Design Guidelines

For



A Planned Unit Development Manhattan, Montana



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1. Introduction

The Pioneer Crossing Property Owners' Association welcomes you, a new property owner, to Pioneer Crossing. As a property owner or project developer within the Pioneer Crossing, you are a stakeholder in a unique and new development within the Manhattan community.

A. Project Vision and Objectives

The design intent of Pioneer Crossing encourages the layout, scale, and physical relationships of a small-town community that values the benefits of a street-oriented community, as well as sensitivity to the provincial and historical references of the greater community. Pioneer Crossing demonstrates the architectural building styles and details of a traditional craftsman or bungalow home with "Prairie Americana" flair.

Pioneer Crossing is designed to optimize the street and living interface by providing a pleasant streetscape experience and pedestrian amenities, including sidewalks, tree boulevards, trails and parks. These pedestrian amenities are balanced with current engineering and designed to create a neighborhood that reflects the dynamics of changing times and current building techniques employed in the industry.

New interpretations of traditional building types are encouraged, such that they are seen as products of their own time, yet comparable to historic communities noted for their charm and attention to the pedestrian environment.

Encouraging pedestrian activity is a major objective for the Pioneer Crossing development. New development should strengthen the appeal for walking and bicycling. Buildings and site elements

should express appropriate scale and the use of materials and forms, which depict the character and image of a traditional Montana community.

These guidelines promote an architectural expression that are well suited to the local conditions, climate and environment, and is visually compatible with its surroundings.

Figure 1, Page 5 illustrates the site plan.

As an owner of a Pioneer Crossing property, you have the opportunity to contribute to the overall quality of life in the neighborhood as well as the town of Manhattan. With this opportunity comes the obligation to meet a number of requirements and regulations.

The developers, Pioneer Crossing 1 LLC and Pioneer Crossing 2 LLC, and the Architectural Review Committee are available for consultation regarding the Design Guidelines or other related development issues.

B. The Purpose of this Document

This document sets forth design auidelines for development within Pioneer Crossing. The guidelines have been created to establish the vernacular and design criteria, and are based on a commitment to establish a strong "sense of place." These guidelines require and encourage an approach to design that will help enhance the character of the community, making it appealing to property owners, residents and visitors. quidelines These also provide information to potential property owners for use in making decisions about their projects. This document addresses basic principles of design that promote an environment that is attentive to the needs of the pedestrian, maintains cohesive neighborhood identity, and respects the unique setting Manhattan.

C. Organization of the Design Guidelines

Chapter I introduces Pioneer Crossing and provides general background on the document.

Chapter II introduces the owners' associations and the Architectural Review Committee (ARC) and their responsibilities as they pertain to development in Pioneer Crossing.

Chapter III describes the site plan review process for all development projects in Pioneer Crossing.

Chapter IV describes and illustrates design guidelines that are applicable to development within Pioneer Crossing.

Chapters V through Chapters VII are provided for construction procedures, contacts, and examples of building design. This information may change from time to time. The owners' associations should be contacted for the most up-to-date information.

D. Definitions

The following acronyms are used throughout the Design Guidelines and are defined here:

