

## **Commercial/Mixed Employment District Architectural Guidelines**

### ***Description***

This building prototype is intended to accommodate a variety of employment uses. While no specific building style is required, it is anticipated that buildings will be mostly one to two-stories fronting the street with a campus character rather than storefront. Setbacks are per the City of Bend Code for the underlying Limited Commercial and Mixed Employment zones. Individual buildings are typically less than 20,000 square feet in size, served by a private or common/shared parking lot. Parking is allowed on the sides of buildings, although the preferred location for parking is at the rear of the lot.

### ***Use***

Commercial, retail, office and other non-residential and residential uses as permitted in the City of Bend Commercial Limited (CL) and Mixed Employment (ME) zones.

### ***Height***

35-foot maximum height on lots abutting Skyliners Road; on all other lots, heights are allowed per the CL and ME zones in the City of Bend development code.

### ***Lot size***

Varies, but roughly one-acre in size to limit the overall size of buildings in the area.

### ***Lot Coverage***

As allowed in the City of Bend Development Code.

### ***Setbacks***

Per City of Bend Code standards for CL and ME Zones.

### ***Building Orientation***

Buildings shall abut a street, but main building entries will typically address the interior parking lot. Parking is allowed on the sides of buildings, although the preferred location for parking is at the interior of the lot. Vehicular access to all lots shall be from an alley where provided. For the lots west of Stanhope, primary vehicular access shall be from Workman Lane. No direct vehicular access is allowed from Skyliners Road, Sullivan Avenue, Stanhope Drive, or Ochoa Drive.

### ***Parking and Garages***

Parking shall be located off an alley or in the interior of the site. Exceptions to allow parking at the side of the lot shall be conditional based on review and approval of the Discovery West Architectural Review Committee. The ARC may require additional architectural and landscaping enhancements related to side yard parking layouts.

Off-street. Permitted per city of Bend development code.

On- street. Permitted per City of Bend development code.

### ***Signage***

All signage is subject to the City of Bend Sign Code. The Phase 4 Live/Work Townhomes are also subject to the Discovery West Residential Mixed Housing Architectural Guidelines, see Lighting & Signage.

### ***Base Zone***

Commercial Limited (CL) Mixed Employment (ME).

### ***Overlay District***

Discovery West Commercial/Mixed Employment District.

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## **Commercial Rules and Design Guidelines**

### ***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.

### ***Awnings***

Awnings are encouraged at retail and pedestrian settings. 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 a 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. Glass, metal, wood or fabric are acceptable awning materials.

### ***Burning***

The burning of construction or landscape debris is not permitted at any time on any building site in Discovery West.

### ***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.

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***

Driveways onto streets and alleys will be limited to two per building site, unless otherwise approved by the ARC. No driveways will be allowed on Skyliners Road, or Ochoa Drive. Access via Stanhope is discouraged. Other driveways are subject to ARC review and approval. Driveways may be concrete, asphalt or masonry paver.

Walkways should be designed to enhance the entry and connect the building to the neighborhood. Buildings shall be constructed as close as possible to the back of sidewalks.

All driveways and walkways shall be finished prior to occupancy. Exceptions may be allowed with ARC approval. Builders and Builder/Owners are responsible for repair of all damaged driveway cuts, curbs, sidewalks or sidewalk aprons.

### ***Duplication***

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.

### ***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. Please refer to the landscaping section for re-naturalization standards. 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. Exterior color treatment shall be continuous on all elevations. 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 and natural shakes must be stained or treated.

### ***Exterior Design Treatment***

While no specific building style is required, several things must be considered during the design process to effectively address specific site conditions. Select roof pitches and roof massing appropriate to the proposed design style to lessen the perception of height. Stepping the building profile from the point of lower grade towards the higher grade reduces 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. Materials selection may be effective 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.). Building designs must be compatible with the context of the surrounding built environment.

The ARC encourages and may require 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 “vener” 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.

The use of stucco and/or masonry materials may be exempt from the one treatment look. 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 the building 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 lumen output. No part of the lamp may be exposed through perforated opaque material.

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.

### ***Exterior Walls and Trims***

Consideration shall be given to an appropriate balance in the amount of each material and 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 (see illustration). 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.

