



**NORTHWEST**  
◀ **CROSSING** ▶

**MULTIPLE FAMILY  
RULES & DESIGN GUIDELINES**

**PROTOTYPES T4, T5, V2, V3**

**WEST BEND PROPERTY COMPANY LLC**

**DECEMBER 2003**



NORTHWEST  
CROSSING

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## PURPOSE

*These Multiple Family Rules & Design Guidelines control site design quality, the use of harmonious materials, and compatibility between buildings. The standards further serve to maintain the design character of the NorthWest Crossing development by describing building massing, siting and materials which reflect important aspects of the desired architecture for the development.*

*These Multiple Family Rules & Design Guidelines are organized into three sections — Construction Approval Process, Submittal Requirements and Architectural Standards.*

*These Multiple Family Rules & Design Guidelines apply to all structures constructed in the following prototypes:*

- Town Apartment (T4)
- Town Townhome (T5)
- Village Apartment (V2)
- Village Townhome (V3)

*The prototypes for Multiple Family Buildings and the allowed locations for each prototype within the NorthWest Crossing development are described in the Prototype Handbook. It is very important to use these Multiple Family Rules & Design Guidelines in conjunction with the NorthWest Crossing Prototype Handbook and the City's NorthWest Crossing Overlay Zone designations and related criteria.*

## CONSTRUCTION APPROVAL PROCESS

*The application of these Multiple Family Rules & Design Guidelines shall be subject to the approval of the NorthWest Crossing Architectural Review Committee (ARC) which shall also approve the installation of all buildings, fences, landscaping (including water features), flagpoles, exposed solar applications, air conditioning, mechanical equipment, antennas, satellite dishes, utility meters, and all other exposed site and building components.*

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

*All construction is subject to all codes and 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 Construction Submittal Form and Application is available at the offices of West Bend Property Company LLC, located at 2677 NW Ordway Avenue, Suite 100.*

### **Preliminary Review**

*Preliminary Review is required. The Preliminary Review process tests the building and site concept. Concerns or objections are easier to address and less costly when they are identified at the beginning of the design process. There is no fee for the Preliminary Review.*

### **Responsibilities**

*It is the responsibility of each NorthWest Crossing land owner and/or his agent(s) to read and understand the Declaration of Covenants, Conditions and Restrictions (CC&R's) for NorthWest Crossing; Prototype Handbook; ARC Construction Submittal Form and Application; and these Multiple Family Rules & Design Guidelines.*

## CONSTRUCTION APPROVAL PROCESS

## **Architectural Review Committee**

### **General**

West Bend Property Company LLC has established the NorthWest Crossing ARC to implement and administer these Multiple Family Rules & Design Guidelines. The ARC shall exercise the functions for which it is given responsibility by West Bend Property Company LLC, as provided in the Declaration of CC&R's for NorthWest Crossing and for the modifications, promulgation, and enforcement of its rules governing the use and maintenance of building sites and the improvements thereon.

The ARC exists for the purpose of maintaining these standards in design development and overseeing appropriate building and property use in NorthWest Crossing. The ARC reviews submittals and makes rulings that may supercede the City of Bend and/or others.

### **ARC Membership**

The ARC shall consist of at least three persons who shall be appointed by West Bend Property Company LLC. Members of the ARC may be removed and replaced at any time by West Bend Property Company LLC. Except as otherwise provided herein, any quorum of members of the ARC shall have the power to act on behalf of the ARC without the necessity of a meeting and without the necessity of consulting the remaining members of the ARC.

## **Architectural Standards**

The ARC exists for the purpose of maintaining the high standards in design development and overseeing appropriate building and property use in NorthWest Crossing. In addition to establishing an overall aesthetic for NorthWest Crossing, the intent of these Multiple Family Rules & Design Guidelines is to ensure that structures maintain a level of design quality that is compatible with the design goals of NorthWest Crossing.

### **Preparation for Preliminary and Final Review Submittals**

Preliminary and Final Review are similar processes and require approximately the same amount of time for the review. Alterations or additions to buildings require the same amount of time for the review process. Preliminary Review is also recommended for alterations. The timetable for both Preliminary and Final Review have three related aspects.

1). The applicant must first prepare for the review. This preparation should include:

- a) Confirm with the ARC at West Bend Property Co. LLC (2677 NW Ordway Avenue, Ste. 100, Bend, OR 97701; (541) 312-6473) to see if the copy you have of the NorthWest Crossing Multiple Family Rules & Design Guidelines is the most recent edition (all copies are dated).

- b) Request a current copy of the NorthWest Crossing ARC Multiple Family Construction Submittal Form and Application.
  - c) Read and understand the CC&R's for NorthWest Crossing; Prototype Handbook; Multiple Family Rules & Design Guidelines, and the ARC Multiple Family Construction Submittal Form and Application.
- 2). The second aspect is development and formation of your proposal. This normally includes formation of your building concept and integrating it with the constraints of the NorthWest Crossing Multiple Family Rules & Design Guidelines.
- 3). The third aspect is the ARC review. The ARC must receive your submittal at least two weeks prior to the next ARC meeting. The ARC meets regularly. Please contact the ARC at (541) 312-6473 for scheduled meeting dates.

After a complete and accurate application is received, the ARC will complete their review within a two-week period, and submit a report of their findings to the applicant.

### **Preliminary Review Advantage**

Preliminary Review is required.

The Preliminary Review process tests the building and site concept. The purpose of the Preliminary Review is to review designs at an

early stage, to obtain ARC comment on designs that may not be in keeping with these Multiple Family Rules & Design Guidelines. The applicant is encouraged to attend the Preliminary Review, as it allows the owner to obtain ARC advice regarding conceptual designs before final construction drawings are prepared.

Concerns or objections are easier to address when they are identified at the beginning of the design process. Should the ARC require changes that effect the building's structure, exterior materials or exterior details, it is much easier to deal with them prior to completing final construction budget and drawings; and/or applying for building permits.

Preliminary Review shall not be deemed to be a final approval for the construction of the improvement(s).

