

Woodland  
Park  
Business  
Park  
Design  
Guidelines

July 17,

**2013**

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Woodland Park Business Park Design Guidelines

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## **Article I. BUSINESS PARK DESIGN GUIDELINES**

### Section 1.01 Purpose and Scope of Design Guidelines:

- a) The purpose of the Design Guidelines (Guidelines) is to promote continuity of community character within the Woodland Park Major Subdivision (Woodland Park), via design review of individual structures. However, such continuity does not require uniform building design and/or uniform use of materials and colors.
- b) The Guidelines are intended to assist owners, developers, and contractors through the process of obtaining required permits prior to construction.
- c) The scope and application of these Guidelines includes all industrial or commercial zoned properties within Blocks 1, 2, 3 and 4 of Woodland Park.
- d) The Guidelines are an integral part of the Woodland Park Major Subdivision Covenants, Conditions and Restrictions (CCRs), but may be published in separate format for ease of use.
- e) Owners, contractors and other interested parties are advised that the contents of the CCRs include standards for property development and improvements which are also subject to regulations and permits by local and state governments with jurisdiction within Woodland Park. Owners will be responsible for compliance. (Gallatin County/ Bozeman Area Zoning Regulation, Montana State Building Permit, et al). **Approval by the DRC is not a building permit or a Gallatin County Land Use Permit.**

### Section 1.02 Woodland Park Design Review Committee (DRC):

- a) The Board of Directors (Board) of the Woodland Park Property Owners' Association (Association) shall appoint three members of the Association by majority vote to serve as the DRC, subject to terms of office and duties as defined by the Board.
- b) The mission of the DRC is to assure that all structures and improvements in Woodland Park conform to the CCRs including these Guidelines, and that all applications for design review shall include appropriate approvals from all regulatory agencies with jurisdiction within Woodland Park.

### Section 1.03 DRC Duties:

The DRC is responsible for administering the CCRs/ Guidelines and shall perform the following duties:

- i. Establish and adopt the rules, regulations and procedures for the DRC, including application submittal forms and review fees.
- b) Review all of the following it deems necessary:
  - i. Site Plans
  - ii. Landscape Plans
  - iii. Building drawings and specifications
  - iv. Exterior material colors and specifications
  - v. Other related Information

- c) Require improvements, such as the following, to be reviewed and approved by the DRC before any site work or construction commences.
  - i. Construction of buildings, auxiliary structures or roads.
  - ii. Exterior alterations and remodeling of existing structures.
  - iii. Landscaping, fences and walls.
  - iv. Parking facilities.
  - v. Signs and exterior righting.
  - vi. Other related improvements.
- d) Require completion of all improvements in substantial compliance with the approved plans and specifications.
- e) Inspect all completed construction for compliance with DRC approvals.
- f) Enforce the Guidelines in a court of law when necessary.
- g) Revoke or suspend approvals and order suspension or cessation of any construction in violation of the Guidelines or any approval issued by the DRC.

Section 1.04 Liability:

Neither the DRC nor any member thereof shall be liable to the Association or to any Owner for any damage, loss or prejudice suffered or claimed on account of the following:

- a) The review and/or approval of any plans, drawings or specifications, whether or not defective.
- b) The construction or performance of any work, whether or not pursuant to approved plans, drawings, or specifications.
- c) The development or manner of development of any property within Woodland Park.

Section 1.05 Property Development:

Commercial and industrial lots within Woodland Park are subject to the requirements and standards of the Gallatin County/ Bozeman Area Zoning Regulation (Section 28: B-1 Neighborhood Service District and Section 34: M-1 Light Manufacturing District) respectively. In addition, the lots within six hundred feet (600') of the centerline of Huffine Lane (US 191) are subject to the requirements of Section 43: Entryway Corridor Overlay District.

