

DESIGN GUIDELINES

GLEN LAKE COMMERCE SUBDIVISION

Revision Dated:

March 6, 2017

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INTRODUCTION

Purpose

The guidelines will assist developers and builders in understanding the overall development concepts of the Glen Lake Commerce Subdivision located in the city Bozeman. The application of these guidelines will provide for the mutual benefit and protection of the community and all present and future owners and lessees of M1 zoned properties in the proposed Glen Lake Commerce Subdivision. The guidelines are designed to encourage mixed-use developments as well as attractive sites for business, offices, services (public and private) and residential space. The purpose of the design guidelines is to coordinate the design approach for the different projects in the development and to ensure that it is cohesive and coordinated not only throughout the project, but also during each individual lot development.

The Design Guidelines address development standards and design considerations for land uses located within M1 zoned districts; however, the developer or builder assumes the responsibility to be familiar with all the requirements of the City of Bozeman which apply to a given project.

It is not the intent of these guidelines to conflict with existing design guidelines that may have been adopted by the City of Bozeman

The use of the words ‘shall’ and ‘should’ are utilized extensively throughout the document. When a statement includes ‘shall’ it is intended that this guideline will be complied with, to the extent possible, or that the applicant will address why the project is not able to comply with a particular guideline. In many cases, the use of the word ‘shall’, also refers to actual City of Bozeman Unified Development Code requirements. When a statement includes ‘should’ it is the intent that the recommendation within the guideline will be taken into consideration when designing the project.

DEFINITIONS

The following definitions are in addition to those found in the City of Bozeman Unified Development Code.

Site Planning and Development

Amenity Feature – Any item used to enhance the usability and pedestrian experience of a project, including but not limited to: Outdoor seating, public art, recreational facilities such as a clubhouse or pool, water feature, enhanced landscaping, etc.

Amenity Zone – An area along the street curb where trees, planters, furnishings and lighting are arranged. This area is typically a minimum of 5 feet in width with larger areas encouraged where it fits the pedestrian scale.

Automobile Parking Area, Parking Lot, Parking Structure – Lot or structure for temporary storage of automobiles and like vehicles which meet state inspection standards and are not for sale.

Branching Height – The typical dimension between the ground and the lowest limb of a tree.

Building Height – Vertical distance from average of the finished ground level at the center of all walls of the building to the highest point of the roof surface, not including chimneys, ventilators, pipes and smaller appurtenances.

Caliper – The diameter of the trunk of a tree measured 6 inches above the ground.

Character – A viewer's impression of the elements which make up a particular composition of the landscape, trees, buildings, space, furniture, materials and colors.

Commercial Street – A street where the primary activity is to provide goods and services to the public. An area of shops, stores, service businesses and offices.

Design Guidelines – A set of minimum guidelines, recommendations and requirements to guide the design of land developments within a given area.

Landscaping or Landscaped Area – Any combination of living plant materials including organic decorative materials such as rock mulches, provided that at least 25 percent of the landscaped area is covered by plant beds containing living plant materials or by turfgrass.

Median – A raised island of paving or planting located in the center of the street dividing the two ways of travel along a street.

Pedestrian Illumination – Human scale lighting that provides special effects in pedestrian areas along streets, in plazas, and transit stops. Typically, lighting fixtures are pole-mounted luminaries, lighted bollards or other low level light fixtures.

Scale – The proportions of elements that relate to the street, parking areas, plazas and pedestrian ways in relation to the human or automobile. Scale affects the arrangement of elements to form spaces that are comfortable for pedestrians and drivers alike.

Sidewalk – Attached: a sidewalk which is attached to the back of the street curb. Detached: a sidewalk along the street which is not attached to the back of the street curb. Typically, detached sidewalks are separated from the curb with a tree lawn or landscaped planter area.

Streetscape – The landscape, pedestrian or other improvements within the public right-of-way. It is typically an area between the curb and right-of-way line. In some cases, it may be within easements adjacent to the right-of-way.

Street Trees – Large shade trees that line the street in a regularly spaced row. They are typically located within the tree lawn.

Tree Lawn – The area between the back of the curb and the detached sidewalk.

Xeriscape – An approach to planting design using established landscape and horticultural principals to reduce water consumption and maintenance of landscapes.

Architectural

Arcade – A roofed passageway over a pedestrian walkway.

Architectural Bay – The area between two vertical elements, usually structural supports, that is usually spaced in repetition.

Articulation – A juncture in the face of a building that generally provides relief in an otherwise flat surface.

Belt Course – Usually referred to in masonry construction as a continuous row of a pattern of masonry around the façade of a building.

Bulk – The three dimensional volume of a building.

EIFS – Exterior Insulation Finish System, or a synthetic stucco building material.

Façade – The exterior face of a building.

Fenestration – The openings (doors and windows) in a building.

Form – The three dimensional shape and structure of a building.

Hardscape – Exterior ground surface areas which are paved with some impervious material.

Human Scale – Proportions of elements that relate to the size of a human body.

Mass – The exterior form and shape of a building.

Mixed-Use – A development consisting of one (1) or more principal buildings containing, either individually or collectively, both residential and nonresidential principal uses.

Mullion – An upright dividing bar in a window or screen.

Pilaster – A pillar or column set into a wall as an ornamental relief.

Portico – A covered porch on a roof supported by columns leading to a building entry.

Reflective Glass – Glass that has a percentage of outdoor visible light reflectivity greater than 19% with a light transmission factor of less than 60%.

Reveal – A space or an indentation in the surface of a building that separated materials or is used as an accent in the field of the same material.

SECTION I -SITE PLANNING GUIDELINES

BUILDING SITING AND ORIENTATION

1. INTENT

- a. Building siting and orientation is a critical physical design element which must be considered at the outset of a project.