### **The ARC Final Review**

ARC Final Review meetings are closed—only ARC members, the independent architect consultant, and a representative(s) of West Bend Property Company LLC will be present. At the ARC meeting, when your project is reviewed, the plans, application, and independent architect consultant comments are reviewed and evaluated by the ARC members.

### **After the ARC Final Review**

After the ARC Final Review meeting a review letter is prepared, listing any ARC suggestions, requirements, concerns or conditions

of approval. A copy of this letter will be provided for your design and construction agent(s).

The owner(s), or his agent, must respond to the ARC review letter in writing prior to any construction activity on site. Additionally, if there are specific areas of concern or a requirement for more information, the owner or his agent(s) may be required to meet with a representative of the ARC to discuss these issues and/or deliver revised drawings or provide the supplemental information before the ARC will issue a final approval allowing construction to begin.

Excavation and construction may begin only after all issues (if any) are resolved, a final ARC approval letter has been granted and the owner's written acknowledgement of the approval letter has been received by the ARC.

Items which are missing from the original submittal (paint colors, masonry samples, catalog cuts, etc.) must be provided for review and approval at a later ARC meeting. It is prudent to plan color schemes and material choices well in advance of scheduling painters, masons and other specialty subcontractors.

If construction approval has been granted and construction has not begun within one year of receiving approval, the application and approval expire and the refundable portion of the application fee will be returned. A new application, a current fee, and a new ARC

review and approval will be required if construction is scheduled to proceed after this time.

### **Appeals**

Appeals to the ARC will be considered based on merit of the request and must be submitted in writing within 14 days of ARC written decisions.

### **Enforcement**

As provided by the NorthWest Crossing CC&R's, the ARC and/or its representative(s), shall be authorized, upon receipt of an application and submittal to build, to make onsite inspections of the building site and proposed construction at any time.

As provided by the NorthWest Crossing CC&R's, any breach of the CC&R's shall subject the breaching party to any and all legal remedies, including damages or the destruction, removal or the enjoining of any offending improvement or condition. In the event that an owner or his agent(s) fails to comply, the ARC and/or its authorized representatives may proceed with enforcement as provided for in these Multiple Family Rules & Design Guidelines and the NorthWest Crossing CC&R's.

Violation(s) of these Multiple Family Rules & Design Guidelines that are discovered during an inspection will be forwarded to owner(s) and/or their agent(s). The ARC and/or its representative(s) shall provide written notice

*of noncompliance to the owner(s) and/or their agent(s), including a reasonable time limit within which to correct the violation(s). In the event that an owner or his agent(s) fails to comply within this time period, the ARC and/or its authorized representatives may proceed with enforcement as provided by the NorthWest Crossing CC&R's.*

### **Performance Bonds**

*At the sole discretion of the ARC, a builder, contractor or design professional may be required to submit a performance bond prior to beginning work at the project site. The performance bond shall be in addition to the application fee required by these Multiple Family Rules and Guidelines. The ARC also reserves the right, solely at its discretion, to require the submittal of a performance bond during construction of a project if the ARC determines that these Multiple Family Rules & Design Guidelines or the CC&R's are not being followed. The failure of the builder, contractor or design professional to provide a bond when requested may result in a stop work order. The performance bond, in whole or in part, at the discretion of the ARC, shall be forfeited if a finding is made by the ARC that the builder, contractor or design professional has violated any provision of these Multiple Family Rules & Design Guidelines or the CC&R's. Upon onsite inspection(s) and approval, the bond shall be released to the builder, contractor or design professional within 7 days of written notice by the ARC of the satisfactory completion of the project.*

### **Non-Conforming Uses**

*If an owner has any improvement, condition or use not in compliance with these Multiple Family Rules & Design Guidelines in effect at the time of final ARC approval, the owner will be granted a reasonable time as determined by the ARC from the date of notification by the ARC to comply with these rules.*

### **Non-Waiver**

*Consent by the ARC to any matter proposed to it or within its jurisdiction, or failure by the ARC to enforce any violation of these Multiple Family Rules & Guidelines, shall not be deemed to constitute a precedent or waiver impairing the ARC's right to withhold approval as to any similar matter thereafter proposed or submitted to it for consent or to enforce any subsequent or similar violation of these Multiple Family Rules & Guidelines.*

### **Severability**

*If any section, subsection, paragraph, sentence, clause, or phrase of these Multiple Family Rules & Design Guidelines is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of these Multiple Family Rules & Design Guidelines.*



## SUBMITTAL REQUIREMENTS

### **Complete and Accurate Submittals**

A complete submittal (supplying all of the information outlined in the checklist) ensures the most expedient review and approval process.

Information missing from a submittal and/or inaccurate drawings may delay the review and approval process, as the ARC will not review an incomplete submittal.

At least two weeks prior to the next scheduled ARC meeting, submit to the ARC the following:

#### **Site Plan (1 copy) to include:**

- drawing scale: 1" = 20' (recommended)
- grading plan showing existing contours of site slope and proposed contour changes, both at 1' intervals minimum (retaining walls, if any, must be reflected accurately on the grading plan). If a site has less than 1' of slope, the site plan must note that condition.
- property lines, setbacks, and all easements (if any)
- building footprint location, roof plan including overhangs, parking areas, driveways, and service areas clearly marked
- all existing tree and rock outcropping locations (trees which are proposed for removal, as well as all existing trees to be retained, must be

clearly designated as such on the plan). Tree size noted and drip line indicated. If a site has no trees, the site plan must note that condition.

- all utility stub locations and their proposed extension locations to the building
- north arrow
- location of the following clearly marked: walkways, decks, retaining wall(s), proposed utility lines, service yard/trash storage, parking areas, utility, meter banks, exterior HVAC equipment, storage yards, and fences, screen walls, etc.
- identify Prototype classification (Town Apartment, Town Townhome, Village Apartment, Village Townhome)
- elevation of the first floor of the building (in relation to existing grade) noted on plan
- highest ridge elevation of the building (in relation to existing grade) noted on plan
- on-site drainage/containment systems
- landscape plan, including:
  - existing tree and rock outcropping locations
  - existing and revised grades
  - proposed trees and vegetation (identify sizes)
  - hardscape (walkways, terraces, courtyards, etc.)