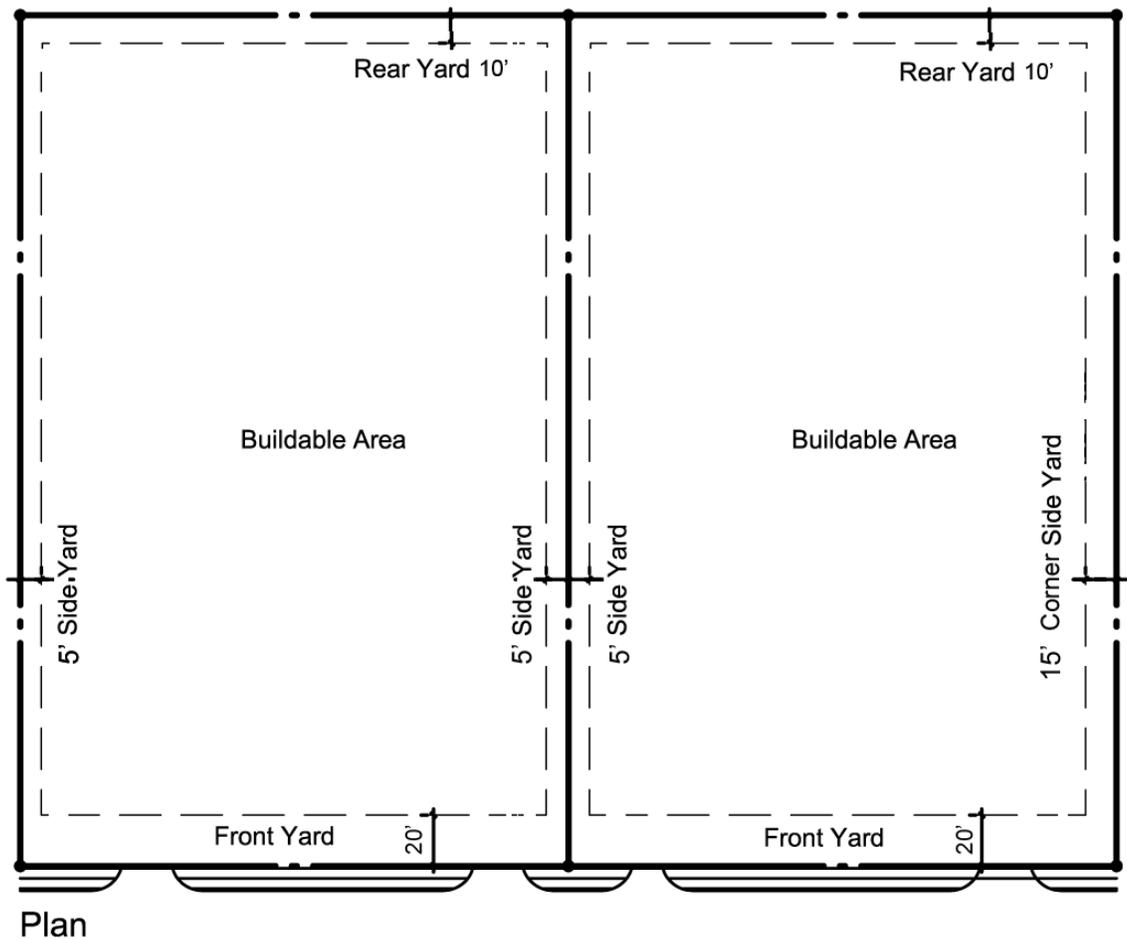
Owners and other interested parties are advised to check with the Gallatin County Planning and Community Development Office to confirm the current Gallatin County/ Bozeman Area Zoning Regulation standards. The following information is listed to help guide initial building and development planning:

