

# College Park

## Design Guidelines

January 2009

**BROOKS RESOURCES CORPORATION**  
Developer

### INTRODUCTION

#### **General Description of the Development and Design Quality.**

College Park combines multi-family housing and commercial uses. College Park's commercial development will be supported by the multi-family housing within College Park and the surrounding housing and businesses. College Park does not have a particular architectural theme. However, all of the buildings within College Park are expected to employ high standards. High standards for design and construction will ensure architecture that is considerate to the site and to surrounding buildings. The Building Requirements section specifically addresses design and architectural objectives.

#### **The Design Review Process**

The application of these Design Guidelines shall be subject to the written approval of the College Park Architectural Review Committee (CP ARC) which shall also approve the installation of all exposed solar heating, air conditioning, mechanical equipment, antennas, satellite dishes, utility meters, and all other exposed site and building non-architectural components.

Exceptions to the Design Guidelines shall be considered on an individual basis, and granted based on architectural merit. The CP ARC reserves the right to amend or alter the Design Guidelines as needed.

All construction is subject to all codes and all ordinances as adopted by the State of Oregon, Deschutes County, and the City of Bend, and all other pertinent regulations. The most stringent regulations shall apply in the event of a conflict.

#### **Application and Submittal Requirements**

The CP ARC Construction Submittal Form and Application is available on-line at [www.brooksresources.com](http://www.brooksresources.com) or at the offices of Brooks Resources Corporation, located at 409 NW Franklin Avenue Bend, Oregon 97701. Additionally, a submittal guide, the Timetable & Checklist Outline for the CP ARC application process is also available at the locations noted above.

#### **Preliminary Review**

Preliminary review is strongly encouraged. The preliminary review process tests the building and site concept. Concerns or objections are easier to address when they are identified at the beginning of the design process.

Please see the Preliminary Review Process section in the Timetable & Checklist Outline and the Preliminary Review Process section in the CP ARC Construction Submittal Form and Application for instructions and submittal requirements.

### **Responsibilities**

It is the responsibility of each College Park land owner and/or his agent(s) to read and understand the Declaration for College Park; CP ARC Construction Submittal Form and Application; Timetable & Checklist Outline for the CP ARC application process; and these Design Guidelines.

## **S I T E   R E Q U I R E M E N T S**

### **All Sites**

#### **Service Areas**

Buildings and sites shall be organized to group the building services away from public view. Delivery and loading operations, mechanical equipment (HVAC), trash/recycling collection, utility meters, and all other utility and service functions shall be incorporated into the overall design of the building(s) and landscaping. The visual and acoustical impacts of these functions, along with wall or ground mounted mechanical, electrical, and communications equipment, shall be minimized from adjacent buildings, properties, and abutting streets. Screening and sound controlling materials shall be compatible with the architecture of the building(s) and be incorporated into the design using materials and forms consistent with those used on the building(s).

#### **Utilities**

All connections from trunk lines to individual structures must be underground (see BUILDING REQUIREMENTS/Utilities).

#### **Lighting**

Lights for parking areas and walkways shall not have an exposed light source (lamp). All parking area lighting shall utilize low-pressure sodium (LPS) lamps.

#### **Parking Area Design and Internal Pedestrian Circulation**

Hard surface walkways shall be designed to provide pedestrian access from parking areas and public sidewalks to the entrance or entrances of the building(s).

There must be at least one hard surface pedestrian connection (may be gated) to public sidewalks for each one hundred (100) feet of frontage along all public streets; however, at a minimum, each lot shall have at least one connection to all public streets it fronts.

Allowed walkway materials are listed in the Allowed Landscape Materials section.

#### **Drainage**

All drainage must be controlled on site. The use of gutters and downspouts is strongly encouraged. All storm water and run-off collected must be directed to dry wells or other approved storm water and run-off collection system(s). Storm water and run-off may be the most damaging during construction when soils are exposed. Owners and/or their agent(s) must take precautions to control storm water and run-off and to contain it on site at all times during construction.