Building Site and Parking Orientation

2. GUIDELINES

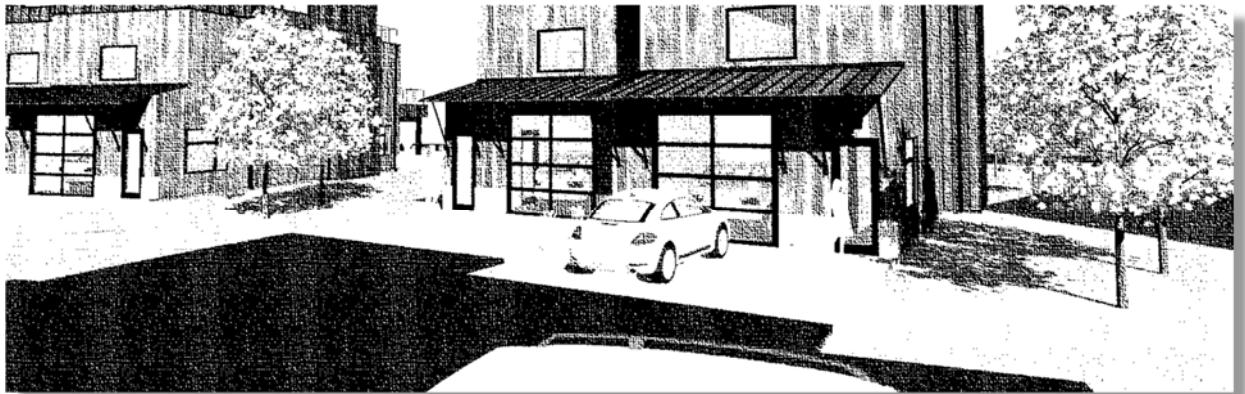
- a. Primary building entries to those buildings along public or private streets shall front on the street or a courtyard/auto court.
- b. Pedestrian paths and public sidewalks shall connect buildings and adjacent land uses.
- c. The impact of climatic considerations is important in this area due to the wide range of weather conditions, particularly as regards the effect of icing and snow buildup on pedestrian and vehicular access and circulation. For this reason, north-facing main entries are discouraged. Passive solar design, such as locating pedestrian areas to take advantage of solar access (south facing) will result in reduced energy consumption by maximizing the sun's potential for heating and lighting indoor or outdoor spaces.
- d. Buildings shall be sited in such a way as to enhance relationships between buildings, promote pedestrian circulation and facilitate vehicular circulation. Ways of accomplishing this include clustering buildings to create pedestrian-oriented gathering places and positioning entries to buildings so they are easily identifiable from interior and exterior pedestrian circulation.
- e. Encourage parking and vehicular entrances to be distributed around the building wherever possible to reduce the appearance and scale of large parking lots.

SECTION II –ARCHITECTURAL DESIGN GUIDELINES

Architectural Character– Context Sensitive Design

1. CLIMATE

To retain a sense of Bozeman as a unique place, buildings shall be designed appropriate to Bozeman's climate. Climate conditions afford the opportunity to take significant advantage of passive and active solar energy applications. Porticos, arcades, and overhangs are appropriate ways to provide shelter from the summer sun and the winter snow. Overhangs and awnings can also provide shade to pedestrian areas in the moderate times of year.



2. THEME

- a. Pedestrian scale buildings, open spaces, natural and industrial materials such as select metals, exposed concrete, brick, and minimal wood have created a recognizable character that is Bozeman. New development building design should take into account the design of other developments buildings in the vicinity and specifically address in all land use applications how the proposed architecture complies with context sensitive design

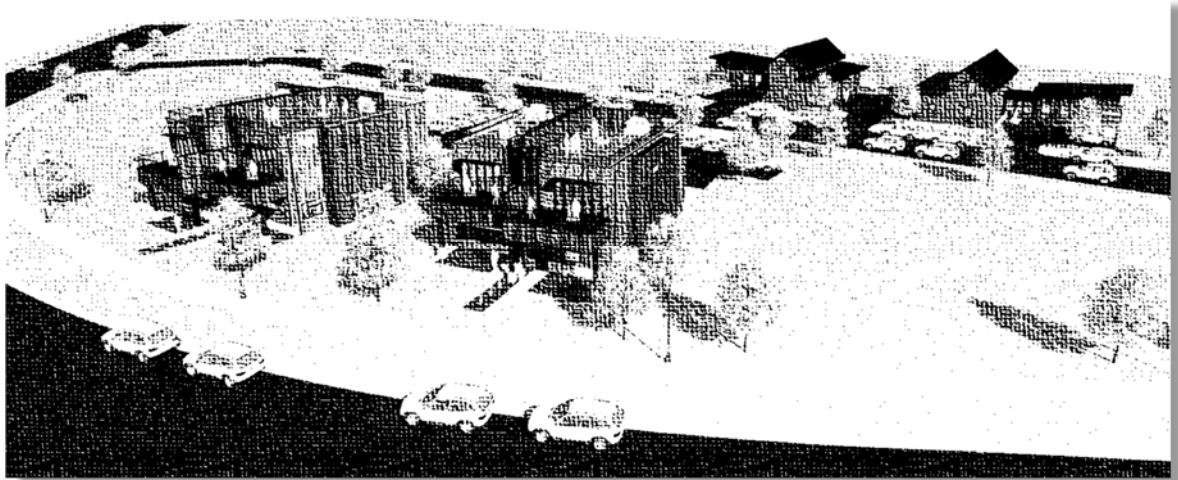


techniques. This is not a rigid prescription, but rather a statement of preference for buildings that resonate with the local history.

A. FORM AND SCALE:

1. INTENT

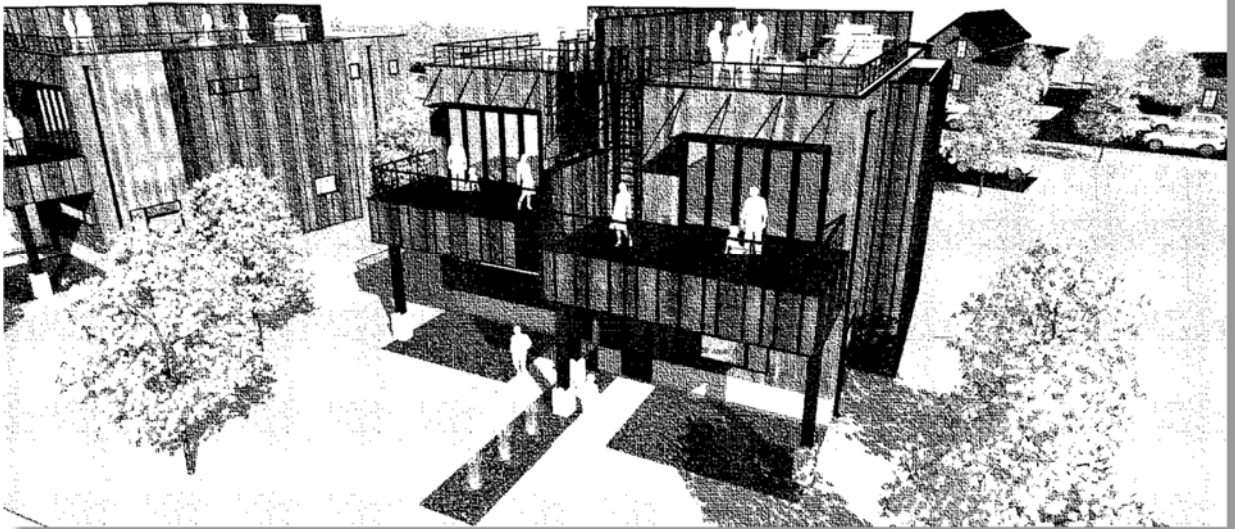
- a. To encourage varied building form and profile within large structures or building groups that will help to break up the mass of large buildings when seen in the broad open context of Bozeman's environment.
- b. To encourage building forms that provides human scale, interest and orientation as well as reinforces the spatial definition to public spaces.