CUP – Conditional Use Permit

DG – Design Guidelines

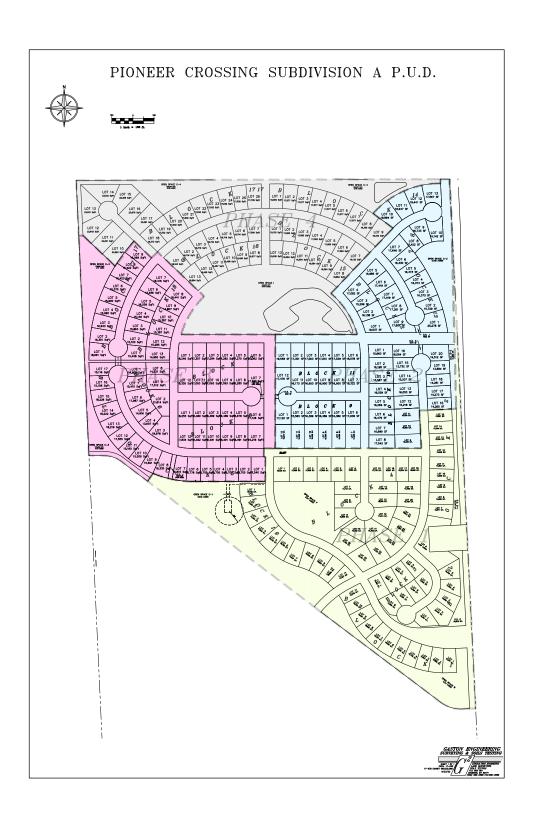
ARC – Architectural Review

Committee

IRC – International Residential Codes

UBC – Uniform Building Code PCPOA – Pioneer Crossing Property Owners' Association

Figure 1: Site Plan



II. Administrative Organization

A. Pioneer Crossing 1 LLC

Pioneer Crossing 1 LLC is a Delaware Limited Liability Company formed to serve as the developer of the Pioneer Crossing development and is the owner of the land according to records of the Clerk and Recorder of Gallatin County Montana.

B. Pioneer Crossing Property Owners' Association

The Pioneer Crossing Property Owners' Association (PCPOA) is a non-profit corporation formed to implement, administer, and enforce the "Declaration of Protective Covenants for Pioneer Crossing and other pertinent documents. The members of this group are property owners within the Pioneer Crossing Development. A Board of Directors represents this group and

manages business and administrative affairs of the corporation.

C. Architectural Review Committee

The Architectural Review Committee (ARC) has been created for the purposes of creating, administering, and enforcing the Design Guidelines for proposed development projects within Pioneer Crossing. Review by ARC will ensure that new projects exhibit design excellence and adhere to the Design Guidelines.

The ARC review process is conducted independently of Federal, State, County, and/or City site or development review that may be required. The ARC will verify compliance with the Design Guidelines reviews all applications for new building or site development including modifications to any building or site.

III. Site Plan Review

A. Development Subject to Review

The following types of development activities are subject to review by the ARC:

- 1. All new construction on all lots
- 2. Alterations or additions to exteriors of existing structures, including improvements, remodeling, and refinishing
- 3. Alterations to driveways, parking lot design and layout, and installation of sidewalks or other paths on all lots
- 4. Landscape modifications to the site unless in conformance with the approved landscape plan
- 5. Fences, including dog runs
- 6. Signs
- 7. House Numbering
- 8. Conditional Uses as defined in the Protective Covenants
- 9. Occupancy Permits

B. Planning a Project

Before initiating the review process with the ARC, all property owners should take these preliminary steps to help them organize their project.

 Consider the assistance of a professional design representative

These guidelines are not intended to replace those valuable services offered by professional designers in the engineering, architectural and landscape architectural fields.

Property owners are strongly encouraged to engage the assistance of professionals to assist them in developing their projects.

2. Become familiar with other applicable Federal, State, County and/or City regulations and requirements

The Design Guidelines and Protective Covenants for Pioneer Crossing supplement other relevant regulations and requirements. Although these documents layout the principles for development, property owners should become familiar with other applicable regulations and processes as they relate to development in Pioneer Crossing.

3. <u>Become familiar with these</u> <u>Design Guidelines</u>

This document will assist in creating a project that is of high quality in design and function provided that the guidelines herein are followed closely. The ARC is available to answer questions concerning these standards and guidelines and other development related issues.

4. <u>Schedule a Pre-Application</u> <u>Meeting</u>

The ARC should be contacted to arrange a Pre- Application Meeting to discuss conceptual development proposals. This meeting is encouraged prior to submitting a formal application.