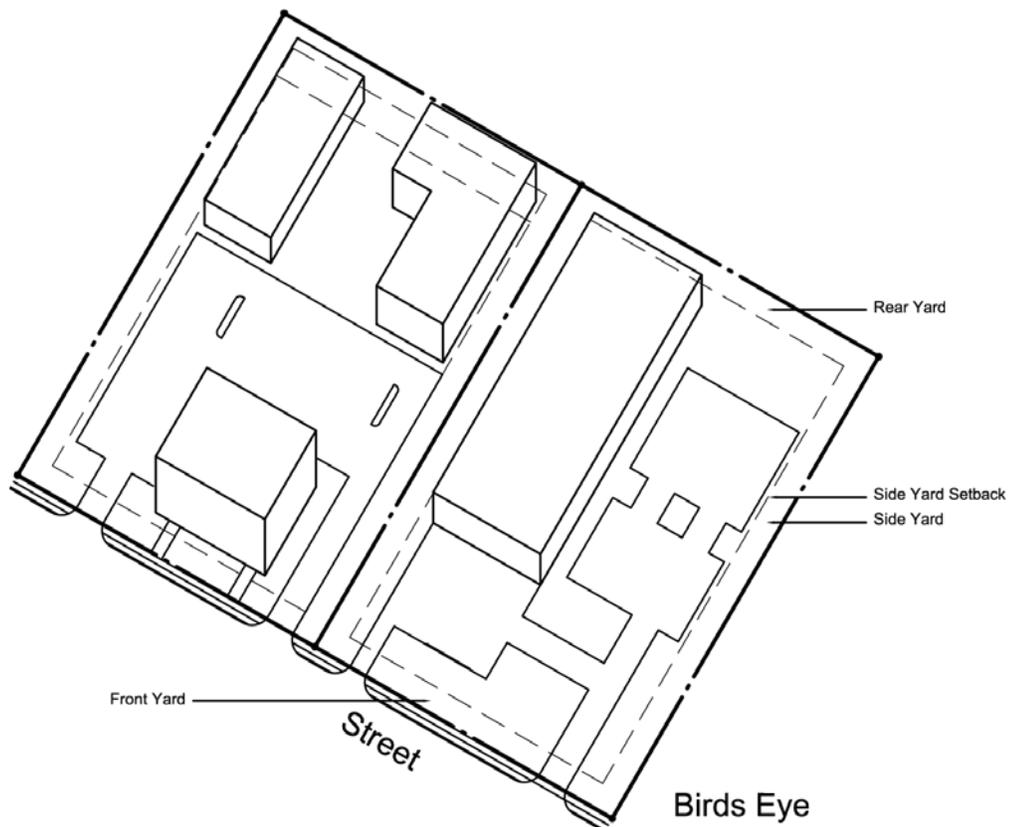
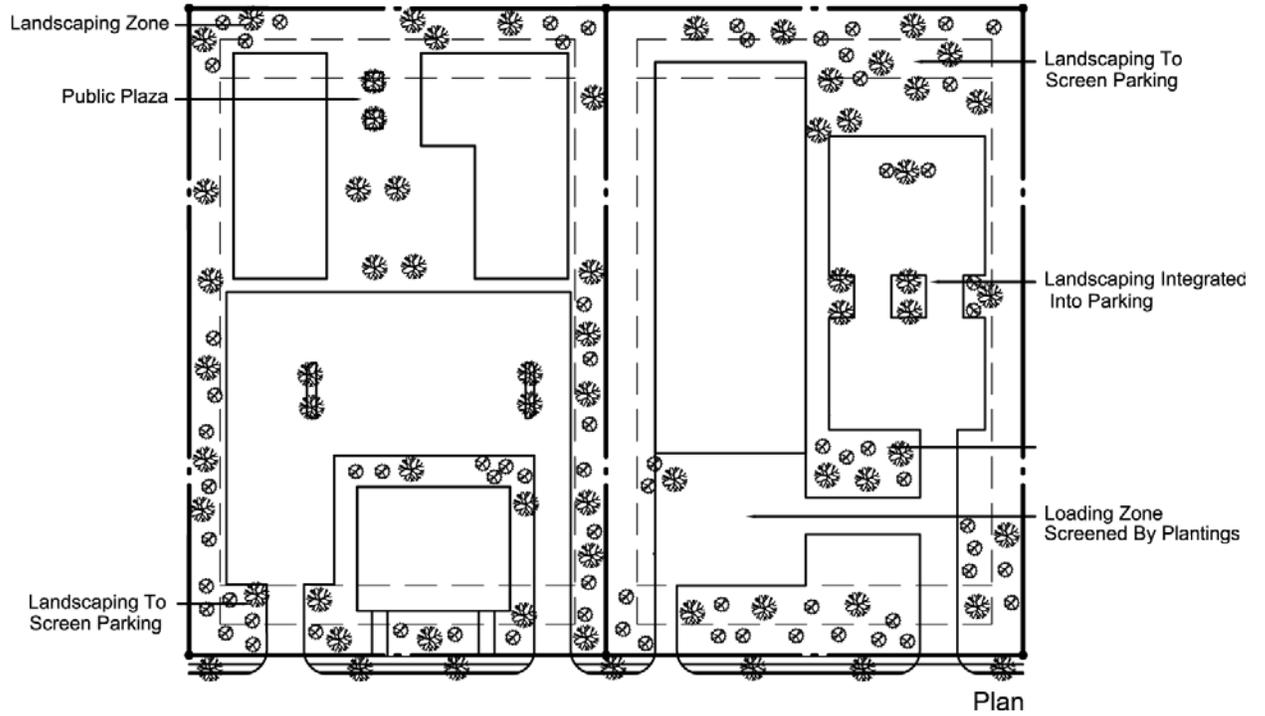
- a) Permitted Uses: As of 1/20/13, the following land uses are allowed by the zoning regulation:
  - i. Commercial (B-1): Restaurants (exclusive of drive-in), retail uses, personal and convenience services, food stores, day care centers, and apartments located on the second or upper floors. (See zoning regulation for additional uses by conditional use permit).