### Fencing

Fencing may be installed along Shevlin Park Road and College Way. This fencing shall not exceed three and one-half (3 1/2) feet in height and shall be constructed of split-faced concrete block, stone, painted iron, painted wood, or other comparable durable materials.

Internal fencing may be installed within College Park. This fencing shall not exceed five (5) feet in height and shall be constructed of split-faced concrete block, stone, painted iron, painted wood, or other comparable durable materials.

All fencing materials, patterns, locations, and designs should be consistent with the building(s) construction and are subject to CP ARC review and written approval. Additionally, fencing along Shevlin Park Road shall be at least four (4) feet inside the property line—see additional landscape requirements in the LANDSCAPING section.

### Prohibited Fencing Materials

Chain link, barbed wire, expanded steel mesh, woven wire, and other similar materials are prohibited.

## **RM Zone Sites**

### Covered Parking

All covered parking structures shall have a sloping roofs (5:12 to 12:12 slope) and they must be designed to be compatible with the architecture of the building(s) and be incorporated into the design using materials and forms consistent with those used on the building(s) on the site.

## **CC Zone Sites**

### Primary entry

The building must have a primary entry located on the façade facing the frontage-street. There must be a direct, hard surface walkway from the sidewalk to the primary entrance. Allowed walkway materials are listed in the Allowed Landscaping Materials section.

### Fencing

Fencing along side property lines is discouraged. Fencing requests will be evaluated on an individual basis.

## **L A N D S C A P I N G**

## **All Sites**

### Parking Strip Landscaping

Each lot owner is required to install and maintain, including underground automatic irrigation, the landscaping between the sidewalk and curb. The landscaping shall include approved street trees (to the city of Bend's standards) with a maximum separation of thirty (30) feet. In addition to street trees, the landscape may include turf grass and/or other native or non-native plant material. If selected landscaping materials vary from adjoining lots owners must create a gradual transition between the different landscaping treatments effectively eliminating abrupt changes. All landscaping is subject to the CP ARC review and written approval.

### Parking Area Screening

All parking areas within fifteen (15) feet of a property line must be screened. The screening must meet one of the following standards:

- Provide a four (4) foot wide (minimum) planting strip between the property line and the parking area. Planting strips shall be planted with evergreen shrubs, with a maintained height of three (3) feet to three and one-half (3 1/2) feet in height at maturity (plant material(s) must reach maturity within three (3) years).
- Provide a solid decorative wall or fence three (3) feet to three and one-half (3 1/2) feet in height parallel to, and be at least four (4) feet from the property line. The area between the wall or fence and the property line (sidewalk) must be landscaped.

#### **Additional Landscape Requirements for Sites Along Shevlin Park Road**

Each lot owner is required to install and maintain, including underground automatic irrigation, the landscaping *between the sidewalk and fence along Shevlin Park Road*. The landscaping shall include approved street trees with a maximum separation of thirty (30) feet. In addition to street trees the landscape may include turf grass and/or other native or non-native plant material. If selected landscaping materials vary from adjoining lots owners must create a gradual transition between the different landscaping treatments effectively eliminating abrupt changes. All landscaping is subject to the CP ARC review and written approval.

#### **Allowed Landscape Materials**

For screening and retaining walls: natural stone, architecturally detailed exposed cast-in-place concrete, split-faced concrete masonry units (CMU), stone masonry, painted wrought iron (or other metals), painted wood, welded steel or iron trellises.

For stairs, hard surface walkways, and raised walkways: scored/stamped concrete, concrete or brick pavers, masonry, natural stone and wood.

Rails, balustrades, and related components shall be wood and/or painted steel or iron.

All landscape materials shall be compatible with the architecture of the building(s) and shall be incorporated into the design using materials and forms consistent with those used on the building(s).

All landscape materials shall be reviewed and approved by the CP ARC.

#### **Maintenance**

All site components must be maintained in good condition. All landscaping shall be kept healthy and neat—replacing dying or dead plants as necessary. Parking areas shall be free of rubbish and other debris.