5. <u>Prepare and submit a complete</u> package of review materials

By preparing and submitting a complete and thorough application, the ARC can better review the development plan for content and thus render a decision with greater ease. By following the requirements stated below for each application type, the development proposal can be more quickly evaluated by the ARC.

C. Scheduling, Submittal Requirements and Approval Terms

All development in Pioneer Crossing will be subject to review and approval by the ARC. The ARC will make every effort to conduct the review of all applications within the time limits described below. Extenuating circumstances, either due to the applicant or the ARC, may necessitate a change in schedule or meeting times. A change of schedule will be agreed upon mutually by both parties and rescheduled accordingly. The ARC will offer feedback on the development proposal based on the submitted materials and is available for advice and direction during the planning and design process. A fee of \$250 will be charged for all new construction architectural reviews. Any plans requiring extraordinary review measures will be charged additional fees, based on a time and material fee schedule. These fees are subject to change and the property owner should contact the ARC regarding the most current review fees.

1. Pre-Application Meeting

A Pre-Application meeting with the ARC is encouraged for all development proposals within Pioneer Crossing. The purpose of this meeting is to discuss the project at an informal level and for the property owner to obtain feedback from the ARC. The pre-application meeting is also a good time to resolve any questions regarding the application and approval process and to address design issues.

2. <u>Architectural Review Committee</u> <u>Application</u>

Property owners should submit an application apply for an Architectural Plan Review within 60 days of the preapplication meeting.

Within 30 days of submittal, the ARC may return comments on the site plan or other aspects of the development proposal. At this time, the applicant has 180 days to correct and resubmit revised plans and materials, if necessary, to provide assurance that the proposal is addressing all of the ARC's comments.

The ARC application is effective for 12 months from the date of approval by the ARC committee.

All exterior construction shall be completed within 12 months from the date building construction commences, or 24 months after approval of the ARC Committee, whichever is sooner. This includes construction of the exterior of all structures, construction of all required parking and placement of required landscaping. An occupancy permit must be issued within 13 months after start of construction, or within 25 months of approval of the ARC Committee whichever is sooner.

It should be noted that the Town of Manhattan or other jurisdictional agencies require separate permitting prior to construction.

3. Conditional Use Permit

If a development proposal, use or alteration on a property is classified as a conditional use per the Protective Covenants, then a Conditional Use Permit Application shall be filed with the ARC. If the CUP requires development subject to review as defined in III.A, the CUP application is to be reviewed concurrent with the ARC application by the ARC.

A conditional use shall be granted only if the ARC finds that the proposal adheres to the following requirements:

- a. The use, development or alteration on a property conforms to the objectives and intent of the Protective Covenants; and
- The use, development or alteration on a property will not adversely affect nearby properties or their occupants or be detrimental to the public health, safety, or welfare of persons working or residing on those properties; and
- c. The use, development or alteration on a property meets density, lot coverage, yards, setback, height, and all other regulations of the district in which it is to be located, unless otherwise provided for in the Protective Covenants.

An approved Conditional Use Permit shall be issued for a term of one (1) year from the date of issuance. An applicant may request, in writing, an extension 30 days before the expiration date of the original permit setting forth reasons for the request. The ARC may grant an extension if it is found that no change in the development proposal

circumstances has occurred that adversely affects the adjacent property owner or the integrity of Pioneer Crossing or Centennial Village. A written approval or denial of the request for extension will be mailed to the applicant within ten (10) business days of receiving the application. This decision is final and may not be appealed by the applicant.

Please note that the Town of Manhattan may require a separate Conditional Use Permit application. The application for this permit will be contingent on the applicant first receiving approval from the ARC for the conditional use.

Town of Manhattan Application Procedures and Information

In addition to the review and approval process required by the ARC, all development proposals at Pioneer Crossing may also be subject to review and approval by the Town of Manhattan. This review and approval process is outlined in the "Town of Manhattan Zoning Regulations." There may be additional fees associated with the town's review and approval process or services.