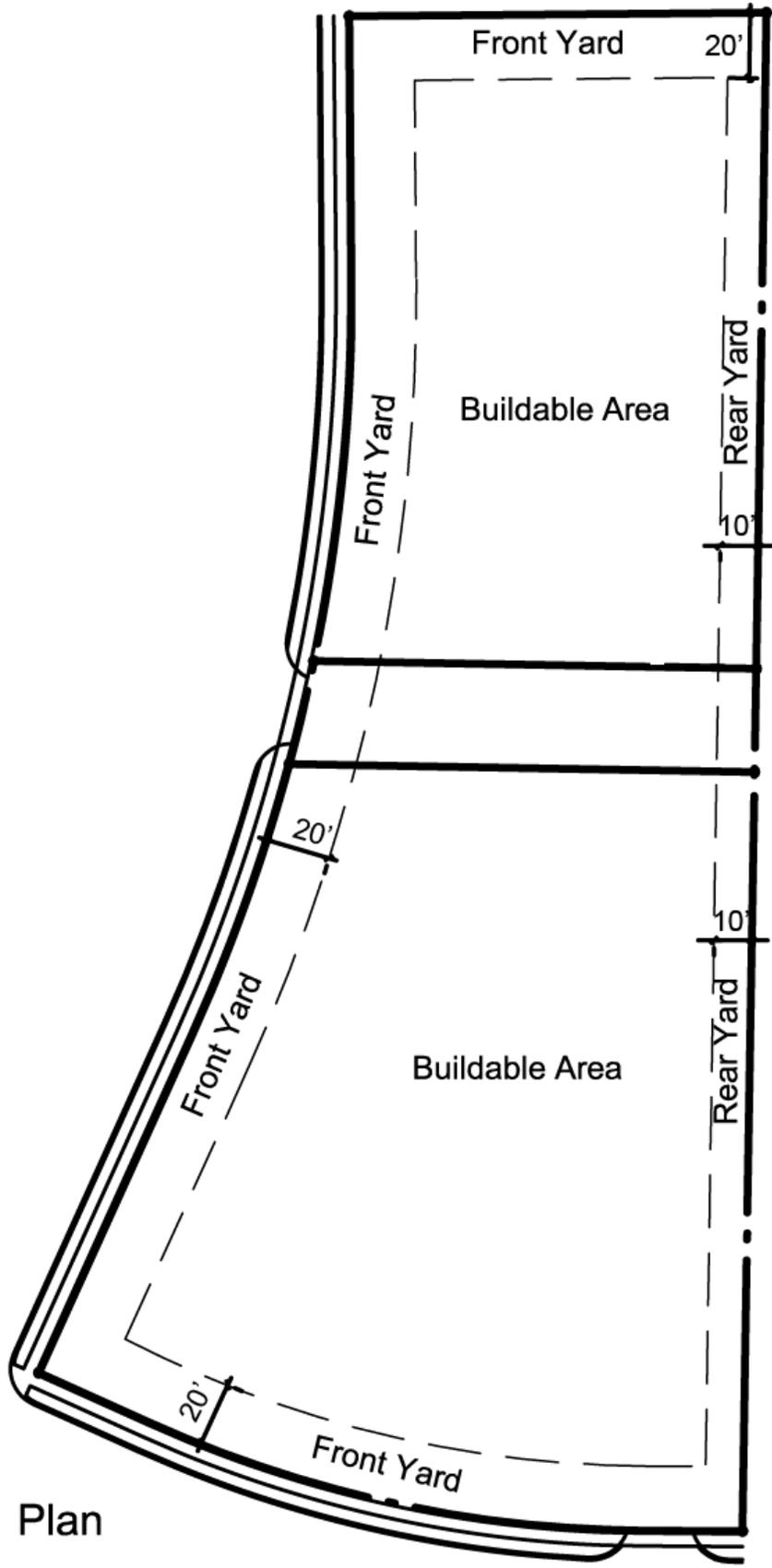
- ii. Industrial (M-1): Light manufacturing (in doors), hotel or motel, church, bank or financial institution, office, medical/ dental/ health clinic, health or exercise center, restaurants, automobile/ boat or recreational vehicle sales, warehouse, or mini- storage warehouse. (See zoning regulation for additional uses by conditional use permit).
  
- b) Driveways and Parking: The construction and maintenance of all driveways, culverts and parking areas shall be the Owner's responsibility. Driveways and required parking improvements shall be asphalt, concrete or other durable materials as approved by the DRC. Driveway width shall be a minimum of eighteen (18) feet wide. Parking areas may not encroach into the eight (8) foot side yard or the twenty (20) foot front yard. The first twenty (20) feet of the lot access shall be perpendicular to the entry street. Placement of parking areas adjacent to and/or behind buildings is strongly encouraged.
  
- c) Utilities: It shall be the sole responsibility of the Owner or his Authorized Agent to contact and coordinate with utility providers prior to any excavation or grading. All utilities service lines shall be installed underground. Utility meters shall be located to be accessible to the meter reader and yet not highly visible from adjoining streets.
  
- d) Garbage and Refuse Disposal: All garbage, refuse and rubbish shall be regularly removed from the property and shall not be allowed to accumulate. All such material shall be stored in dumpsters or other enclosed, covered containers which shall be screened or concealed from view.
  
- e) Landscaping: All commercial and industrial lots in Woodland Park must be adequately landscaped and maintained in accordance with plans and specifications approved by the DRC. If such landscaping is not maintained as determined by the DRC, the Owner will be contacted to rectify the situation. If maintenance continues to be ignored, the DRC will arrange for the work to be done and the Owner will be billed.
  - i. Landscape trees, plants and planting materials should be carefully chosen with an understanding of the Bozeman area climate. Owners are encouraged to consult with qualified professionals for advice on appropriate selections. All landscaping should be designed with minimal use of underground sprinkler systems. Where necessary, such systems should incorporate timed drip irrigation.
  - ii. The use of appropriate landscape materials is encouraged to screen views of storage areas, enclosures and overhead doors from adjacent lots and streets. All landscaping located in snow storage areas and where snow shedding may occur shall be able to withstand the accumulated snow.
  