## **BUILDING REQUIREMENTS**

### **All Buildings**

#### **Massing/Roof Design**

All buildings are strongly encouraged to relate to a human scale. Additionally, all buildings are strongly encouraged to have sloping roofs designed within the range of five to twelve (5:12) to twelve to twelve (12:12) slope. Large buildings may have a flat roof; however, they will be considered on an individual basis. Buildings with low sloping roofs or flat roofs shall incorporate architectural features (parapets with battlements, awnings, trellises etc.) to

enhance the appearance of the building(s). Consult the City of Bend Zoning Ordinance and/or the City of Bend Design Review Guidebook.

Owners are strongly encouraged to design building(s) mechanical systems to avoid locating vents, flues, etc. on the most visible roof plane. Utilization of flue shrouds and/or other screening devices, concealing and enhancing roof mounted mechanical equipment, flues and other similar items is strongly encouraged.

### **Building Articulation**

The use of architectural features to create human scale elements is strongly encouraged. Fenestration, projecting bays, awnings, storefronts, and all other architectural features shall be coordinated on all sides of the building(s). Integrating architectural elements around the building(s) should enhance it as a whole. All architectural elements shall blend with or augment the architectural character of the building(s).

Owners are encouraged to incorporate three-part architectural divisions of base, body, and head on their building's façades.

Operable or decorative shutters, if used, shall be incorporated on all façades, and shall be of a size adequate to completely cover, or appear to cover, the window(s) they decorate.

### **Exterior Finish Materials**

Building façades shall be of suitable durable building materials including the following: Stone, terra cotta, tile, cedar shakes and shingles, beveled, ship-lap or other narrow course horizontal boards siding, vertical board and batten siding, Dryvit (or other EIFS products), or architecturally textured concrete, split-faced concrete masonry units (CMU), or other similar materials that are low maintenance, weather resistant, abrasion resistant and are easy to clean.

Prohibited materials include the following: plain concrete, plain concrete block, corrugated metal, unarticulated panel siding (e.g., T-1-11, plain plywood, sheet pressboard) and similar quality, non-durable materials.

Roofing materials shall be of suitable durable building materials including the following: Tile, metal, approved dimensional composition shingles (minimum thirty (30) year warranty), or fire retardant cedar shakes or shingles.

Exposed horizontal seams of all sheet products are prohibited.

### **Decks**

Elevated decks with usable areas below shall have supports of not less than six (6) inch X six (6) inch posts. Wing walls or built-up columns (clad with siding materials) or peeled logs, both in conjunction with landscape screening, are encouraged.

Decks and/or porches that are more than twenty-four (24) inches above finished grade and have no usable areas below them shall be skirted. The skirting shall be recessed eighteen (18) inches to twenty-four (24) inches from the edge of the deck to create shadows and alleviate the appearance of massive under deck/porch walls. Deck and porch skirting should be constructed of the same siding materials as the building(s) and be applied in the same orientation, unless otherwise approved by the CP ARC.

Long uninterrupted runs of deck will not be permitted. Projections, steps or other architectural features shall be incorporated in the deck design.

### Garages and Service Bays

All garages and service bays must be integrated into the overall design of the building(s).

Doors for garages and service bays are generally limited to a maximum size of sixteen (16) feet wide and eight (8) feet high. Larger doors for garages and service bays will be evaluated on an individual basis and may be permitted in unique circumstances. All doors larger than sixteen (16) feet wide and eight (8) feet high will require written CP ARC written approval.

### Utilities

Owners are encouraged to install raceways in the building(s) foundation for concealed utility entrances into the building(s). Junction boxes and other utility terminations on the outside of walls of buildings are discouraged. Utility meters, and all other utility hardware, must be screened from view with architectural features on the side of a building(s) (see Site Requirements/All Sites/Service Areas).

### Satellite Dishes and Antennas

No exterior satellite receivers or transmitters, television antennas, radio antennas, or other receiving or transmitters shall be placed on any lot or building(s) without prior written approval of the CP ARC.