The ARC encourages all property owners to become familiar with the permitting procedures of the Town of Manhattan.

IV. PIONEER CROSSING DESIGN GUIDELINES

These Design Guidelines apply to all proposed development in Pioneer Crossing.

Site Design/Scheduling

All lot owners shall commence construction on or before 24 months after closing.

Driveways and Parking

Driveway aprons shall be concrete to be coherent with the sidewalk. Driveways may be concrete, asphalt, or paver bricks. Gravel driveways are not allowed.

On-street parking shall be limited to temporary parking. No overnight on-street parking is permitted.

Sidewalks

- All sidewalks shall be five (5) feet in width and constructed according to Montana Public Works Standard Specifications (MPWSS) and meet the requirements of the American Disabilities Act (ADA).
- Sidewalk location is measured one (1) foot from the lot line (pins) and extends the five (5) foot width toward the boulevard.
- All sidewalks shall be installed at completion of construction, or within three (3) years of closing on a lot, whichever is sooner.
- Maintenance and upkeep of sidewalks adjacent to private lots shall be the responsibility of individual property owners. Repair or replacement may be directed by the PCPOA.

 Maintenance and upkeep of sidewalks adjacent to common space or open areas shall be the responsibility of the PCPOA.

Snow Removal

- The PCPOA will provide snow removal for all streets within Pioneer Crossing.
- All property owners shall provide their own plowing and shoveling for the sidewalks adjacent to their property lines.

Storm Water and Drainage

- All storm water shall be directed to the streets, where it will be collected and transported to the retention ponds.
- All lots shall direct storm water runoff and snow melt into open space on the lot. No property owner may direct storm water runoff and snow melt onto an adjacent lot.

Trash Enclosure/Container

All residences shall provide at least one (1) trash container.

Trash containers should be approved by the contracted trash collector and should be stored out of site of adjoining property owners, with the exception of trash collection days.

The trash enclosures and containers shall be maintained in good condition at all times.

Fences

- All fences must be approved by the ARC prior to installation.
- Fences are prohibited in front yards. For the purpose of fence locations, the front yard is measured from the front building wall of the building, where it meets with the side building wall, extending the distance to the front property line.
- Fences or enclosures shall have at least one perimeter access point for the property or space in which it provides enclosure.
- Fencing shall be four (4) feet or lower except when within twentyfive (25) feet of street intersection, in which case the fence shall be no taller than three (3) feet.
- All fencing must be located just inside the property line and as close to corner pins at the rear of the lot as possible without disturbing the pins (allow approximately six (6) inches inside property line for fence post installation when laying irrigation)
- Fence material is doweled post and rail treated pine with three (3) rails, three (3) to four (4) inches in diameter and six (6) inch diameter blunt posts with three (3) doweled holes. Stain is required on all fences. Stain color is "Cordovan Brown" and is a solid stain.
- Wire is optional on all fences. If installing wire, it is required to be black vinyl coated welded wire and installed on the inside of the fence.
- All fence gates must be constructed of doweled post and rail treated pine with a two (2) inch half rail supporting cross member as well as ARC

- approved hardware (ie. hinges and latches)
- An illustration of an acceptable fence style is shown below:



Lighting

Reference the Protective Covenants for lighting requirements in Pioneer Crossing.

- Site lighting shall be scaled appropriately for the property on which it is located.
- The developer has chosen street lighting for Pioneer Crossing. The applicant should coordinate the location of other Streetscape features such as trees and sidewalks with the ARC early in the design process.

Outdoor Storage

All storage on all lots shall be contained within the confines of the building or garage.

Rear Sheds

All proposed sheds designs must be submitted to the ARC.

The shed must be on a concrete foundation. The outside dimensions may not exceed 10' by 12'. All materials and colors must be the same as used on the house.

The location must be no less than 5 feet from the rear of the house but must not be visible from the street.