2. GUIDELINES

- a. Recognizing that buildings will be visible from great distances, and in a context of vast open space and a mountain backdrop, buildings need to sit comfortably in this setting. The following techniques may be used to meet these objectives:
 - Provide shifts in building massing, variation in height, profile and roof form, while maintaining formal relationships of building placement to public street frontage.
 - Minimize long expanses of wall at a single height or in one plane.
 - Vary floor heights to follow natural grade contours if significant variation is present.
- b. Buildings shall be designed to provide human scale interest and variety. The following techniques should be used to meet these objectives:
 - Vary the building form such as recessed or projecting bays.
 - Express architectural or structural modules and detail.

- Diversify window size, shape or patterns that may relate to interior functions.
 - Recess windows behind the primary wall plane.
 - Emphasize building entries through projecting or recessed forms, details, color or materials.
 - Vary materials, expressed joints and details, surface relief, color or materials to break up large building forms and wall surfaces. Such detailing could include sills, headers belt courses, reveals, steel I-beam lintels, window bays and similar features.
 - Overall, this guideline is intended to encourage building articulation that is appropriate for the form and scale of the project and its relationship to pedestrian scale design. The aforementioned list is not intended to be the only techniques that may be utilized to accomplish an attractive building design.
- c. Buildings shall be designed in such a way as to meet site and context design objectives, such as providing edges or enclosure to streets and open space, creating linkages and gateways, as well as framing or terminating views.
 - d. Providing human scaled architectural features is particularly important in areas where pedestrian activity is occurring or encouraged.



B. ELEVATIONS, ENTRIES, AND ROOF FORMS:

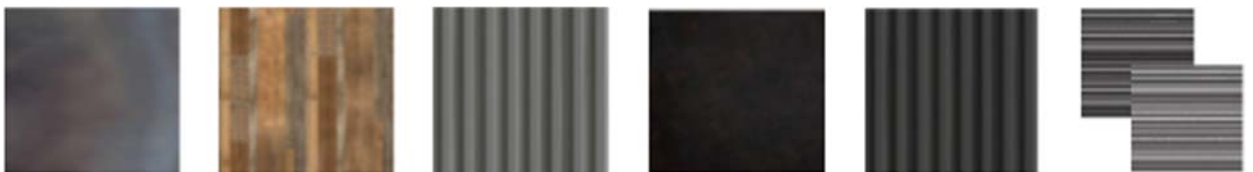
1. INTENT

- a. The quality of a building's façade has a significant effect on whether it is comfortable to walk along. The following guidelines establish the scale and visual interest necessary to support pedestrian activity.

2. GUIDELINES

- a. Building facades adjoining or oriented towards streets and pedestrian areas shall incorporate glazing at all occupied levels.
- b. Non-residential uses shall have windows, doors display windows or arcades that make up at least 35% of the building façades that abut streets.
- c. Auto-serving uses shall have windows and doors that make up at least 25% of street-facing facades.
- d. All facades of a building shall be treated with the same degree of design detailing as described in this section and the previous section on Form and Scale.
- e. Roofs
 - Roof forms with a relatively steep pitch with large overhangs characterize cold climate areas like Bozeman. Consequently, roofs with a slope of 10:12 to greater than 4:12 are visually and functionally more appropriate in Bozeman. Gable end roofs are more in keeping with the historic character of buildings in Bozeman. Shallow, flat and parapet roof forms are also encouraged to echo the historical roof forms of downtown Main Street, as well as the early industrial and commercial buildings of Bozeman.
- f. Entries
 - To be visible to pedestrians and cars on the street, the main entrance of a building shall face a street. Street-facing entrances may be difficult to achieve under some conditions such as when the parcel's depth precludes the building from facing the street. In these instances, main building entrances shall face a publicly accessible walkway that connects to the street.
 - Main entrances shall be a minimal features of the building. Smaller retail shops shall have individual entrances from the street or pedestrian way.
- g. Fenestration and Articulation
 - Vertical architectural features such as columns, piers and windows shall be included.
 - Awnings in pedestrian developments shall be no wider than a single storefront to reinforce the scale of the pedestrian.
- h. Transitional Spaces
 - Buildings shall be designed to include a clear and defined transition between the building and pedestrian scale activities.