A landscape plan is not required for the Preliminary Review. However, a complete landscape plan must be submitted for review and approval with the formal application. Beginning landscaping construction prior to ARC review and written approval may result in a forfeiture of the application fee refund. No additional fees are required for landscape review. The entire lot shall be landscaped, including adjacent right-of-ways, and shall be completed within six months of the completion of the exterior of the building or at occupancy, whichever comes first.

#### **Exterior Elevations (1 copy) to include:**

- drawing scale: 1/4" = 1' or as appropriate to accurately and clearly illustrate the building exterior
- all exterior building features clearly drawn and identified with all materials/finishes noted (exterior lighting, roof, siding, railings, trims, courtyards, decks, foundation, stairways, overhead or service doors, storage enclosures, masonry, meter housings, HVAC enclosures, etc)
- proposed structure's main floor line drawn and elevation in relation to existing grade noted
- accurate finished and existing grades drawn and noted

#### **Floor Plan(s) (1 copy) to include:**

- drawing scale: 1/4" = 1' or as appropriate to accurately and clearly illustrate the floor plan

**Roof Plan(s) (1 copy) to include:**

- drawing scale: 1/4" = 1' or as appropriate to accurately and clearly illustrate the roof plan
- roof-mounted HVAC equipment
- all roof penetrations, plumbing vents, chimneys, etc.

**Application Form (1 copy)**

- owner(s) must sign and date signature page
- cover sheet must be completed with pertinent addresses, phone numbers, legal description, street address, etc.
- all pages in application must be completed

**ARC Application Fee**

A check made to West Bend Property Company LLC in the amount of \$2,000 per townhome building or \$1/sq. ft. up to a maximum fee of \$10,000 or for Multiple Family (apartment) buildings. For townhomes a \$500 per building administration fee will be retained and for Multiple Family (apartment) buildings a \$1,000 administration fee will be retained with the balance refunded upon successful completion of the project and correction of any non-compliant items identified as a result of the ARC's final inspection.

**Color/Material Samples**

Color/material sample boards are a required submittal and are best assembled at the time of the full construction submittal; however, owners are permitted to submit them at a later date for review and written approval. Sample boards should include the following:

- Exterior window, siding, roofing colors and materials
- Exterior light fixture samples and/or legible catalog cuts or drawings
- Exterior door and window catalog cuts for all exterior doors and windows
- Awnings - catalog cuts
- Masonry and paver samples

**Deposit Refund and Inspection**

The refundable portion of the ARC Application Fee will be refunded, at the discretion of the ARC, if the building and landscaping are completed and meet all ARC standards, requirements, conditions, and design guidelines. Inspection schedules become full during the building season; sometimes inspections are not feasible due to weather conditions. A request for an inspection may require a lead-time of up to three weeks.

In addition, the owner is responsible for notifying the ARC upon completion of the proposed construction, at which time the ARC shall

arrange a final inspection to verify compliance with the plan as approved and to verify compliance with the Prototype Handbook and these Multiple Family Rules & Design Guidelines.

**Miscellaneous**

The ARC Application Fee may be changed at any time. If fees have changed, the owner will be required to pay the new fee for a new submittal.

**City Building Requirements**

The City of Bend requires that a building permit be obtained prior to beginning construction of any improvement or making additions or changes to an existing structure. Please verify all City of Bend regulations with the building/planning department at (541) 388-5580.

**Utilities**

All connections from trunk lines to individual structures must be underground (see Rules & Design Guidelines/Utilities).

Electric power is available from Pacific Power and Light, natural gas from Cascade Natural Gas, telephone from QWEST and TV cable from Bend Cable Communications. The City of Bend provides water and sewer services.

**SUBMITTAL REQUIREMENTS**

**MULTIPLE FAMILY  
ARCHITECTURAL STANDARDS**

**Adjacent Private Property**

*Adjacent property may not be used for access or as a parking area or staging area by any contractor or subcontractor working on the building site without Owner's approval. In the event of damage to adjacent property, the property owner and/or his agent(s) will be held responsible for restoration of the adjoining affected property and/or may result in a forfeiture of the ARC fee.*

*It is imperative to keep adjoining properties free of construction litter. Weekly clean-up is required. To retain construction litter on site, temporary site fencing and dumpsters may be required.*

**Awnings**

*All proposed awnings must be submitted for ARC review and written approval. If provided, awnings shall fit the window bays to blend with or augment the architectural character of the building. The awnings must be constructed of material selected to complement the body color of the building and are only allowed at ground floor elevations. Awnings above the ground floor will be reviewed on a case-by-case basis. No stripes or patterns will be permitted. Refer to Signs.*

*Glass, metal, wood or fabric are acceptable awning materials.*

**Buildable Area**

**City Requirements: (see NorthWest Crossing Overlay Zone Ordinance)**

**Building Setbacks (see Prototype Handbook)**

**Other Setbacks**

*Certain architectural features may project into required setbacks as follows: cornices, canopies, eaves, belt courses, sills, or other similar architectural features. All encroachments must comply with all applicable codes and ordinances.*

**Building Height (see Prototype Handbook)**

**Burning**

*The open burning of construction or landscape debris is not permitted at any time on any building site in NorthWest Crossing.*

**Drainage**

*A drainage plan must be included as part of all construction and landscape submittals, and is subject to ARC approval. All site drainage must be retained and disposed of on the owner's property. The use of drainage retention ponds and/or bio-swales are encouraged. Provisions for the disbursement of roof, gutter, site, landscape, walkway and parking lot drainage are the property owner's responsibility. Owners should consult with professionals to*