B. Landscape Design

All landscape plans must comply with the following landscape provisions of section. These landscaping this requirements are essential to providing Pioneer Crossing with an attractive and ecologically balanced environment that provides positive experiences for residents and visitors alike. These requirements provide for the buffering of properties from wind and snow; the screening of properties from pedestrian trails and areas; the preservation and enhancement of land value; the conservation of water and the use of native or naturalized plant species; and the development of enjoyable and pleasant environments for all.

Landscape plans shall be reviewed and approved by the ARC prior to installation, and must be compliant with the Town of Manhattan tree species quidelines.

The property owner shall install all street trees within the right-of-way adjacent to residential lots per the Protective Covenants.

Small trees (less than 25' in height at maturity) should be Canada Red Chokecherry (Prunus virginiana), Amur Maple (Acer ginnala), Tartarian Maple (Acer tataricum), or Japanese Tree Lilac (Syringa reticulate).

Medium trees (25' – 50' in height at maturity) should be Green Ash (Fraxinus pennsylvatica), Hackberry (Celtis occidentalis), Honeylocust – thornless (Gleditsia triacanthos), or Ohio Buckeye (Aesculus glabra).

Large trees (over 50' in height at maturity) should be American Elm (Ulmus Americana), or American Linden-Basswood (Tilia americana).

Parkways

A variety of the above-named large tree species, with a minimum caliper of 2" must be planted in the parkways, i.e. the median strip between the sidewalk and street, as required by the Protective Covenants. The spacing shall be on 40 to 50 foot centers, and the placement shall be determined with the guidance of the ARC.



Acceptable Plant Materials

- Plant material palettes shall be simple and durable in nature.
- Landscape plans should provide for dense plantings of evergreens to provide a visual buffer between different uses.
- Landscape materials used shall be chosen for their drought tolerance, native and/or naturalized characteristics, and ability to weather the climate/planting zones associated with the Gallatin Valley.

No artificial plant material shall be used to satisfy the requirements of landscape materials.

Landscapes shall not include plantings of a noxious weed classification, as

determined by the Gallatin County Weed Control District, including but not limited to soil or seed mixtures containing spotted knapweed, leafy spurge, oxeye daisy hounds tongue, yellow toadflax, yellow sweet clover, common tansy and Canada thistle.

A natural look may be achieved with the use of non-native species that are deemed to be well suited for the Manhattan area. Ornamental grasses are encouraged to emulate the native Montana prairie grasses.

Plant Sizes

All plant material installed shall conform to the following minimum size requirements at time of installation. Required plant sizes:

- -Large Deciduous Canopy Trees: (1 1/2 to 2 inch caliper)
- -Large Coniferous Tree: 8 feet tall B & B
- -Small Ornamental Tree: 2 inch caliper
- -Small Coniferous Tree: 6 feet tall B & B -Medium-Large. Deciduous Shrub: 5-gallon container
- -Medium-Large. Evergreen Shrub: 5gallon container
- -Perennial: 1-gallon container

Native Landscaping

- 'Native' or naturalized plant materials should be used in preference to introduced or experimental species.
- Areas replanted with 'native' plant materials shall be planted with similar species and similar plant material sizes.

Irrigation

 The use of drought tolerant or naturalized plant species is highly recommended to reduce dependence on irrigation. All landscape on all lots and within street boulevards shall be watered by a permanent, automatic irrigation system installed by a qualified irrigation contractor.

Screening and Buffering

- All landscape plans should include a location utility survey.
- All plant material used for screening or buffering shall be installed according to the minimum sizes stated in the 'Acceptable Landscape Materials section of this document.
- Landscape plans should provide dense plantings of evergreens to provide a visual buffer.
- Privacy: no fencing, wood, metal, or other materials are allowed.

