank**



**Figure 89 – Retail Bank**



**Figure 87 – Retail Center.**



**Figure 88 – Restaurant with Patio Dining.**



**Figure 89 – Hotel with covered arrival court.**



**Figure 90 – Hotel with covered arrival court.**



**Figure 91 – Three-story hotel.**





Figure 92 – Restaurant.



Figure 93 – Restaurant with outdoor dining.



**Figure 94 – Small one-story retail center.**



**Figure 95 – Large retail anchor.**



**Figure 99– Retail Center.**



**Figure 96 – One-story retail.**



Figure 97 – Two story office and retail.



Figure 98 – Restaurant and retail.



**Figure 99 – Two story office building.**

## **Summary of Design Submittal and Review Process**

### **Step 1 – Preliminary Approval**

- 1) Informal Discussions with DRC to help program design.
- 2) Concept Plan Submittal.
- 3) DRC reviews of Concept Plans (within 15 days they send “Letter of Preliminary Approval” or letter of “Issues to be Corrected” for resubmittal).

### **Step 2 – Final Review**

- 1) Submit Construction Documents.
- 2) DRC Review of Construction Documents (within 15 days they will send “Notice to Proceed” or letter of “Issues to be Corrected” for resubmittal).

### **Step 3 – Local Permits**

- 1) Owner and Builder submit and acquire all Local Permits.

### **Step 4 – Construction and Change Order**

- 1) Build and complete buildings, site work and landscape. Any change orders along the way must be submitted to the DRC in advance for approval or denial.

### **Step 5 – City of Helena Inspections**

- 1) Builder completes all required local inspections throughout the construction process.

### **Step 6 – Letter of Completion**

- 1) Builder and Owner submit Letter of Completion to the DRC.
- 2) DRC then inspects improvements within a 7 day time period. They will write a letter that states the built house, site and landscape are in compliance with the Construction Documents, or issue a letter of non-compliance.
- 3) The builder then has seven (7) days to remedy any issues of non compliance.

### **Step 7 – Certificate of Occupancy**

- 1) Builder and Owner then request a Certificate of Occupancy from the DRC.
- 2) DRC issues the Certificate of Occupancy within 5 days.

## **Attachment A – Site Specific Design Guidelines**

This parcel is just over 20-acres in size and is bordered by Alice Street to the north, Elouise Cobell to the east, Jeanette Rankin to the south and an open space drainage swale to the west. The parcel has gentle topography that rises in elevation from north to south.

Adjacent land uses to the west and south are commercial with commercial and a church site to the east. North of the site, along Jeanette Rankin, is a residential district.

This parcel's primary vehicular access will be from Elouise Cobell with secondary access from Jeanette Rankin. Limited access is permitted from Alice Street.

Along Alice Street a 30' wide open space buffer easement has been preserved in addition to the right-of way. This area will contain landscaping that will be provided by the developer. The area will serve as a green space buffer to Alice Street and should be heavily buffered with plantings. The site's owner will need to provide an east-west pedestrian connection which should be integrated into the site's design about mid block from the westerly swale to Elouise Cobell.

This large site creates a variety of possibilities for building placement and can easily be developed as a campus type environment. The primary goal for building placement on this site is that the main building mass be located close to the Alice Street open space greenway. Parking along Alice Street should be extremely limited or not included within a site design. This will require careful design of the building so that the Alice Street building façade is not the 'back of the building". The majority of parking lot area should be behind the building to the south and not directly visible from Alice Street.