Approved satellite receivers or transmitters, television antennas, radio antennas, or other receiving or transmitters must be painted to blend into the roofing or siding to which they are attached.

Landscape or other screening may be required to limit the visual impact of the device(s).

### Sloped Building Sites

Exposed understructures of buildings built on sloped building sites are prohibited.

Siding material must extend to within eight (8) inches of finished grade.

### Solar Devices

Solar collectors and solar heating systems are permitted in College Park; however, they must be flat to the roof and the majority of the mechanical portion of the system must be contained within the structure and not positioned on the roof. Preliminary approval is strongly recommended for all solar devices.

### Building Colors

Colors of all building materials, including but not limited to: roofing, siding, trim, doors, windows, and masonry, shall be compatible with surrounding natural elements and adjacent buildings and are subject to CP ARC review and written approval. All exterior metals, plastics and all other materials (including but not limited to flashing, gas meter, and all other exposed mechanical and electrical equipment) must be painted to match or blend with exterior colors or roofing material and not as an accent color. (All roof metals must be painted to match the roof color).

### Maintenance

All building components must be maintained in good condition. Buildings shall be kept clean and free of peeling paint. Doors, windows, gates, and all other operational and non-operational building parts shall be kept in good repair and in working order.

### Lighting

Plans and technical information regarding the design, number and location of all exterior lighting fixtures is required for CP ARC review and written approval, including (but not limited to) exterior wall, pendant, driveway, walkway and landscape lighting. Lighting submittals require an actual sample or legible drawings and/or catalog cuts for the review process.

All proposed exterior wall light fixtures must be shown on the exterior elevations of all new construction submittals. Driveway, walkway and landscape lighting may be included later with the landscape plan.

Driveway, walkway, landscape and all other decorative light fixtures are subject to the CP ARC written approval regarding their location, number and wattage. No part of the lamp (light source) may be exposed through perforated opaque material, or translucent or transparent shrouds. Colored lamps are prohibited.

All other exterior wall fixtures are subject to CP ARC written approval regarding their location, number and wattage. These fixtures must have downward-directed light sources which are shielded. No part of the lamp may be exposed through perforated opaque material, or translucent or transparent shrouds. Colored lamps are prohibited.

It is the responsibility of the property owner to remove any nonconforming or unapproved lighting. CP ARC reserves the right to remove any nonconforming or unapproved lighting as allowed by the Declaration for College Park.

### Holiday Lighting

A variance for outdoor special holiday lighting is only granted for the period between the Saturday before Thanksgiving and the second weekend in January. All holiday lighting must be turned off by eleven (11) p.m. daily and completely removed by January thirty first (31).

## **RM Zone Buildings**

### Lighting

The object of the exterior lighting requirements is to eliminate glare and annoyance to adjacent property owners and passersby. To this end, the guidelines are as follows:

One (1) visible light source is permitted on a home/unit and is subject to CP ARC written approval regarding the exact location. The shroud for these fixtures may be translucent or transparent. The fixtures must be positioned to enhance and identify the entrance of the home/unit, its address, or unit number, such fixtures are limited to a maximum lamp output of sixty (60) watts. Colored lamps are prohibited.

## **CC Zone Buildings**

### Lighting

Visible light source fixtures may be permitted in unique circumstances; however the CP ARC reserves the right to evaluate the lighting on each building on an individual basis.

# **S I G N A G E   S T A N D A R D S**

## **All Sites**

### **General**

All College Park signage is subject to all codes and all ordinances as adopted by the State of Oregon, Deschutes County, and the City of Bend. All College Park signage is subject to review and written approval by the CP ARC. All signs and locations shall be included on the exterior elevation drawings and site plans or landscape plans submitted to the CP ARC.

Sign locations on all buildings shall be considered, and designed as a component of the architecture and form of the façade(s). Signs shall be designed and installed to enhance both the building(s) and the site.

### **Sign Lighting**

If signs are lighted, they shall be backlit, top or bottom lit, with single or multiple sources. Internally lighted signs, in which the background is translucent and the letters are opaque are prohibited.