*discuss their drainage risk factors and specific solutions.*

*Structures located in such a way that they may be subject to additional water difficulties (from street run-off or other sources) during conditions that exceed the system's designed capacity should investigate the possibilities of a free-draining foundation system around the entire perimeter of the foundation or other effective drainage system(s) recommended by your drainage professional.*

*Some areas in NorthWest Crossing may be susceptible to street drainage and erosion problems during conditions that exceed the system's designed capacity.*

*For purposes of drainage, grading must slope away from all structures on a site.*

*Both existing and finished grading must be represented on each site plan, each exterior elevation, and each landscaping plan submitted to the ARC.*

**Driveways and Walkways**

*Driveway cuts onto streets will be limited to two per T4 and V2 Prototype site, unless otherwise approved by the ARC. For T4, T5, V2 and V3 Prototype sites, no driveway cuts onto streets are allowed where alleys are provided. The driveway shall be built to a minimum width and acceptable to City of Bend. No driveways will be allowed along the north side of NorthWest Crossing Drive between Mt. Washington Drive and NW Clearwater Drive. Other*

driveways are subject to ARC review and approval. The City of Bend requires a permit prior to creating the curb cut for any driveway onto streets. Driveways may be concrete, asphalt or masonry paver. Concrete sidewalks and aprons at driveways shall be a minimum 8” thick.

Walkways should be designed to enhance the entries and connect buildings to the neighborhood. Buildings should be constructed as close as possible to the minimum front setback. Refer to Setbacks in the NorthWest Crossing Prototype Handbook.

All driveways and walkways shall be finished prior to occupancy. Builders and Builder/Owners are responsible for repair of all driveway cuts, concrete breakage of curbs, sidewalks or sidewalk aprons. West Bend Property Company LLC and the ARC representative will monitor and provide written documentation to the responsible Owner. All repairs must be completed in a timely manner after the receipt of written notification from the West Bend Property Company LLC or ARC representative.

### **Duplication**

**V2 and V3 Prototypes:** To promote diversity of design and style, the use of the same building front exterior elevation is not encouraged and is subject to ARC approval. The intent of this rule is to avoid the repetitive exterior sameness that results from building the same plan side-by-side on the same block.

In cases where similarity in building design or appearance is deemed a concern by the ARC, modifications to the design may be required to eliminate similarities.

**T4 and T5 Prototypes:** Duplicity of building exterior elevations is encouraged and may be required in the Town Prototypes.

### **Excavation**

Each building site shall be developed with minimal modification of the existing topography. All excavation spoils must be removed from the site. All areas disturbed during construction must be restored to their original appearance or in accordance with an approved landscape plan. Natural area restoration includes replanting native grasses and other native plant materials, and redistributing mulch and/or duff covering raw earth. Landscaping shall be designed to “disguise” excessive slope areas caused by fill for parking lots and around the foundations of buildings.

### **Exterior Colors and Stains**

All exterior colors are subject to review and approval by the ARC for both original painting and subsequent repainting. Colors appropriate to the character and style of the building are strongly recommended. Bright body colors will generally not be acceptable.

Care shall be taken to avoid duplicating colors of nearby structures. Natural wood siding, peeled logs and natural shakes must be stained or treated.

### **Exterior Design Treatment**

Several things must be considered during the design process to effectively address specific site conditions. Sensitively selecting roof pitches and roof massing can lessen the perception of height. Stepping the building profile from the point of low grade back toward the higher grade reduces the building mass, particularly as seen from lower viewpoints. Reducing story heights at the ends of the building adjacent to neighboring properties can substantially soften such end conditions. Prudent use of materials may be effective tools to reduce the height and mass (i.e., masonry wainscoting, base trim boards, frieze boards, and belt courses are a few design alternatives for effectively eliminating long, tall, uninterrupted walls.).

Buildings should display the traditional three-part architectural division of base, body and head, with a cornice or other demarcation at the top of the first level, as well as near the top of the building. Porches, bay windows, recessed entrances, changes in materials, and other architectural details may be required elements on the buildings.

Careful use of the prototype examples in the Prototype Handbook is essential. Use of the massing examples is encouraged. Building designs must be compatible with the context of the surrounding built environment. Building site owners are strongly encouraged to review ARC files of structures on adjoining sites to aid in window placements and other conditions on side elevations.

The ARC encourages and may require the fenestration, projecting

bays, and all other architectural features to be coordinated on all sides of the building. Integrating architectural elements around the building will enhance it as a whole and should augment the architectural character of the building.

Exterior material treatment used on the building walls shall be continuous and consistent on all elevations in order to achieve a uniform and complete design and must avoid a “veneer” look.

Exterior siding material must be carried down to within eight inches of grade. Only eight inches of exposed foundation is permitted on any exterior elevation.

Stucco & Masonry. The use of stucco and/or masonry materials may be exempt from the one treatment look. Many times these materials may be used in conjunction with other approved siding materials to enhance the architectural style and appeal of all sides of a building. When masonry is used on the front of a building and it extends to any front corner, it must extend at least 18” around the adjoining side elevation.

Exposed understructures of buildings built on hillside sites are prohibited.

### **Exterior Lighting**

The objective 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: All exterior fixtures must have downward-directed light sources which are shielded with a minimally translucent

material approved by the ARC. No fixture shall glare onto adjacent properties. Colored lamps are prohibited. Architectural pole lighting at parking lots and around buildings should be of a height in scale with the building but not to exceed 20 feet in height. Walkway, landscape and all other decorative light fixtures are subject to ARC review and approval regarding their style, location, number and wattage. No part of the lamp may be exposed through perforated opaque material. A variance for outdoor special holiday lighting is only granted between the Saturday before Thanksgiving and the second weekend in January. All holiday lighting must be completely removed by January 31.

Information regarding the design, number and location of all exterior lighting fixtures is required for ARC review and approval, including (but not limited to) exterior wall, pendant, architectural accent, parking lot, walkway, site and landscape lighting. Lighting submittals require an actual sample or legible drawings and catalog cuts for the review process. All exterior light fixture locations must be shown on the site plan and exterior elevations of all construction submittals. Landscape lighting should be shown within the landscape plan. All exterior light fixtures installed without ARC review and approval must be removed.