C. MATERIALS:



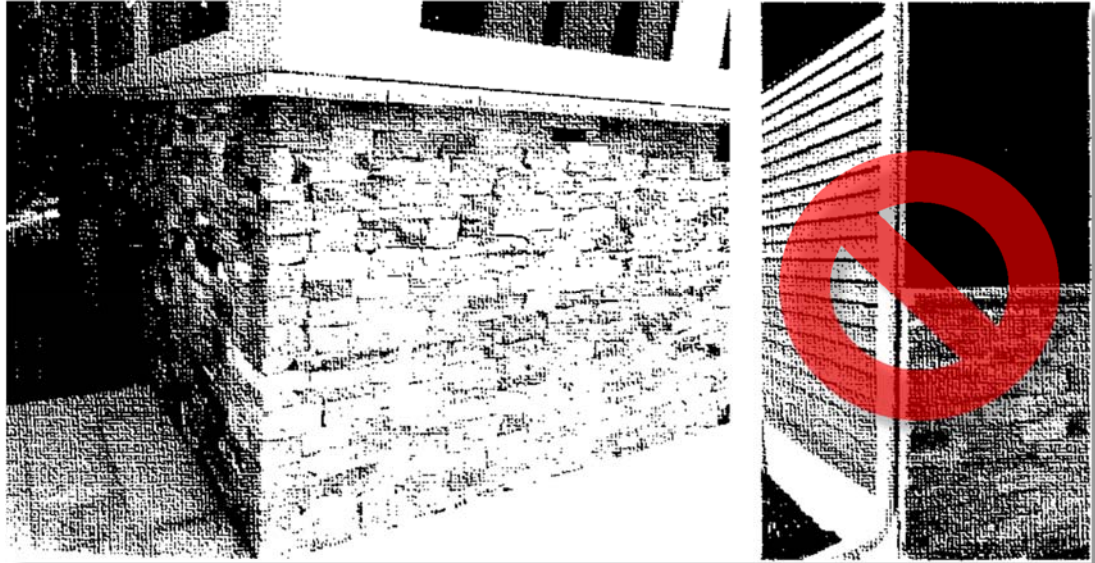
1. INTENT

- a. To establish consistent levels of material quality and detail.
- b. To encourage the construction of resource efficient buildings that utilize, to the extent practical, recycled, renewable, and/or reused construction materials.
- c. To encourage materials that are complimentary to the large-scale open landscape, mountain backdrop and natural surroundings.
- d. To provide materials of a quality and durability appropriate to the use and long term value of the development.
- e. To incorporate scale in material quality and detail that compliments pedestrian activity and contact.
- f. To use masonry in a manner that enhances its traditional appearance as a substantial material that provides structure, closure and detail.

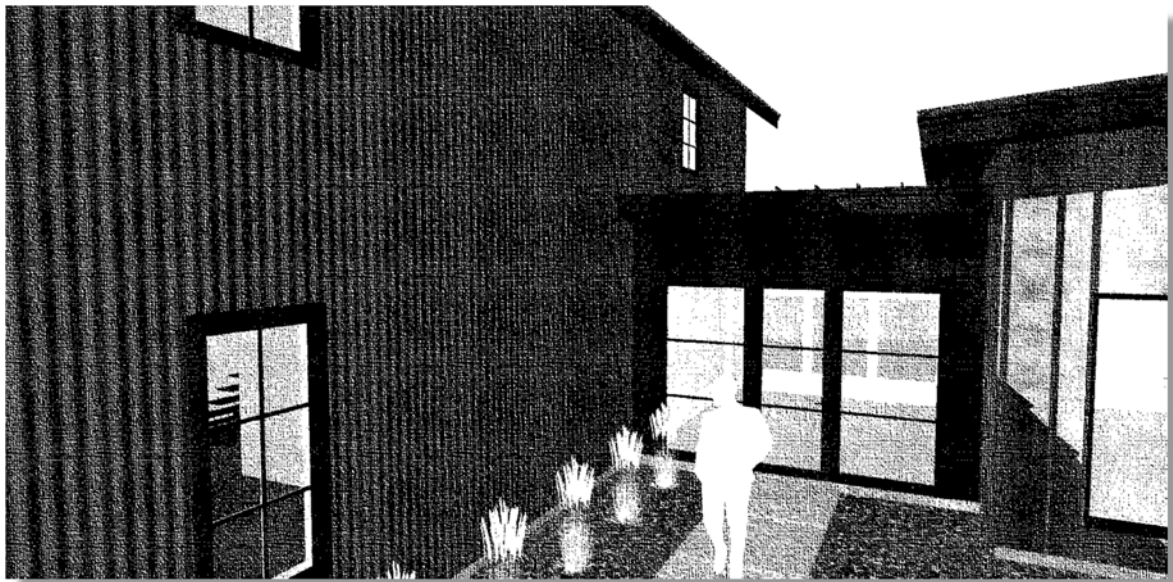
2. GUIDELINES

- a. All primary building facades shall incorporate materials that are durable, economically maintainable and of a quality that will retain their appearance and finish over time.
- b. Materials that shall not be used are as follows:
 - Tilt-up concrete wall systems that are primarily structural in appearance such as Twin-Ts.
 - Natural wood or wood paneling as a primary exterior wall cladding system (only as a secondary material). Durable synthetic materials with the appearance of wood may be acceptable.
 - Synthetic stucco, or EIFS (Exterior Insulating Finish Systems) as a primary exterior wall cladding system. (only as a secondary material)
 - Reflective glass (exceeding a visible light reflectivity factor of .19 with a light transmittance factor of less than 60%), glass block, and obscure glass as a primary glazing material.
- c. High quality durable materials such as brick, stone, architectural concrete masonry units and glass shall be used.
- d. The use of brick, architectural concrete masonry units and stone veneer shall adhere to the following guidelines:

- To give buildings an authentic appearance as opposed to a veneer-like quality, material changes shall not occur at external corners. As a general practice, changes in materials shall not occur at exterior corners; rather, they shall occur at interior corners, as a “return” of at least two feet from an external corner, or at a change in horizontal plane such as floor lines and sills.



- Use of masonry shall be allocated to maintain an appearance of mass and closure such as all sides of a smaller projecting form, rather than spread thinly across a single façade or wrapped around a structure like wainscoting which makes its absence on other facades more evident.
 - Details such as sills, belt courses, water table courses shall be used where material transitions occur across horizontal divisions.
 - Masonry shall be used to add scale and detail through patterning and relief.
- e. Durable materials that also provide scale and detail shall always be incorporated close to pedestrian areas, near streets and entries and around the ground floor.
 - f. Smooth-faced concrete masonry units and tilt-up concrete construction is not allowed.
 - g. Glazing within a façade that adjoins a public street, pedestrian walk or bikeway shall be generally transparent as viewed from the exterior during daylight hours.
 - h. Large walls of glass shall incorporate a variety of mullion patterns, bay dimensions, glass types or detailing to provide human scale. Glass shall recess behind the plane of the primary façade surface and prominent mullion systems. To prevent a large, monolithic appearance, flush glass walls are strongly discouraged.



SECTION III -LANDSCAPE ARCHITECTURAL DESIGN

1. OVERALL LANDSCAPE OBJECTIVES AND INTENT

- a. The overall landscape of the design guidelines is to provide a framework for landscape development in order to foster a compatible, water-conserving landscape statement which will be consistent throughout the development.

2. GUIDELINES

- a. Plantings along streets, at monument signs, and at other key locations shall be designed using a plant palette and design approach as defined in these guidelines.
- b. Each owner or occupant shall be responsible for the construction, installation and maintenance of functional and aesthetically suitable landscaping in each development. In addition, each development shall be further subject to the landscaping requirements of the City's Unified Development Code. To the extent there is a conflict between the Development Code and these guidelines, the more restrictive shall govern.