Internally illuminated awning or canopy signs are prohibited.

### **Temporary Signs**

#### **All Temporary Signs**

All temporary signs must be submitted to the CP ARC for review and written approval.

All other temporary signs are subject to periodic review and inspection; and may require repair or removal.

#### **Construction Signs**

One (1) temporary sign, identifying the principals (contractor and/or architect) is permitted during the course of construction. It must be professionally produced and a maximum of four (4) feet by four (4) feet in size (a two (2) sided or a "V" type sign is acceptable). Colors and design of the sign shall be the choice of the applicant.

No subcontractor or lender sign shall be permitted unless incorporated into the general contractor/architect sign. All signs must be mounted so that the bottom of the sign is within eighteen (18) inches of the adjacent surrounding grade.

A variance for larger signs that include renderings may be permitted; however, each sign request must be reviewed by and receive written approval of the CP ARC.

Builder/architect sign must be removed within thirty (30) days of the first occupancy of the building or twelve months from the start of construction, whichever comes first.

#### **For Sale and For Lease Signs**

One "For Sale" or "For Lease" sign is permitted for each building or project (may be double-sided). The maximum sign size is four (4) feet by four (4) feet. These signs must be mounted so that the bottom of the sign is within eighteen (18) inches of the adjacent surrounding grade. For Sale/For Lease signs must be maintained in good condition.

#### **Exempt Signs**

Temporary cultural and public service window posters, when posted inside businesses shall be permitted.

Temporary promotional or special event window signs, when posted inside businesses shall be permitted for a maximum of fourteen (14) days.



Temporary political signs are permitted and may be placed on the property for a maximum of Thirty (30) days prior to any election. These signs must be removed the day following the election.

### **Prohibited Signs**

Permanent signs on undeveloped sites are prohibited.

Signs on roofs, chimneys, and balconies are prohibited.

Billboards are prohibited.

Neon or other gas-filled signs unless they are mounted on the interior of a building are prohibited.

Off-site signage, within College Park, is prohibited.

### **Removal of Abandoned Signs**

It is the responsibility of the property owner to remove any abandoned sign within thirty (30) days of the cessation of its use.

CP ARC reserves the right to remove all prohibited signs and all non-complying temporary and exempt signs.

## **RM Zone Signage**

### **Permitted Residential Building Complex Identification Signs**

Each building owner may install a total of two (2) Residential Building Complex identification signs (one (1) sign in front and one (1) in the rear), and must be selected from the following types:

#### **Monument Signs**

Lots with twelve (12) or more units may have one freestanding building identification sign. Maximum sign area (each side) is one-half of one (.5) percent of ground floor area, or twenty-four (24) square feet, whichever is less. The sign must be on the lot and the location is subject to CP ARC review and written approval. Monument signs shall not interfere with pedestrian or vehicular circulation or sight lines (signs shall allow safe ingress/egress from parking areas).

#### **Wall Signs**

Maximum sign area shall be one-half of one percent of the ground floor area or twenty-four (24) square feet, whichever is less.

Wall signs shall be a maximum of eighteen (18) feet above the sidewalk to the top of the sign (measured from the top of the sign to any surface directly below the sign).

Applied lettering may be substituted for wall signs. Lettering must fit within the size criteria above.

#### **Awning and Canopy Signs**

Maximum sign area shall be six (6) square feet on the main awning face or three (3) square feet on the awning valance.

Lettering shall not dominate the sloped or curved portions of the awning or canopy.

Lettering and signboard may be integrated along the valance or fascia.

Freestanding letters may be mounted on top of and extending above the fascia.

#### **Projecting Signs**

Maximum sign area shall be four (4) square feet (per side).

Distance from the lowest portion of the signboard, or its bracket or hardware, to any surface directly below the signboard shall be a minimum of seven (7) feet.

For single story buildings: Top of signboard edge shall be no higher than the sill or the bottom of an average second stories window height.