Prohibited Materials and Conditions:

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

Some Fencing Considerations:

- Fences constructed with wood shall use wood wrapped steel posts. All fences shall be six (6) 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. No tree, whether in a setback or on private property, shall be used for the attachment or support of any fence or privacy screen.
- Fences along alleys shall be at least 2' from the curb.

- Chain link fences are not allowed.
- Freestanding concrete and masonry walls shall be minimum 8" thick.
- Fences shall be setback 3' from pedestrian rights of way. Acceptable materials for Fences and Landscape/Retaining Walls are as follows:
- Brick, concrete and stone masonry
- Architecturally detailed exposed cast-in-place concrete
- Stucco, cement based
- Wood pickets and boards; use #2 or better no-hole cedar or other ARC approved wood.
- Powder coated metals

### ***Fireplaces***

No wood burning stoves, fireplaces or exterior fire pits are allowed. Gas burning fire pits are allowed.

### ***Flagpoles***

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

### ***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 investigate the addition of French drains or other types of dry well systems to accommodate gutter drainage.

Prefinished metal and painted metal downspouts are acceptable.

### ***Heating and Cooling Systems***

All exterior elements of heating and/or cooling systems must be screened from the view of neighboring building sites and roadways. Materials to screen HVAC systems should match or complement adjacent building materials and must be reviewed and approved by the ARC.

### ***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. See Exhibit F for the Approved Plant List.

- 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.

- The front and side setbacks along public Right of Way shall be landscaped. Underground irrigation is required unless a xeriscape design is approved.
- Street Tree species, number, size and location are to be determined by Discovery West Street Tree Guidelines for the area between the curb and sidewalk. This area also requires underground irrigation. At a minimum, all street trees shall be 2" caliper measured 4 feet above the ground.
- 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.
- It shall be the responsibility of the building owner, when landscaping their property, to follow the landscape plan approved by the ARC.
- 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.
- Landscape plans must be presented on 11" x 17" or larger paper, in color and provide the following details: identification, quantity and size of all proposed species of trees and plantings and delineation between areas. For example: sod vs. bark, planting areas vs. Sod.
- Irrigation system housings must be painted to match the body color of the building.

#### ***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 meters shall be painted to match adjacent materials.

#### ***Overhead Doors and Garages***

Overhead doors should complement the architecture of the building and may be metal and painted to match the color of adjacent building material.

#### ***Parking and Screening***

Parking lot designs should provide 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 shall be provided (see illustration).

#### ***Primary Entrance***

The building must have a primary entry located on the front facade of the building. There must be a direct, paved walkway from the 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 Discovery West. 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 prohibited. Roofing applications will be reviewed on an individual building basis. All roof-mounted components such as mechanical equipment shall be screened from view from any adjacent street.

#### ***Satellite Dishes and Antennas***

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

### ***Service Yards/Trash Enclosures***

When not provided by other structures, each commercial building shall have a screened service yard enclosing garbage, recycling, and trash containers, landscape debris, outdoor maintenance equipment and so forth.

Trash enclosures shall 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.

### ***Solar collectors***

Are encouraged; 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. ARC approval is required for all solar collection systems.

### ***Temporary Structures***

Construction trailers are allowed during the construction phase of the building and must be removed upon substantial completion of the building. Long-term temporary structures may be considered upon review by the ARC and at their discretion.

### ***Tree Preservation Guidelines***

To maximize the likelihood of saving existing trees, follow these basic tree preservation techniques:

- Identify the Critical Root Zone (CRZ) area. The drip line is a good rule of thumb. Design around the CRZ whenever possible.
- 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.
- Where activity must occur (usually footing or trench), cut cleanly any roots encountered. Backfill and water as soon as possible.
- If traffic across the CRZ cannot be avoided, install 10"– 12" of woodchips to protect the CRZ from compaction.
- No fill or cut may be added within the tree's drip zone.

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 within 15' grade 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 Removal and Trimming***

The removal of any tree larger than 6 inches in diameter (19 inches in circumference) or topping a tree is subject to a fine up to \$5,000 per tree. 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.



### ***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 zones.

### ***Utility Meters***

All utility meters (gas and electricity) should be screened from 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 to not impact adjoining or adjacent buildings or homesites.

### ***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, metal or fiberglass. Wood or fiberglass shutters are allowed. In general, dark window frames are required.