A. STREETSCAPE

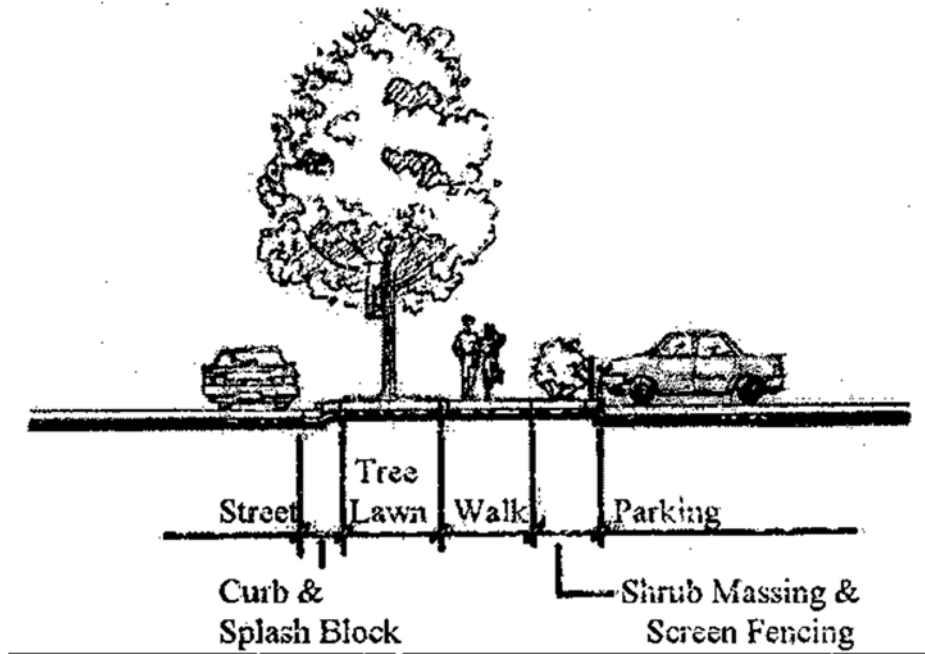
1. INTENT

- a. Streetscapes are a critical element in the development of a commercial project. Generally, streetscapes shall include a variety of street trees, lawn trees, ornamental trees, shrubs and perennial plants.

2. GUIDELINES

- a. Streetscape requirements will be addressed in the Preliminary/Final Plan review or during the Site Plan/Architectural Review process.

- b. Streetscapes shall be planted with a variety of trees, shrubs and perennials, with a drought-resistant turf grass, such as turf-type tall fescue.
- c. Streetscape plantings shall be irrigated.
- d. Drought-resistant turf grass shall be planted and all landscape areas shall be irrigated.
- e. Non-interference With Traffic -In no event shall landscaping create a hazardous condition by blocking drivers' view of oncoming traffic.
- f. Sidewalks shall be detached, wherever possible, to create tree lawns along major streets.



B. PARKING LOT LANDSCAPE

1. INTENT

- a. Parking areas are an integral part of the physical development of any commercial project. They need to be well planned, integrated with the circulation system and landscaped to provide visual relief and shade to these paved areas.

2. GUIDELINES

- a. Parking areas shall have landscaped areas containing trees to provide shade and visual relief.
- b. Convenient, safe pedestrian pathways shall be incorporated into large parking areas to.

- c. Coordinate the planting of parking areas with streetscape and screening of adjacent roads.



C. BUILDING SITE LANDSCAPE

1. INTENT

- a. Development of building sites shall be consistent in landscape design to provide overall continuity to the project. Landscape treatments of the building site, parking lots and streetscape are critical elements of the site development.



2. GUIDELINES

- a. The property owner or occupant is responsible for installing and maintaining the landscape adjacent to the street starting at the back of the street curb.
- b. Landscaped islands shall be installed in parking lots where applicable. Landscaping may include pedestrian walkways connecting bays of parking to each other or to the building.
- c. Annual and/or perennial beds at site and building entries and other strategic points should be provided for seasonal interest.

- d. The owner or occupant shall require that all landscaping plans be prepared by a qualified landscape design professional and that all installations be performed by a qualified, licensed contractor.
- e. All landscape plans shall employ context sensitive design techniques to ensure there is a natural transition between the natural and built environments.

E. IRRIGATION

1. INTENT

- a. It is the intent to provide an attractive landscape development which creates a pleasing and enjoyable environment for conducting business and as a pleasant place to work and live. However, in recognition of Montana's dry climate, where possible conserve water by using plants with low to moderate water requirements. Use efficient irrigation systems zoned so that similar exposures and plants are grouped together and avoid over spraying walks, drives and buildings. Avoid the "gravel and yucca" approach to water conservation.
- b. All dryland landscape areas shall be irrigated sufficiently to sustain plant material.

2. GUIDELINES

- a. All landscaped areas, including islands in parking lots, are to be automatically irrigated by an underground system providing one hundred percent (100%) irrigation coverage. The entire irrigation system must be designed and constructed in accordance with all local building code requirements.
- b. Permanent irrigation systems shall be installed on all common areas including medians, parkways, slopes and recreation areas that are maintained by the owners association or other appropriate entity. Emphasis shall be placed on the use of low precipitation rate heads, especially in slope areas to allow maximum water efficiency under existing heavy soil conditions. Areas of separate maintenance responsibility shall be controlled by separate controllers and/or separate control valves. Clocks shall be programmed for the most efficient time and frequency of watering each area.
- c. Maximizing efficiencies of the irrigation system with proper system design, maintenance and technology will be important to keep the landscape in good condition while using only the amount of water needed for the landscape. The following are recommended irrigation components to install for maximum water use efficiency:
 - Subsurface drip irrigation for turf in boulevards and other areas less than 10 ft. wide in any direction.
 - If overhead pop-up spray is used for turf, installation of high efficiency MSMT rotary nozzles.
 - Drip irrigation for landscape beds and subsurface bubblers for trees.
 - Weather based irrigation controller and rain/freeze sensor.
- d. Hydro zoning, installing MSMT nozzles, weather based irrigation controllers and rain sensors on a properly functioning system can result in significant water savings.

- MSMT nozzles can reduce water lost to wind drift and evaporation by 30%-50%.
 - Rain sensors can reduce water used on the landscape by 35%.
 - Weather based irrigation controllers can increase water use efficiency by 30%-45%.
- e. Approved backflow prevention devices shall be installed to service any and all sprinkler irrigation systems. Backflow prevention shall be as the City code requires. Pressure reducers shall be installed with backflow devices in cases of extreme water pressure. To minimize negative visual impacts, all automatic valves shall be installed in valve boxes and the pop-up variety of head used whenever application allows. Workmanship and materials shall conform to existing City of Bozeman codes.
 - f. All irrigation designs will be reviewed by the City prior to installation. Please review the landscaping provisions set forth in Sec. 38.26.050 BMC, including but not limited to the irrigation standards pertaining to irrigation systems and landscaped areas that shall be designed, constructed, operated and maintained so as to promote water conservation and prevent water overflow or seepage into the street, sidewalk or parking areas. For irrigation systems in common areas to be transferred to the owners association, AS-BUILT DRAWINGS SHALL BE SUBMITTED to the owners association after all sprinkler system installation.