In cases where the grade differential is such that portions of the building are elevated above the adjacent property or right-of-way, exterior light fixture(s) may require additional shielding to prevent glare or light spill off property. In some cases, recessed or “can” lights may not be allowed.

### **Exterior Walls and Trims**

In the design of multiple family buildings, which propose the use of a composite of exterior materials, consideration shall be given to appropriate balance, both in terms of the amount of each material, as well as the specific areas of their use. Building walls of more than one material shall change materials along horizontal lines, projecting bays, or other architectural features. Some building designs will be required to have exposed rafter tails, brackets, or other visible architectural elements to enhance design.

Heavier appearing materials shall be used only below lighter appearing materials. Lap siding and shingle exposure and board and batten spacing are subject to ARC review and approval.

#### **The following materials are approved for use on exterior walls and trims:**

- a) Wood (treated with semi-transparent or solid body stains or paints), shingles and the use of lap wood and cement-based siding material is approved. Board and batten type siding, heavy timber and log style buildings may be appropriate on some sites; however, they are subject to ARC review and approval. In most cases, siding applications which involve a mix of directions (horizontal, diagonal, and vertical) are discouraged.
- b) Brick, natural and cultured stone.

- c) Textured masonry block units are not to exceed eight inches in height.
- d) Stucco and synthetic stucco.
- e) Exposed cast-in-place concrete using dimensional wood form boards.

**Prohibited Materials and Conditions:**

- a) corrugated metal
- b) unarticulated panel siding (e.g., T-1-11, plain plywood, sheet press board)
- c) seams on sheet (plywood or pressboard type) products
- d) other similar quality, non-durable products

**Fences and Landscape/Retaining Walls**

*Fences and Landscape/Retaining Walls require specific review and approval from the ARC before they may be installed. A fence is defined as a structural, functional or ornamental barrier separating one exterior space from another.*

*The heights or elevations of any wall or fence shall be measured from the existing natural elevations of the property at or along the applicable points or lines. No cyclone, metal mesh, or chain link fences are allowed whatsoever except that fence posts must be metal or steel enclosed in wood. Freestanding concrete and masonry walls shall be minimum 8”*

*thick. Wood shall be painted unless natural cedar or redwood is used. Site wall materials should generally match building materials. Metal and iron fencing shall be configured in predominately vertical elements; all metal surfaces shall be painted.*

*Acceptable materials for Fences and Landscape/Retaining Walls are as follows:*

- a) Brick, concrete and stone masonry
- b) Architecturally detailed exposed cast-in-place concrete
- c) Stucco, cement based
- d) Wood pickets, lattice and boards; use #2 or better no-hole cedar or other ARC approved wood.
- e) Painted wrought iron

**Some Fencing Considerations:**

- a) Fences constructed with wood shall use wood wrapped steel posts. All fences shall be five (5) feet in height or less. Wood wrapped steel posts for fences may be higher than six (6) feet with ARC approval. Height shall be measured from the natural grade. “Natural grade” is defined as the site topography which exists at the time a lot is sold to the first owner by the project developer or builder; fill material subsequently brought to a site does not modify this original grade. The ARC will evaluate each condition on an individual basis.

- b) Any fence beyond the front of multiple family buildings must not exceed three (3) feet in height. Painting of front fences is allowed with ARC approval of colors and finishes. Any painted fence must be maintained so as to conform to the standards established for fences.
- c) No tree, whether in a setback or on private property, shall be used for the attachment or support of any fence or privacy screen.
- d) Fences along alleys shall be at least 3’ away from the pavement.
- e) On interior lots, side yard fencing may be 6 feet high, but must step down to 5 feet within 8 feet of the paved alley, and must step down to 3 feet as noted in b).
- f) Fencing around recreational facilities in private areas will be evaluated on an individual basis, taking into consideration such factors as location, exposure to public view, and natural screening in the immediate vicinity.

**Fireplaces**

No wood burning stoves or fireplaces are allowed.

**Flagpoles**

Flagpoles, flags and banners require prior ARC review and approval before they may be installed. Size of flag and height of pole are also subject to ARC approval.

## **Garages**

*Garages are encouraged. The number of parking spaces shall conform to the City of Bend code for multiple family housing. Garage conversions to living space are prohibited. Only 7' - 8' tall garage doors are permitted. Larger doors require ARC review and written approval. Dwelling units may have no more than two attached garage bays without ARC review and specific written approval.*

*Owners or their agents are strongly encouraged to minimize the massing and visual impact of the garage. The space between the top of the garage door(s) and the roof shall be kept to a minimum (see Exterior Design Treatment).*

*Garages for multiple family dwelling units shall meet the following requirements:*

- a) Each three bedroom unit within a townhome or apartment must have a two car garage. Two bedroom units or less within a townhome or apartment must have at least a one car garage and a paved (hard surface) onsite parking space. For apartments, the required paved, on-site parking space may be a carport provided it matches the apartment building architecture.*
- b) V3 Prototype properties with Accessory Dwelling Units (ADU), at a minimum, must provide one paved (hard surface) onsite parking space for the ADU.*

## **Garbage and Trash Removal**

*Owners are responsible for their own garbage and trash removal during and after construction. Construction sites must be kept clean from trash and construction debris at all times. Construction sites that are not kept clean (at least weekly removal of trash and construction debris) may be subject to the ARC action of having the trash and construction debris picked up and disposed of. The cost of the removal and disposal of the trash and construction debris shall be deducted from the ARC refund fee.*

*Trash collection and recycling services are available through local providers. Trash cans and recycle bins, which are taken to the alley or street on pick-up day must be returned to their screened areas or the garage the same day. Trash cans and recycle bins must be stored in an area that is not visible from the street or adjoining homesites. (also see Service Yards for screening information).*

*Burning or dumping of garbage, landscape debris or trash anywhere in NorthWest Crossing is prohibited.*