- f) Site Drainage. Each commercial or industrial lot within Woodland Park shall be graded and landscaped in a manner that prevents drainage onto adjoining lots; and shall contain the difference between the pre-development and post-development storm runoff rates for each lot in compliance with regulations of Gallatin County and the Montana Department of Environmental Quality (MDEQ).

In addition, snow removal storage areas shall be located to prevent drainage onto adjacent lots.

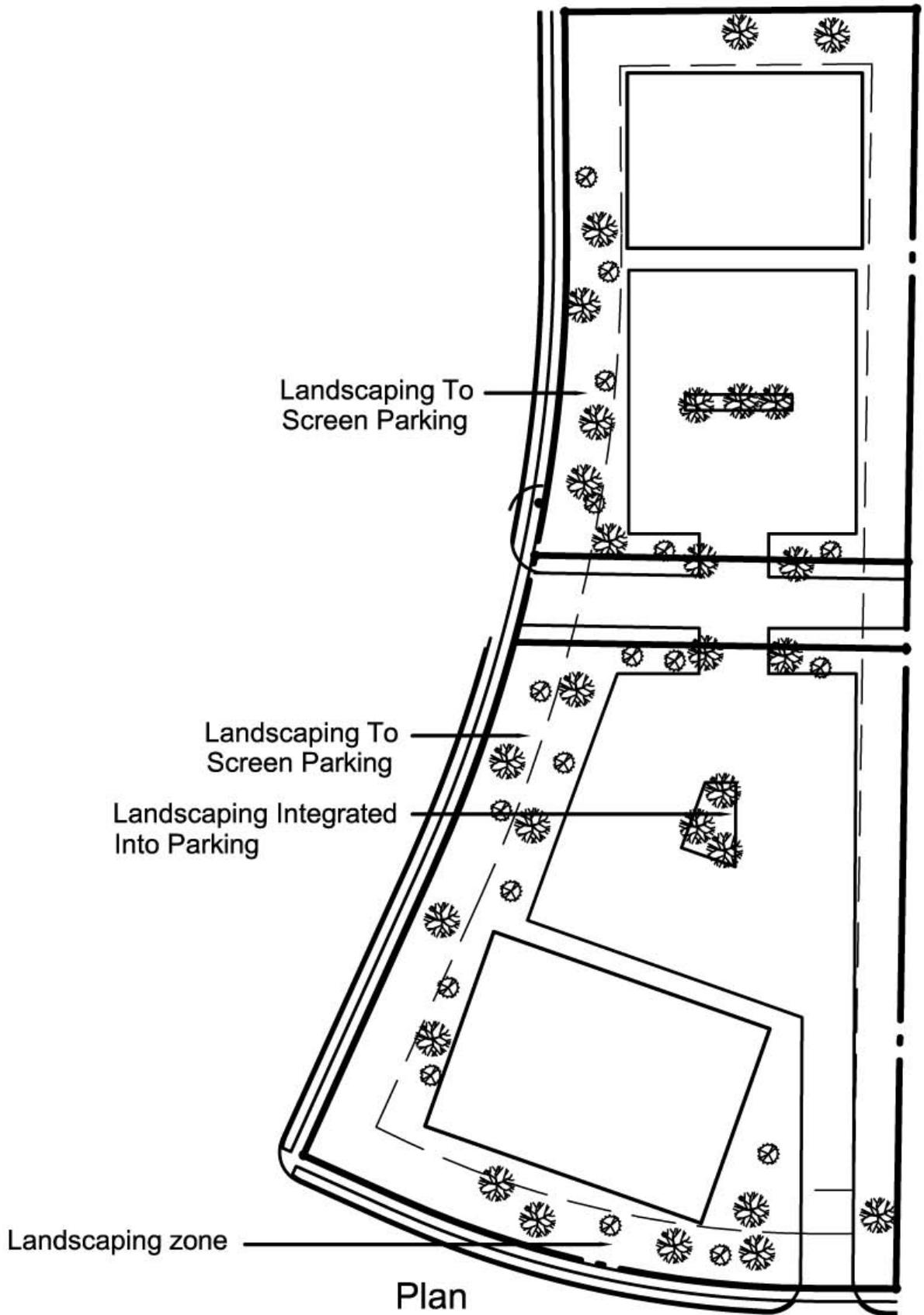
- g) Storage Areas: All businesses that require outside storage areas shall screen such areas from public view. Screening shall be unobtrusive and adequate in height and width for the intended purpose.
- h) Building Height: Commercial (B-1) structure height limits are thirty (30) feet and thirty-five (35) feet, dependant on roof type (flat/pitched no more than 3:12 or pitched above 3:12) respectively. Height is measured from the highest adjacent grade to the highest point on the roof. Industrial (M-1) structure height limit is forty (40) feet measured as described above.
- i) Lot Coverage: Commercial and industrial lot building coverage; exclusive of required yards, parking, and driveways; may be one hundred (100) percent.
- j) Required Yards: Every industrial (M-1) lot shall have the following landscaped yards:
  - i. Front yard: Twenty (20) feet.
  - ii. Rear yard: Ten (10) feet.
  - iii. Side yard: Five (5) feet for commercial lots only.
  - iv. Corner side yard: Fifteen (15) feet.
  - v. Rear and side yard may be modified based on site plan, per a variance request of the DRC.
- k) Building Form: As a guide to Owners, the following sketches illustrate desired building forms consistent with the design objectives of Woodland Park:

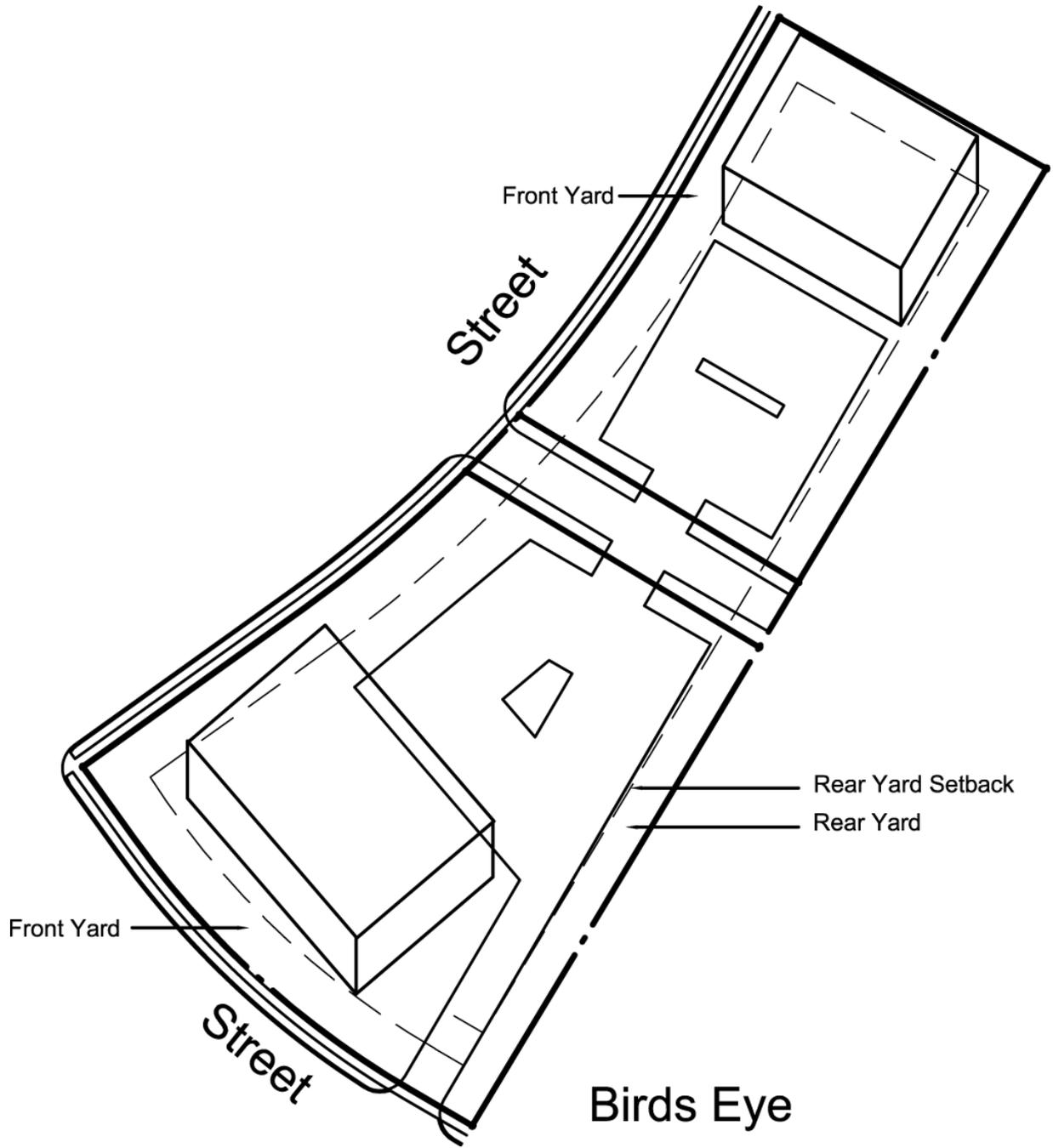






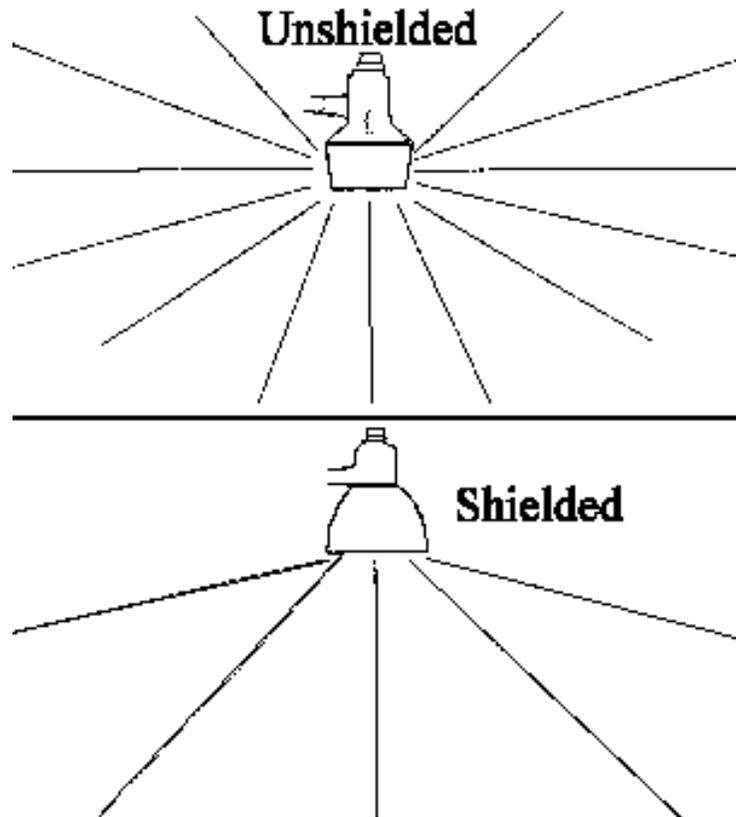
Plan





- l) Materials: Materials should be selected for durability, aesthetics and consistency within the overall development of Woodland Park. The DRC reserves the right to reject any material it deems inappropriate. Acceptable materials include the following:
  - i. Roofing materials: Wood shakes and shingles, synthetic shakes and shingles, asphalt multi-tab shingles and pre-finished metal roofing.
  - ii. Exterior Walls: Rock (both natural and synthetic), stucco, natural wood and wood product siding, brick, and selected metal siding products.
  
- m) Exterior Color: All building colors shall be subdued, natural earth tones for the body of buildings and the roof. Stronger colors may be used as accents for window, door and fascia trim.
  
- n) Exterior Windows and Door: Windows and doors shall be wood, metal-clad or vinyl. Consideration should be given to orientation and composition. Large expanses of glazing should be broken up to reduce the scale and provide visual interest to the building. Entry doors should be protected from snow shedding. Service entrances should be screened from public view.
  
- o) Energy-saving design features are strongly encouraged by the DRC.
  
- p) Signs: All proposed signs shall be reviewed and approved by the DRC before erection. The body of all exterior signs shall be natural earth tones, either stained or painted.
  - i. Property Identification Signs: Each owner shall place signs for property identification, such signs are limited to a maximum of three (3) square feet of total sign area.