F. LANDSCAPE REQUIREMENTS/PLANT MATERIAL SELECTION

1. INTENT

- a. The intent of the landscaping guidelines in the City of Bozeman's Unified Development Code is to encourage a variety of plant materials to be used in the landscape --deciduous trees and shrubs, evergreen trees and shrubs, groundcovers, perennials and annuals, of various sizes. Plants and other landscape elements shall be permanent in nature.

2. GUIDELINES

- a. When choosing plants, consider their location and mature size, as well as their growth habit and other characteristics.
- b. All landscaping adjacent to streets and in building or parking setbacks should be turf grass combined with tree, shrub and groundcover/perennial/annual plantings. The lawn shall be established by sodding with a high quality sod blend. Establishing turf grass by seeding should be allowed only on areas reserved for future expansion. Turf grass establishment in the buffer area will be determined at the time of Site Plan/Architectural review.
- c. Plant material shall be uniform in shape, in good, healthy condition and well adapted to the Denver area climate zone. No species with invasive roots, such as cottonwoods or willows, shall be used.

- d. All plant material shall meet and generally be encouraged to exceed the minimum size and height requirements set forth in the City of Bozeman landscape requirements. Ground cover sizes and types shall be selected according to growth rate, spacing and amount of area to be covered.
- e. At maturity, street trees shall have a minimum branching height of 8 feet from the ground base plane of the tree.
- f. For Boulevard trees, the planting hole must be at least twice the diameter of the root ball, that the root flare of the newly planted tree is visible and above ground, and there should be a mulch ring 3'- 4' in diameter around each newly planted boulevard tree. Refer to City of Bozeman Street guide for assistance.

G. RECOMMENDED PLANT LIST

1. INTENT

- a. The list of plant material found in The Western Garden Book, Sunset Publishing Corporation, 1995 is recommended by the City of Bozeman Unified Building Code for planting within all landscaped areas.

2. GUIDELINES

- a. Seeding -Drill seeding is the only acceptable method of seeding. Seed areas must be irrigated on a temporary basis until establishment, whether from a temporary irrigation system or by water truck.
- b. Sod -Except where seeding is permitted, all proposed turf areas shall be installed as sod.

H. SOIL AMENDMENTS AND MULCHES

1. GUIDELINES

- a. Soil Amendments -Before installing site landscape and irrigation, amend the soil as determined with current landscape installation practices. Where the soil is compacted from heavy equipment, and in equipment and materials storage areas, rip the soil before applying soil amendments. Prior to amending soil, a soils test shall be performed. Tests will be conducted that analyze the soil to determine amendments necessary for healthy plant growth and drainage.
- b. Mulches -Mulches are advisable to insulate the soil and help control weeds. Mulches shall be one of the following, installed in a 4-inch layer (minimum) over weed control fabric.
 - Bark Mulch
 - Rock Mulch – shall be sized appropriate to the context and location

I. SITE FURNITURE AND AMENITIES

1. INTENT

- a. Visual continuity within the commercial areas of the City and the specific segments of development is important. Site furniture and other amenities significantly contribute to the overall image of any commercial development. These elements shall include benches, waste receptacles, planters, railings, bollards, bike racks, and tree grates in plazas.



2. GUIDELINES

- a. Benches may be located near entryways to buildings.
- b. Consideration shall be given to the location of benches with respect to the ability to provide shelter from summer sun and winds and be open to direct sunlight in the winter.

L. FENCING AND SCREEN WALLS

1. INTENT

- a. No boundary fences around the exterior lot lines of any lot, or around the perimeter of any building envelope shall be permitted. Retaining walls, if used shall be an integral part of the overall design of the site and building.

2. GUIDELINES

- a. Screening fences or separation walls shall be consistent in color, texture and form with the associated building.
- b. Retaining walls shall be no higher than 4 feet, or 35 feet in uninterrupted length. Retaining walls can also be used as a screening device to obscure service areas such as the view of a driveway from the main road or waste disposal areas. Retaining walls shall be constructed of wood, stone or poured form concrete and shall blend into the contour of the existing landscape.

SECTION IV – SIGNAGE

A. SIGNAGE PROGRAM AND DESIGN

1. INTENT

- a. To establish comprehensive signage programs coordinating the design and placement of signage with site and architectural design objectives.
- b. To encourage coordinated sign programs governing multiple buildings and development sites.

2. GUIDELINES

- a. All signage is subject to the regulations of the for the City of Bozeman’s Unified Development Code and will include the following:
- b. The Common Signage Plan shall indicate the following information:
 - Proposed or allowed locations for all ground and building mounted commercial signage.
 - Computation of total maximum sign area as allowed by the City of Bozeman Unified Development Code.
 - Sign heights.
 - Proposed or permitted sign sizes, types and illumination.
 - Standards for consistency among all signs affected by the plan with regard to locations on buildings, colors/architecture and illumination.
- c. Internally illuminated awnings shall not be permitted.
- d. No advertisements shall be permitted on fences. No advertisements other than identification signs for owners and tenants shall be permitted on walls. Identification signs on freestanding walls shall be treated as wall signs for the purpose of sign regulation.
- e. Signs shall be carefully integrated with the site, landscape and architectural design context within which they are located. Size, shape and proportions shall be compatible with the size and scale of the surroundings and shall not compete with or obscure other design features of the site, landscape or structures. Signage shall be of compatible colors and materials.

SECTION V – LIGHTING

1. OVERALL LIGHTING INTENT

- a. It is important to consider lighting as an integral component of the site design. Careful lighting design is an effective tool for the creation of cohesive environments and for creating an image of sense of place. In general terms, lighting must be scaled to use and designed to be appropriate for varied applications.

A. PARKING AREA LIGHTING

1. INTENT

- a. To light parking areas in a consistent, attractive and unobtrusive manner that minimizes off-site impacts.