## **Grading**

*To the maximum extent feasible, all grading on the building site shall conform to existing topography and must be approved by the ARC at the time of construction and/or landscaping review. For purposes of drainage, grading must slope away from structures on a homesite (See Drainage).*

*Both existing and finished grading must be represented on each site plan, each exterior elevation, and each landscaping plan submitted to the ARC.*

## **Gutters and Downspouts (See Drainage)**

*Gutters are recommended and may be required on some buildings. All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored or painted to blend in with the surface to which they are attached.*

*All drainage pipes connected to downspouts must be concealed from the view of neighboring properties. In addition, this drainage must be accommodated on the owner's property. Please consider the addition of French drains or other types of drywell systems to accommodate gutter drainage.*

*Prefinished metal gutters and painted metal downspouts are acceptable roof flashing materials for NorthWest Crossing. Gutters shall be round or ogee profile.*

## **Heating and Cooling Systems**

*All exterior elements of heating and/or cooling systems must be screened from the view of neighboring building sites, residences and roadways and must be constructed to reduce noise transmission to acceptable levels at adjoining properties. Materials to screen around HVAC systems should match or complement adjacent building materials and must be reviewed and approved by the ARC.*

### **Hillside Building Sites**

*Exposed understructures of buildings built on hillside sites are prohibited.*

*Siding material must extend to within 8 inches of the finished grade, and skirt walls (pony walls) exceeding three feet in height shall be landscaped to reduce the scale of the skirt (pony) wall. Additionally, all first floor decks which are more than 24 inches above grade must have skirt (screening) walls and these walls must be recessed 18 to 24 inches from the deck/porch edge to create shadow lines. Decks more than three feet above grade shall be landscaped to reduce the scale of the skirt (screening) wall.*

### **Landscaping**

*Landscaping is required and may be a condition of development in some areas. All sites, however, shall be maintained to present a neat and pleasing appearance to all off-property vantage points, to minimize fire danger in the area and to moderate the problem of wind-blown dust. If a property owner chooses to maintain the natural appearance of the site, steps must be taken to restore/re-naturalize unsightly scarred areas due to construction activity or other damage and to remove dead plant material and refuse from the site. Re-naturalize all areas disturbed by the construction of the building. Re-naturalizing includes:*

- Planting native plant material*

- Spreading mulch/pine needles/duff, covering bare earth*
- Feathering transitions between truly native areas to the newly restored areas*

### **Other Landscaping Considerations**

- a) *Landscaping must be completed within six months of completion of the building's exterior or by occupancy, whichever occurs first. Exceptions for weather delays to landscape completion may be considered by the ARC.*
- b) *The front and side setbacks along public Right of Way shall be landscaped. For apartments, complete site landscaping is required.*
- c) *Underground irrigation is required unless xeriscape design is approved.*
- d) *Street tree species, number, size and location are to be determined by the NorthWest Crossing Street Tree Guidelines for the area between the curb and sidewalk. This area also requires sod, or approved substitution, and underground irrigation. At a minimum, all street trees shall be a minimum 2" caliper.*
- e) *In some situations the ARC may require an owner to plant trees and/or add contouring to a site to screen unsightly on-site elements from off-site vantage points.*
- f) *It shall be the responsibility of the building owner, when*

*landscaping his property, to follow the landscape plan approved by the ARC.*

- g) *When appropriate, contiguous property owners should work together to create a continuous flow from one property to the next avoiding a straight line delineating property lines.*
- h) *Landscape plans must be presented on 11" x 17" or larger paper and provide the following details:*
  - i) *Identification, quantity and size of all proposed species of trees and plantings.*
  - ii) *Delineation between areas. For example: sod vs. bark, planting areas vs. sod (preferably in color).*

### **Irrigation systems requirements:**

- a) *Underground automatic irrigation systems need to be designed to irrigate lawn and shrub areas with separate zones.*
- b) *All spray heads (pop-ups) must have pressure-regulating capabilities.*
- c) *Irrigation controllers must have the following minimum features:*
  - i) *365-day calendar for odd or even day watering.*
  - ii) *Independent programming for mixed irrigation applications.*
  - iii) *Water budget feature that is selectable for each program for seasonal adjustments*



## **Mailboxes**

*Individual mailboxes are prohibited. Group mailboxes are provided throughout NorthWest Crossing.*

*Keys for the mailboxes may be picked up at the U S Post Office.*

## **Maintenance**

*Each property owner or Homeowners Association is required to keep the land, landscaping and all improvements in good repair and attractive condition. This includes keeping any native areas free of weeds, building materials, and other debris.*

## **Metals and Plastics**

*All exterior metals and plastics (vents, flashing, gutters, etc.) must be screened from view, painted or treated to blend in with the adjacent surrounding material. All utility meter housings must be painted to match the body color of the building.*

*Decorative features in unpainted or untreated metal or plastic require prior ARC review and approval.*

## **Parking and Screening**

*Apartment parking lot designs should provide for the necessary parking spaces and related landscaping and pedestrian access. At least one paved, continuous and direct pedestrian walkway through the parking lot to the building(s) shall be provided. In addition, walkways connecting the parking lot and the street are encouraged*

*and may be required by the ARC.*

*Refer to The Prototype Handbook regarding parking lot locations.*

*One out of every 12 continuous parking stalls must be dedicated to trees and landscaping. The number of continuous, side-by-side parking stalls shall not exceed 11.*

*Boats, trailers, buses, motor homes, commercial vehicles, trucks larger than one ton, recreational vehicles, disabled vehicles or other similar vehicles shall be stored only within an enclosed structure with a design approved by the ARC.*

*No parking whatsoever shall be allowed in access easements and alley rights-of-way; it is each owner's responsibility to see that their guests, invitees, and lessees abide by this condition.*

*No vehicles shall be parked in the street for more than 24 hours at a time.*

*If it is necessary for one of the above vehicles (which are normally stored in another location) to be parked on a building site in view of roadways, or neighboring buildings or homesites, the ARC must be notified in advance of parking on the building site. Such items may be parked on the owner's designated parking area, and not on the street, for no longer than forty-eight (48) hours.*