Maintenance and Completion

- All landscaping shall be installed within 6 months of the completion of construction, or within such period as may be reasonably necessary as dictated by weather conditions.
- Property owners shall maintain all landscapes within their property (including the boulevard) in a healthy and good condition throughout the growing season.

Conflict with Utilities

- All landscape plans shall clearly illustrate all existing & proposed utilities and infrastructure, both in plan and legend.
- All landscaping and irrigation installation shall begin only after

- a thorough utility location survey is completed.
- All trees, including those planted in the right- of-way, shall be planted at least ten (10) feet from all utility lines.

All plantings and irrigation within utility easements shall begin only after discussing their locations with the appropriate utility providers.

Site Grading

- All lots within Pioneer Crossing shall discharge excessive storm water into the streets.
- All grading and drainage shall provide for the adequate removal of water from around buildings and structures and from walkways and paths.
- Surface drainage shall not be directed onto adjacent properties, whether public or private.

c. Building Design

Size & Height

All buildings shall be constructed to be within the height requirements as described in the Protective Covenants.

Each residence shall contain a minimum of 2,500 Sq. Ft. of finished floor space above ground, exclusive of open or screened-in porches, garages, and basements.

If the residence is two stories, there shall be a minimum of 2,000 Sq. Ft. of above-ground finished floor space on the first level, exclusive of open or screened in porches and garages.

Garages

- All Garages must be attached and minimum 3-car size with all bays accessible from the drive.
- Front-facing attached garages shall be recessed a minimum of five (5) feet from the front building facade of the house.
- Side-loaded attached garages do not have to be flush with the front line of the house.
- Per the Protective Covenants, there shall be an allowance on specified lots for the construction of an accessory dwelling unit over or attached to a detached garage, which must be placed at the rear of the property.
- Homes shall be designed to be energy efficient and should incorporate industry standard materials to achieve this.

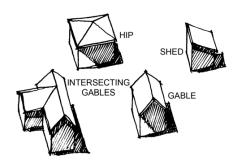
Roofs

Pitched roofs, such as gable, hip and shed roofs, should overhang at least 15 inches over the outside wall.

For the purpose of enhancing the value of homes in the Pioneer Crossing subdivision, all roofing material shall be constructed of laminated architectural shingle from Malarky Roofing Products Highlander CS line in 'weathered wood' color, or equivalent as approved by the ARC.

Below is an image of laminate weather wood shingle.





Architectural Features

- Stone masonry as an accent building material is encouraged in home design.
- New, creative interpretations of architectural details that express the spirit of craftsmanship and Bungalow simplicity is encouraged.
- The minimum requirements for all fascia board is 2" x 6".
- Exposed rafter ends on the front facade of the house are encouraged.

Exterior Materials

- Exterior building materials should accentuate interesting building forms and elements.
- Quality materials should be used to provide a strong sense of lasting value.
- Materials that reflect a relationship between the built and natural environment of this unique location should be used.
- The use of indigenous materials is strongly recommended.
- Stone used on exteriors shall be installed with a dry stack appearance. In other words, the mortar should not be visible from the street. Examples of acceptable stone are Montana Antique, Prairie Fieldstone and Montana Bronze.
- Metal accents may be used on exteriors.

Colors

- All homes shall use at least three different, but complimentary colors on the exterior.
- Materials and colors shall be harmonious with the surroundings.
- Exterior building colors shall emphasize earth tones fitting with the natural, surrounding environment.
- Trim and other accentuating details of the building may be finished in contrasting color schemes to add interest.
- Color of garage or other ancillary buildings shall match that of the main residence.

Porches and Patios

- Concrete Front porches are required on all residences within Pioneer Crossing.
- Patios are encouraged and shall be integrated into the overall design.
- Porches shall be designed to handle snow and drift loads as well as possible shedding snow from roof overhangs above.
- On all patios, positive drainage away from the building shall be maintained.