  - ii. Commercial Complexes: Directory signs used for identification of businesses within commercial/industrial building complexes shall be limited in total area to four (4) square feet for each unit within the complex.
  - iii. Places of Business: Signs in this category are used by Owners as a means of visual communication with the general public and thus require "high visibility". It is the intent of the DRC to establish guidelines for business signs that reduce the discord often associated with business advertising. Signs shall be reviewed with the entire Woodland Park in mind, not the individual business.
  - iv. Monument Signs: All business signs shall be limited to a maximum area of forty-five (45) square feet per side (single and double-sided signs). All such signs shall be located within the yard areas. Maximum sign height shall be eighteen (18) feet. Sign lighting shall be either internal illumination or exterior light sources that do not cast light onto adjacent lots.
  - v. Sign square footage may be modified based on site plan, per a variance request of the DRC.

- q) Exterior Light Fixtures: Lighting used to illuminate parking areas, signs or building facades shall be equipped with cut-off shields, and arranged so that no light is deflected onto adjacent lots.



Section 1.06 Forms:

There is a \$300 residential fee and \$400 commercial fee for the DRC to review both the Sketch Submittal and Construction Submittal. This process will take between two to three weeks.

**SKETCH REVIEW SUBMITTAL REQUIREMENTS**

Sketch plan submittals are required for all projects within the Woodland Park Subdivision. Sketch plan review will verify that site setback requirements have been met and that all proposed designs fall within the design requirements outlined in the design guidelines.