Distance from building wall to sign board shall be a maximum of six (6) inches.

Maximum signboard width shall be two (2) feet.

#### **Permitted Residential Building Complex Directory Signs**

Each building owner may install a total of two Residential Building Complex Directory signs (one sign in front and one in the rear), and must be selected from the following types:

##### **Monument Signs**

Lots with twelve (12) or more units may have one freestanding directory sign. Maximum sign area (each side) is one-fourth (.25) of one percent of ground floor area, or twelve (12) square feet, whichever is less. The sign must be on the lot and the location is subject to CP ARC review and written approval. Monument signs shall not interfere with pedestrian or vehicular circulation or sight lines (signs shall allow safe ingress/egress from parking areas).

##### **Wall Signs**

Maximum sign area shall be one (1) percent of ground floor area or twelve (12) square feet, whichever is less.

Signs shall be silk screened or professionally hand painted.

##### **Projecting Signs**

Maximum sign area shall be six (6) square feet (per side).

Distance from the lowest portion of the signboard, or its bracket or hardware, to any surface directly below the signboard shall be a minimum of seven (7) feet.

For single story buildings: Top of signboard edge shall be no higher than the sill or the bottom of an average second stories window height.

Distance from building wall to sign board shall be a maximum of six (6) inches.

Maximum signboard width shall be three (3) feet.

#### **Permitted Tenant/Unit Signs**

##### **Address Signage**

Tenant/unit identification limited to one-half (.5) of one square foot (seventy-two (72) square inches) per tenant/unit.

### **CC Zone Sites**

#### **Permitted Building Identification Signs**

Each building owner may install a total of two building identification signs (one sign in front and one in the rear), and must be selected from the following types:

##### **Monument Signs**

Maximum sign area (each side) shall be one percent of ground floor area or thirty-two (32) square feet, whichever is less.

Sign shall not interfere with pedestrian or vehicular circulation or sight lines (signs shall allow for safe ingress/egress from parking areas).

##### **Wall signs**

Maximum sign area shall be one percent of ground floor area or twenty-four (24) square feet, whichever is less.

Maximum sign height shall be eighteen (18) feet above the sidewalk to the top of the sign (measured from the top of the sign to any surface directly below the sign).

Applied lettering may be substituted for wall signs. Lettering must fit within the size criteria above.

#### Window Signs

Maximum sign size shall be four (4) square feet.

Signs shall be silk screened or professionally hand painted.

#### Awning and Canopy Signs

Maximum sign area shall be ten (10) square feet on the main awning face or four (4) square feet on the awning valance.

Lettering shall not dominate the sloped or curved portions of the awning or canopy.

Lettering and signboard may be integrated along the valance or fascia.

Freestanding letters may be mounted on top of and extending above the fascia.

#### Projecting Signs

Maximum sign area shall be six (6) square feet (per side).

Distance from the lowest portion of the signboard, or its bracket or hardware, to any surface directly below the signboard shall be a minimum of seven (7) feet.

For single story buildings: Top of signboard edge shall be no higher than the sill or the bottom of an average second stories window height.

Distance from building wall to sign board shall be a maximum of six (6) inches.

Maximum signboard width shall be three (3) feet.

#### Permitted Building Directory Signs

Each building owner may install a total of two (2) building directory signs (one sign in front and one (1) in the rear), and must be selected from the following types:

##### Wall Signs

Maximum sign area shall be one (1) percent of ground floor area or twelve (12) square feet, whichever is less.

##### Window Signs

Maximum sign size shall be four (4) square feet.

Signs shall be silk screened or professionally hand painted.

##### Projecting Signs

Maximum sign area shall be six (6) square feet (per side).

Distance from the lowest portion of the signboard, or its bracket or hardware, to any surface directly below the signboard shall be a minimum of seven feet.

For single story buildings: Top of signboard edge shall be no higher than the sill or the bottom of an average second stories window height.

Distance from building wall to sign board shall be a maximum of six (6) inches.

Maximum signboard width shall be three (3) feet.