Front Porch Example



V. CONSTRUCTION PROCEDURES

The developer has made every effort to ensure that development within Pioneer Crossing is conducted in a manner that compliment adiacent property owners within the community. However, it is recommended that all adjacent property owners wishing to propose development establish good communication with each other during construction the design and improvements.

Adjacent property owners may coordinate site plans, access to lots, parking lots, pedestrian plazas and walkways, landscaping and perimeter treatments of their lots. They might consider opportunities to minimize the cost of site amenities by planning them together.

All property owners, developers and contractors shall ensure that all construction is performed in accordance with the following requirements:

- Adjacent property is protected from damage during the construction process. If damage occurs, restoration to original conditions must be completed within 30 days of the occurrence.
- Temporary structures, such as construction trailers, dumpsters and toilets shall be removed within 30 days of completion of construction and shall not be located where they might negatively impact adjacent properties. These structures shall not be stored or parked on the street. Temporary living structures, such as recreational vehicles, mobile homes and pull-behind trailers are prohibited.

- Roadways shall be maintained and/or repaired as needed in order to prevent the excessive wear and tear caused bv construction vehicles. All contractors shall park personal vehicles on dedicated public streets or within the confines of the property on which the construction is taking place. Construction equipment shall be stored or parked within the confines on which the construction is taking place. No overnight parking is allowed on public streets. Trailers shall be parked within the confines of the property on which construction is taking place.
- Construction staging and storage of materials shall be located only on the lot on which construction is taking place and should be paved with two inches of 3/4" gravel.
- Construction vehicles shall only have access to the property from existing roads adjacent to the construction site.
- The site plan, landscape plan or grading plan shall illustrate and call out plans for the control of erosion and vegetation/tree protection during the construction process. All surplus building and landscaping materials shall be promptly removed from the construction site following completion of the project.
- No signs, other than one construction sign, shall be allowed on the site during the construction process per the Protective Covenants.

- All construction sites shall have temporary water hookup. All sites shall also have an on-site enclosed portable toilet that should be kept clean at all times and be located to lessen impacts to adjacent properties. The portable toilets shall be removed promptly after construction is completed.
- Construction activity is only permitted between 7 a.m. and 7 p.m. Monday through Saturday.
- No burning of waste or use of incinerator cans shall be permitted.
- All trash and construction debris shall be kept covered in appropriate refuse containers and emptied on a regular basis. Paving, landscaping and other contractors shall not

- dispose of leftover materials on adjacent private properties or on public roads or common spaces.
- Property owners and their contractors are responsible for preventing the spread of noxious weeds. They are responsible for the decontamination of trucks, machinery, materials and tools brought in from outside areas.
- The ARC, or their designated representative, has the right to enter the construction site to inspect construction at any time, including during routinely scheduled inspections for occupancy and during investigation for violations.

VI. Contacts

Pioneer Crossing Property Owners' Association:

Saddle Peak Properties LLC P.O. Box 4240 Bozeman MT 59772 (406) 581-0142

Architectural Review Committee:

Saddle Peak Properties LLC P.O. Box 4240 Bozeman MT 59772 (406) 581-0142

Utility and Service Companies:

Town of Manhattan 207 South Sixth, P.O. Box 96 Manhattan, MT 59741 Town Office: (406) 284-3235

Building Department: (406) 580-2964

Water/Sewer: (406) 284-3235

BFI Waste Services (trash removal) 8600 Huffine Lane P.O. Box 10730 Bozeman, MT 59719 (406) 586-0606

L&L Site Services (trash removal) 100 Russel Lane Belgrade, MT 59714 (406) 388-7171

Northwestern Energy (power/natural gas) (888)-467-2669

Charter Communications (phone/cable/internet) (866) 513-4900

Centurylink (phone/internet) (877)-225-6620

Figure 3: Accessory Dwelling Unit Building Example

(Allowed on certain designated lots in Pioneer Crossing)



Figure 4: Recreational Vehicle Storage Building Examples