## **Primary Entrance**

*For townhomes, each dwelling unit must have the primary entry located at the front facade. Apartment buildings must have a*

*primary entry located at the front facade of the building. There must be a direct, paved walkway from sidewalk to the main entry.*

## **Roofs and Roofing Accessories**

*Slate, ceramic and concrete tiles, concrete and wood simulated shakes, and composition roofing (with at least a 25-year warranty) are acceptable roofing applications for NorthWest Crossing. Pre-formed metal roofing and textured metal with a matte finish may be considered on some buildings, with ARC approval. Wood shakes and shingles are discouraged due to fire danger. Roofing applications will be reviewed on an individual building basis. Even though the product is approved, some colors will not be permitted on buildings in NorthWest Crossing.*

*Low slope single ply membrane roofs may be permitted when a parapet and cornice are used to conceal all roof-mounted equipment from the view of adjacent properties. In some locations where street frontage is required with 5' front setbacks, low slope roofs behind parapets or false fronts may be required.*

*Where sloped roofs are used, main roofs shall be 4:12 minimum to 14:12 maximum slope with symmetrical gable or hip configuration. Eaves shall be continuous except at sheds and dormers. Shed roofs shall be attached to main building wall or roof ridge, with a minimum 3:12 slope. Eaves and overhangs should be sized and built appropriately for style of building and are subject to ARC approval.*

*All roof-mounted components such as mechanical equipment shall be visibly screened from view from any adjacent street.*

**Satellite Dishes and Antennas**

*No exterior satellite receivers or transmitters, television antennas, radio antennas, or other receiving device shall be placed on any building or structure without review and approval of the ARC.*

**Other Considerations:**

- a) Satellite dishes over 18 inches in size are not permitted on buildings or sites.*
- b) Location of receiving devices must be inconspicuous and pre-approved before placement. Landscape screening may be required in some cases.*

**Security**

*If you have a security concern, call the City of Bend Police at 388-0170 or if it is a true emergency, dial 911. If the situation is a rules violation, contact the ARC at 312-6473.*

**Service Yards/Trash Enclosures**

*When not provided by other structures, each multiple family building shall have a screened service yard enclosing garbage, recycling, and trash containers, landscape debris, outdoor maintenance equipment and so forth. Service yards may be*

*detached from the building and must be screened from view of other buildings or roadways. Chain link enclosures are prohibited. All service yards must be reviewed and approved by the ARC.*

**Setbacks and Easements (See Prototype Handbook)**

**Signs**

**General Signage Information**

- a) Subcontractor, lender and supplier signs are prohibited. No signs shall be displayed in the windows of homes (except approved block home stickers) or be nailed to trees.*
- b) No directional signs may be used without prior ARC approval.*
- c) No offsite signage within NorthWest Crossing may be used without prior ARC approval.*
- d) All signs must appear to be professionally produced.*
- e) Any signs which, in the sole judgment of the ARC, are deemed to be non-conforming will be removed and held by the ARC for 14 days, after which time they will be destroyed.*
- f) All signs must be placed parallel to and facing the street providing access to the property.*
- g) Signs may not be illuminated with artificial light.*

- h) Plastic or cardboard store-bought or handmade “For Sale” or “For Rent” signs are prohibited.*
- i) All construction-related and “For Sale” signs must be removed upon sale of the property and/or upon completion of the construction project or at the direction of the ARC.*
- j) Private property signs are limited and must be constructed in the same manner as the “for sale” signs and must have prior approval of the ARC.*
- k) Political signs are permitted and may be placed on the property 30 days prior to any election. These signs must be removed the day following the election. If not removed, the ARC will remove them. Political signs of a non-election nature are prohibited.*
- l) “For Rent” signs shall be same size, color and height as “For Sale” signs and limited to one per unit for townhomes or one per apartment complex.*
- m) Permanent signs must comply with the City of Bend signage ordinance and satisfy the City of Bend Fire Department’s requirements.*
- n) For Village Prototype V2 apartments, one monument sign only will be allowed. Monument sign location is subject to ARC approval. Maximum sign area shall be 24 square feet, including sign base, with maximum sign height of 4 feet.*

Maximum signage lettering and graphic height shall be 4 inches.

For Town Prototype T4 apartments, one monument sign or one wall sign will be allowed. Monument sign location is subject to ARC approval. Maximum monument sign area shall be 24 square feet, including the sign base, with a maximum sign height of 4 feet. Maximum monument signage lettering and graphic height shall be 4 inches. The wall sign location is subject to ARC approval. Maximum wall sign area shall be 24 square feet with a maximum sign installation height of 18 feet above the adjacent sidewalk. Applied lettering may be used as an alternative to a wall sign. Size and style of wall sign lettering or applied lettering shall be compatible with the building's architecture and is subject to ARC approval.

### **Builder/Contractor/Architect/Designer Signs**

One sign, identifying the builder/general contractor, is permitted during the course of construction. The sign must be single-sided and may include the builder's logo, company name and phone number and be of his own design and choice of colors. Architect/designer identification may be incorporated into this sign but may not be a separate sign attached to the builder sign. Builder signs shall be limited in size to 18" x 24" installed with a single or double post no higher than 42" above the immediately adjacent ground plane and must be placed

parallel to the road. Builder signs may be placed after ARC's written approval for the building construction has been received. Signs must be removed as soon as the building is occupied. No builder/architect information boxes are permitted.

### **For Sale Signs**

Only one "For Sale" sign is permitted on each building site. It must be single-sided, on its own post and no higher than 42" above the immediately adjacent ground plane. Wording of a "For Sale" sign shall be limited to the words "For Sale" and contact information of the listing real estate agency or owner, if for sale by owner. A logo or mark of the agency and the agent's name is also permitted.