Sketch Plan Submittals will include the following drawings and information:

1. Form A, filled out and signed.
2. The drawings listed below shall be submitted on a minimum sheet size of 11"x17" and maximum sheet size of 24"x36". If preferred an electronic copy of the drawings and documents can be submitted.
  - a. Site Plan (please include the following information)
    - i. Drawings scale and north arrow
    - ii. Property lines and setbacks
    - iii. Building footprints including porches, decks, etc.
    - iv. Dimensioned driveways, walkways, and patios
    - v. Approximate elevation of building first floor and elevation of street at access point
    - vi. Approximate site grading
    - vii. Conceptual drainage plan
    - viii. Conceptual landscape plan
  - b. Floor Plan (1/8"=1'-0" minimum scale) showing the following:
    - i. Overall building dimensions
    - ii. Building square footage by floor and overall
    - iii. Rooms labeled and interior dimensions shown
    - iv. All window and door locations shown as well as door swing
    - v. All floor and/or roof overhangs shown and dimensioned
  - c. Exterior Elevations (1/8"=1'-0" minimum scale) showing the following:
    - i. Exterior materials depicted and labeled
    - ii. Floor heights noted
    - iii. Porches and decks shown with associated stairs, railings and other details
    - iv. Overall building height
    - v. Roof pitch(es) indicated

**FORM A**

**WOODLAND PARK SUBDIVISION  
SKETCH DESIGN REVIEW APPLICATION**

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor/Builder:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**DRAWINGS AND INFORMATION**

Are any variances from the Woodland Park Subdivision Design Review Guidelines being requested with this application? Yes \ No \  
If yes, please describe the variance and reason for the request.

\_\_\_\_\_  
\_\_\_\_\_

Drawings submitted (please check):

- Site Plan
- Floor Plans
- Roof Plan
- Elevations & Sections
- Samples & Cut Sheets
- Rendered Elevation
- Landscape Plan
- Signage Details (Commercial Only)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## CONSTRUCTION REVIEW SUBMITTAL REQUIREMENTS

Construction plan submittals are required for all projects within the Woodland Park Subdivision. This review will verify that each design meets the design requirements outlined in the design guidelines. In addition the review will verify that comments made during the sketch plan review have been incorporated into the final design.

All Construction Plan Submittals will include the following drawings and information:

1. Form B, completely filled out and signed.
2. The drawings listed below shall be submitted on a minimum sheet size of 11"x17" and maximum sheet size of 24"x36". If possible, please also submit an electronic copy of the drawings and documents. The Design Review committee will keep one 11x17 copy for their records as well as an electronic copy. The applicant shall submit any number of additional copies that they would like stamped and returned.
  - a. **Site Plan** (please include the following information):
    - i. Drawings scale and north arrow
    - ii. Property lines and setbacks with dimensions
    - iii. Building footprints with square footage and dimensioned location on the property including porches, decks, etc.
    - iv. Identification of all elements that encroach into the setbacks (even if allowed by the design guidelines)
    - v. Location, material and dimensioning of all surface paving
    - vi. Utility connections to structure
    - vii. Location of any ground mounted mechanical equipment
    - viii. Site grading
    - ix. Site lighting including detail/cut sheets of any proposed light fixtures
    - x. Approximate elevation of building first floor and elevation of street at access point
    - xi. Location of garbage dumpster locations (commercial only)
    - xii. Storm water plan with associated calculations (commercial only)
  - b. **Final Landscape Plan** showing planting scheme with plants and planting material identification and standard installation details
  - c. **Floor Plans** (1/8"=1'-0" minimum scale) showing the following:
    - i. Floor plans fully dimensioned
    - ii. Building square footage by floor and overall
    - iii. Rooms labeled and interior dimensions shown
    - iv. All wall, window and door openings shown and dimensioned
    - v. All floor and/or roof overhangs shown and dimensioned
  - d. **Exterior Elevations and Sections** (1/8"=1'-0" minimum scale) showing the following:
    - i. Exterior materials depicted and labeled
    - ii. Color/material board with samples and colors of proposed materials
    - iii. Floor heights and maximum building height
    - iv. Minimum of one building section showing all structural systems (1/4"=1'-0" scale)
    - v. Porches and decks shown with associated stairs, railings and other details
    - vi. Wall sections as necessary to explain construction
    - vii. Roof pitch(es) indicated

**FORM B**

**WOODLAND PARK SUBDIVISION**

**FEE: Residential \$300, Commercial \$400 payable to Woodland Park Master**

**CONSTRUCTION DESIGN REVIEW APPLICATION**

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor/Builder:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**DRAWINGS**

Drawings submitted (please check):

- Site Plan
- Floor Plans
- Roof Plan
- Elevations & Sections
- Samples & Cut Sheets
- Rendered Elevation
- Landscape Plan
- Signage Details (Commercial Only)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_