2. GUIDELINES

- a. Parking and interior drives shall be lighted to provide functional, attractive, and unified lighting system throughout the lot.
- b. Fixtures shall be flush lens design to minimize spill light and glare onto adjacent properties. Parking area lighting adjacent to residential development shall direct the light away from residential units and limit off-site light levels.
- c. The maximum height of parking lot light fixtures shall be:
 - 25 feet when the fixture is within 75 feet of the lot line.
 - 30 feet when the fixture is located beyond 75 feet from the lot line.
- d. Parking area lighting shall be turned off one hour after the close of business, except as needed to provide for minimum-security levels.
- e. Light sources shall be metal halide.
- f. At no point shall lighting levels in parking and service areas, including service stations, exceed 8-foot candles when measured at the ground.
- g. Parking area lighting shall complement the lighting of adjacent streets and properties and shall use consistent fixtures, source colors and illumination levels. When adjacent to pedestrian circulation and gathering areas, parking area lighting shall not overpower the quality of pedestrian area lighting.
- h. Poles shall be placed to provide a unified, organized appearance throughout the parking area or development and shall provide even and uniform light distribution. The use of a greater number of low fixtures in a well-organized pattern is preferred over the use of a minimum number of tall fixtures.

A. ACCENT AND SECURITY LIGHTING

1. INTENT

- a. To light building architecture and site areas so as to accentuate design features and promote security in an attractive and understated manner that minimizes off-site impacts.
2. GUIDELINES
- a. Architectural accent lighting shall be limited to indirect lighting of architectural features only. No bare bulb or exposed neon lighting shall be used to accentuate building forms or details. Colored accent lighting is not permitted. Holiday lighting displays are exempted from restrictions on bare bulbs and colored accents.
 - b. Accent fixtures providing direct illumination shall be in character with the architectural and landscape design character of the development.
 - c. Service area lighting shall be confined within the service yard boundaries and enclosure walls. No spill-over shall occur outside the service or storage area. The lighting source shall not be visible from the street. Lights at service or exit doors shall be limited to low wattage downcast or low cut-off fixtures that may remain on throughout the night.
 - d. Building lighting shall only be used to highlight specific architectural features. Lighting of architectural features shall be designed with the intent of providing accent and interest or to help identify entry and not to exhibit or advertise buildings or their lots.
 - e. Accent lighting of landscape shall be low level and background in appearance.
 - f. Security lighting shall be limited to low intensity specialty fixtures. The light source shall not be visible from the street or adjoining properties. Other wall mounted security lighting is discouraged.

C. PEDESTRIAN LIGHTING

1. INTENT
- a. To provide consistent systems of pedestrian lighting that add to the character, aesthetic appeal and safety of a development and thereby promote greater pedestrian activity.
2. GUIDELINES
- a. Pedestrian lighting shall use consistent fixtures, source colors and illumination levels.
 - b. To prevent glare and light pollution, light fixtures shall be downcast or low cutoff fixtures.
 - c. When pedestrian lighting is used in conjunction with street lighting, the pedestrian lighting shall be clearly distinguishable from the ambient street lighting to clearly define the pedestrian path of travel.
 - d. Light sources shall generally be metal halide, however, low wattage high-pressure sodium may be desirable in some residential settings where glare may be an issue.

- e. Lighting shall be designed to provide even and uniform light distribution without hot spots, dark spots or glare. Lighting shall be designed to minimize dark areas that could pose a security concern near pedestrian areas. Pedestrian circulation systems shall be highlighted by visible light sources that clearly indicate the path of travel ahead.
- f. Placement of fixtures shall provide a coordinated and organized appearance that facilitates uniform light levels and works with the placement of sidewalks, landscaping, signage, building entries and other features to contribute to the overall continuity of the streetscape and development. The use of a greater number of low fixtures in a well-organized pattern is preferred over the use of a minimum number of tall fixtures.

SECTION VI – DESIGN REVIEW PROCESS

1. INTENT

The design review process must be followed for any of the following:

- Construction of any building
- Renovation, expansion, or refinishing of the exterior of any building
- Interior changes which affect the major function of a building
- Exterior lighting changes.

In addition to meeting the requirements of this manual, an owner must comply with the requirements of all governing agencies including the City of Bozeman and the State of Montana in order to obtain a building permit, Certificate of Occupancy, Temporary Certificate of Occupancy or similar occupancy approval.

All plans submitted to the ARC shall be of an architectural quality prepared by a licensed architect. The ARC shall reject materials, designs and colors submitted with the plans, and the plans themselves, if they are not compatible or are inappropriate to the overall plan of the subdivision.

The Glen Lake Commerce Subdivision Design Review Process has two steps: Initial Plan Review and Final Plan Approval. It is recommended that owners follow this two-step process for any major building project. However, owners may submit materials for Final Plan Review and Approval without an Initial Plan Review. In addition, the owner may appeal the ARC's decision to the Glen Lake Commerce Subdivision Owner's Association.

A. INITIAL PLAN REVIEW

1. INTENT

The Initial Plan Review addresses the conceptual design of the project. The review will address existing site conditions and planned improvements, building floor plans and elevations, roof design, architectural character or expression, exterior materials, grading, drainage, and erosion control measures. See Initial Plan Review Checklists and

Evaluation Criteria for complete submission requirements.

2. GUIDELINES

The Initial Plan Review includes the following steps:

1. Owner/architect prepare and submit to the ARC two copies of the Initial Plan which will include all information required by the Initial Plan Review Checklist.
2. ARC reviews Initial Plan at scheduled meeting and notifies owner in writing of the findings within 7 days.
3. If necessary, the Owner may resubmit an Initial Plan or appeal to the Owner's Association within 30 days.

B. FINAL PLAN REVIEW & APPROVAL

1. INTENT

The Final Plan Review & Approval addresses the final design details of the project. The review will address planned improvements, building elevations, building sections, roof design, architectural character or expression, exterior materials, site conditions, grading, drainage and erosion control measures. See Final Plan Review Checklists and Evaluation Criteria for complete submission requirements.

2. GUIDELINES

The Final Plan Review & Approval includes the following steps:

1. Upon approval of the Initial Plan, the owner/architect shall prepare and submit two copies of the final plan which shall include all information required by the Final Plan Review checklist.
2. ARC will notify owner in writing of the Final Plan Approval decision within 10 days.
3. Upon issuance of written Approval, owner may apply for a building permit and design approval from the governing authorities.

The following pages contain Checklist Forms, listing the required steps and submittals needed for both the Initial Plan Review and the Final Plan Review. To make sure that the Lot Owner, the Owner's Architect, Builder or other representative files a complete Submittal Package with the ARC at each stage of review, it is recommended that these forms be used during the compilation of needed materials prior to scheduling a review by the ARC.