All information on the sign shall be incorporated as part of the original sign design. If the owner is selling the property, the name of the owner or "By Owner" may be substituted for the listing agency. The sign shall be limited in size to 18" x 24" and shall be white with dark green lettering installed with a single or double post no higher than 42" above the immediately adjacent ground plane. For Sale signs must be placed parallel to the road. Only one 6" x 24" rider with the same colors as the sign can be added at a later date. The one rider limitation can include a "SOLD" sign that may be red.

### **Open House Signs**

Open house signs or sandwich boards are permitted (on the subject building site) during the course of the open house but must be removed at the conclusion of the open house and/or whenever the house is not "manned". The open house signs shall be limited in size to 18" x 24".

### **Special Event Signs**

Special event signs must obtain ARC approval prior to their use. All exceptions to these sign standards must be presented to the ARC for review and specific written approval prior to their use.

### **Skylights and Solar Devices**

All glass, plastic or other transparent skylight or solar device shall be treated to eliminate reflective glare. Clear, bronze or gray glazing is preferred over white translucent. Flat skylights are preferable to domes.

Solar collectors are encouraged at NorthWest Crossing; however, the collectors must be flat to the roof. In addition, the majority of the mechanical portion of the system must be contained within the structure and not positioned on the roof. Preliminary and final ARC approval is required for all solar collection systems.

### **Staging Area**

Each construction approval submittal must designate at least one staging area for a building site, subject to approval by the ARC.

Each staging and construction area must be kept clear of trash and debris.

### **Temporary Structures**

No structure of a temporary character, trailer, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence, either temporarily or permanently.

### **Tree Preservation Guidelines**

Throughout NorthWest Crossing there are many trees that make the building sites unique. To maximize the likelihood of saving existing trees, follow these basic tree preservation techniques:

- a) Identify the Critical Root Zone (CRZ) area. The drip line is a good rule of thumb.
- b) Design around the CRZ whenever possible.
- c) Install construction fencing around as much of the CRZ as possible. Do not let any activity (storage, traffic, cleaning of tools, etc.) take place within the fenced area.
- d) Where activity must occur (usually footing or trench), cut cleanly any roots encountered. Backfill and water as soon as possible.

### **Tree Removal and Trimming**

Any trees proposed for removal must be clearly shown on the formal construction submittal and is subject to ARC approval prior to removal.

The removal of any tree larger than 6 inches in diameter (19 inches in circumference) without the written approval of the ARC is prohibited and is subject to a \$1,500 fine per tree. Trees less than 6 inches may be removed in accordance with fire safety guidelines. Any tree may be trimmed up six feet from ground level for fire safety. Any dead limbs above this height should be removed.

Unauthorized tree removal during construction will result in immediate forfeiture of the deposit and suspension of all construction activity on the property until a remediation plan and new deposit are received and approved by the ARC.

Tree topping is prohibited in NorthWest Crossing. If an owner or their agent(s) ignores this prohibition, the owner will be required to completely remove and replace the topped tree with a tree or trees (with the size(s) and species as required by the ARC) at the owner's expense.

### **Trellises, Decks, Porches, Stairs, Stoops, Deck/Porch Skirting, and Balconies**

Elevated decks with occupied areas below shall have supports of not less than 6" X 6". Built-up wing walls or built-up columns (clad with siding material), both in conjunction with landscape screening are encouraged and

in some cases will be required. Acceptable materials are as follows:

- a) Cast concrete, brick, stucco and stone masonry, wood or fiberglass columns, posts, piers and arches
- b) Wood, brick, concrete and stone masonry decks, stoops, stairs, porches and balconies
- c) Stone, masonry or wood lattice screen for undercroft of porches or decks, compatible with adjacent wall materials
- d) Wood, welded steel or iron trellises
- e) Railings, balustrades and related components shall be wood, painted welded steel or iron

Additionally, all 1st floor decks which are more than 24 inches above grade must have skirt (screening) walls and these walls must be recessed 18 to 24 inches from the deck/porch edge to create shadow lines. Landscaping around decks more than three feet above grade shall be required to reduce the scale of the skirt (screening) wall.

### **Utilities**

All connections from trunk lines to individual structures must be underground; exposed plumbing, electrical, and all other utilities and services are prohibited. All areas of excavation for site utility work must be restored (see Landscaping). Utility trenching should be laid out in a manner to minimize the impact on trees' critical root zone.

### **Utility Meters**

All utility meters (gas and electric) should not be visible to roadways or neighboring building sites. They shall be installed according to the guidelines provided by the utility companies. All meter housings and junctions must be painted to match the siding color of the building or accessory structure.

### **Water Features**

All water features must have written ARC approval prior to their construction and/or installation. The ARC has sole discretion and may reject any water feature deemed inappropriate.

Water features shall be integrated as part of the landscape or streetscape.

Water features shall be sized, located, and oriented to complement the adjacent building or landscape environment. Noise from water features shall be limited so as to not impact adjoining or adjacent buildings or homesites.

Water features shall be scaled as a minor landscape element—they shall not dominate or distract from the landscaping or the architecture of the building.

### **Windows, Glazing, Entrances, Door Frames, and Accessories**

Wood, vinyl or prefinished metal frames and sashes are allowed.

Clear or “low E” glazing are required. No reflective glass is allowed, without the ARC’s approval. Aluminum windows, door frames and skylights must be factory painted, vinyl clad or bronze anodized, unless other treatments are specifically authorized by the ARC.

Hinged glass doors (not sliding), where visible from the street, are allowed. Entry and overhead doors shall be wood, embossed metal or fiberglass. Wood or fiberglass shutters are allowed. Interior window treatment shall harmonize with the exterior facade.

Bay windows shall extend to the floor level and be visibly supported by brackets, or extend completely to the ground. Door and window shutters shall be sized to cover the window. No single sheet of glass visible from the street should be greater than 24 square feet in area. Multiple vertical windows may be grouped in the same horizontal opening provided they are separated by 4 inch minimum posts. Windows in wood-sheathed walls shall be surrounded with a 2 1/2” minimum, 8” maximum trim board applied flush with the wall surface.