SECTION VI – CHECKLISTS FOR SUBMITTALS REQUIRED BY ARC

(ATTACHED)

**GLEN LAKE COMMERCE
COMMITTEE FOR DESIGN REVIEW
APPLICATION**

- ☐ Complete the Application form and check off all applicable boxes
- ☐ 4 SETS of PLANS (half scale)
- ☐ Electronic PDF copies sent via email to ARC members.
- ☐ Enclose a CHECK for application fees and/or landscape security deposit payable to:
 - Glen Lake Commerce Owner's Association
- ☐ Submit by mail or drop off entire package to:

Attn: Glen Lake Commerce Subdivision
145 Jeana Lei Court
Bozeman, MT 59715

Application Is Being Submitted For Approval of (check all that apply):

- ☐ Initial Plan Review
- ☐ Final Plan Review
- ☐ Modification/Addition
- ☐ Other (specify)

Lot #: _____

Street Address: _____

Owner Name: _____

Address: _____

Phone Number: _____

Architect/Designer/Owner's Rep Name: _____

Phone Number: _____

All Data is included _____

Owner/Architect/Owner's Rep Signature Date

GLEN LAKE COMMERCE INITIAL PLAN CHECKLIST

Prepare and submit to the ARC 4 copies of the preliminary design in conceptual drawing form to describe the following:

- ☐ Site plans indicating building envelope, easements, setbacks, existing site elements, stream corridors, landscaping concepts, contours @ 2'-0" intervals, site drainage, location of retaining walls, orientation of garage, driveway materials & width location of site section. (Scale: 1" = 20' min.)
- ☐ Site sections indicating percent slope of site, extent of cut and fill, retaining walls, conformance with building height restrictions. (Scale: 1" = 20' min.)
- ☐ Floor Plans (Scale: 1/16" or 1/8" = 1'-0")
- ☐ Exterior Elevations of all sides of proposed buildings
- ☐ (Scale: 1/16" or 1/8" = 1'-0")
- ☐ Roof Design (Scale: 1/16" or 1/8" = 1'-0")
- ☐ Exterior Materials (for formatting - see attached photo example sheet)
- ☐ Building Height Sketch showing height
- ☐ Written Statement summarizing setback, height and square footage or proposed construction and whether any variance requests will be made.

Initial Plan Review Evaluation Criteria

1. All development is contained within building envelope
2. Building will be located on least environmentally sensitive portion of a site:
3. Building section is appropriate to slope of site:
4. Conforms to building height requirements
5. Retaining walls are less than 4'-0" High, 25'-0" In unbroken length
6. Drive conforms in terms of width, slope, extent and material
7. All variance requests regarding these regulations are clearly defined, and in writing.
8. Appropriateness of architecture.

GLEN LAKE COMMERCE FINAL PLAN REVIEW CHECKLIST

Four copies of drawings and written materials along with one set of all proposed building materials for the Final Plan Review & Approval must be submitted to the ARC at least 10 days prior to their next scheduled meeting. The ARC can only approve a final plan submittal when each of the items listed below has been submitted and approved.

GENERAL

- ☐ Glen Lake Commerce Subdivision Plan Review Fee
- ☐ Square footage summary
- ☐ Statement of building height and building height calculations

SITE PLAN (scale 1"=20' or 1"=16')

- ☐ Property boundaries
- ☐ Easements and setbacks
- ☐ Existing and proposed contours at two foot intervals
- ☐ Building footprint lies within building envelope, confirmed by the production of an engineered drawing verifying the location of that to be built home. This drawing shall be presented to the ARC within 30 days prior to the foundation pour.
- ☐ Utility meters
- ☐ Transformer locations
- ☐ Trash enclosure
- ☐ Service lines for water, sewer, gas, telephone, cable TV and electric (existing service to building, if applicable)
- ☐ Propose roads, walks, driveways, parking, decks, patios, accessory buildings and all site improvements
- ☐ Materials to be utilized for construction of roads, walks, driveways, decks, porches and patios
- ☐ Surface drainage
- ☐ Finished floor elevations

Final Plan Review Evaluation Criteria

1. All development is contained within building envelope. This fact shall be confirmed by the production of an engineered drawing, verifying the location of the as built commercial building. This drawing shall be presented to the ARC within 30 days of the completion to the foundation pour.
2. Building will be located on least environmentally sensitive portion of a site:
3. Building section and form is appropriate to slope of site:
 - ☐ Conforms to building height, roof slope, overhang & fascia requirements
 - ☐ Retaining walls are less than 4'-0" High, 25'-0" in unbroken length
 - ☐ Two story volumes are interrupted by an intersecting roof form.
4. Exterior materials and colors conform to design regulations.
5. Landscape design evaluation
6. All variance requests regarding these regulations are clearly defined, and in writing.

**GLEN LAKE COMMERCE
FINAL PLAN REVIEW
CERTIFICATION OF SUBMITTAL COMPLETENESS**

Note: AFTER FINAL PLAN APPROVAL HAS BEEN OBTAINED, NO CHANGE FROM APPROVED PLANS SHALL BE MADE WITHOUT THE REVIEW AND WRITTEN APPROVAL OF THE GLEN LAKE COMMERCE SUBDIVISION COMMITTEE FOR DESIGN REVIEW.

I hereby certify that all information on this sheet has been provided to the Glen Lake Commerce Subdivision Architectural Review Committee.

OWNER/Architect/Designer

DATE

RECEIPT OF ARC APPROVAL FORM

We, the Lot Owners of Lot _____ of Glen Lake Commerce Subdivision, acknowledge receipt and acceptance of the Final Approval by the Architectural Review Committee (ARC) for construction of our commercial building. The home will be built per the approved plans, with no additions, omissions or variations, unless submitted to the ARC for subsequent approval. Our architect (designer) and builder (general contractor) have been informed of the requirement to build the commercial building per the approved plans, but we, as owners, acknowledge that it is our ultimate responsibility that the commercial building be built in accordance with the Covenants, Design Guidelines, approved submittals, requirements, and any and all other governing bodies and codes.

Any and all delayed submittals, such as those required for final landscaping plans, physical material samples, and anything else required by the ARC as part of our approval, will be submitted to the ARC in advance of their installation. We recognize that review of these take time, and we will submit such plans and materials well in advance, such that the ARC has time to review, consider and approve or deny such submittals.

In signing below, we now submit to the City of Bozeman for a Building Permit and begin construction in Glen Lake Commerce Subdivision.

Not signing and returning this form to the ARC voids Final Approval for construction.

Lot Owner(s):

Date

Date