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# **Shasta Gateway Industrial Park**



## **Architectural and Design Guidelines**

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# Shasta Gateway Industrial Park Development Guidelines

## I. INTRODUCTION

The development of each site within Shasta Gateway Industrial Park is controlled and restricted by the Declaration of Protective Covenants for the Shasta Gateway Industrial Park (hereinafter referred to as the "Declaration"), as well as applicable government codes and regulations. The purpose of these Development Guidelines is to further define the requirements which are stated in the Declaration.

The owner of each site within Shasta Gateway Industrial Park should become fully familiarized with the intent and requirements of the Declaration, these Guidelines, and all applicable governmental codes and regulations, and through his/her architect implement all those provisions applicable to his/her specific site development. These Guidelines are designed to complement and supplement local government and municipal regulations, and where conflicts occur, the most rigid requirements shall prevail.

All development plans, landscaping plans and graphic designs shall be submitted to an Architectural Review Committee as described and provided in these Development Guidelines and the Declaration. These Guidelines are intended to supplement the Declaration as an aid in the submittal of plans for approval by providing more detailed information on which to base a review.

## II. DESIGN INTENT

Shasta Gateway Industrial Park has been planned as an integrated business complex of approximately 50 acres. The Park is planned with a strong emphasis on exceptional design and landscaping. A well-defined master landscape plan with specimen plants both on and off-site will be one of the trademarks of Shasta Gateway Industrial Park.

Careful consideration has been given to traffic circulation within the interior of the Park. To this end, street parking will not be permitted.

Architectural control and review have been established for all projects within Shasta Gateway Industrial Park and will be exercised consistently by the Architectural Review Committee.

## III. APPROVAL PROCEDURES

### A. General

Two sets of plans are to be submitted to the City of Shasta Lake Architectural Review Committee for all plans discussed herein (i.e., Master Development Plan, Preliminary Design Plan, Final Plan, Landscape Plan) in accordance with the provisions of the Declaration. These plans will be retained by the Architectural Review Committee. Comments on the review will be sent to the Owner, or Lessee, under separate cover. The Architectural Review Committee's review of working drawings shall be limited to verifying conformity with plans previously submitted for review.

**Final written approval by the City's Development Services Director must be obtained prior to commencement of construction.**

## **IV. PLAN SUBMITTAL REQUIREMENTS**

### **A. MASTER DEVELOPMENT PLAN**

Submission of a site Master Development Plan will be required only when ultimate site development occurs in stages. The Master Development Plan is to be reviewed and approved before Final Plans are submitted. The Master Development Plan shall include the following:

1. Indication of the phasing of the total building complex;
2. All roof lines;
3. Vehicular and pedestrian circulation;
4. Employee and guest parking;
5. Grading, drainage and utilities;
6. Design relationship to adjacent properties and streets, including setbacks;
7. Elevations indicating architectural character and building materials;
8. A conceptual landscaping plan.

### **B. PRELIMINARY DESIGN PLAN**

The Preliminary Design Plan, required of all applicants, shall include the following site, architectural, engineering and landscape information:

1. Size of site and dimensions.
2. Lot number.
3. Statement indicating percentage of lot coverage of the building. *(The maximum lot coverage for allowed building footprints shall be fifty percent (50%) unless otherwise restricted by the City of Shasta Lake Municipal Code.)*
4. Location of proposed driveway(s).
5. Employee and guest parking layout.
6. Location of ceramic tile pavers or other pavers to all walks and entry areas as required pursuant to Section VI below.
7. Building square footage, including mezzanine, if any.
8. Projected number of employees, if known.
9. Building setbacks.
10. Building and roof lines.
11. Indication of existing topography.
12. Finished grades.
13. Site drainage and utility connections to existing lines.
14. Building elevations showing materials, colors and finishes for all exterior design elements.
15. Landscaping Plan per Section VII below.
16. Location of trash enclosures (must be a minimum of six feet by eight feet).
17. Location of sidewalks and walkways.
18. Site lighting plan, including location and type of lighting.
19. Proposed signage plan.
20. Mechanical plan indicating location of all external mechanical equipment.
21. Proposed screening outlined in Section XI.

Any requests to deviate from the provisions of these Design Guidelines shall be in writing. The Architectural Review Committee may ask that a written statement be submitted indicating specific conformance with the provisions of the Preliminary Design Plan requirements as deemed appropriate.

**B. FINAL DESIGN PLAN**

The **Final Plan**, required of all applicants, shall include one complete set of working drawings incorporating written comments on the Preliminary Design Plan submitted to the Applicant by the Architectural Review Committee.

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**V. SETBACKS**

**A. BUILDING SETBACKS**

The front yard setback required along Gateway Industrial Drive shall be 50 feet from the front property line. All other streets shall have a minimum front setback of 35 feet from the front property line unless otherwise amended in writing by the Committee.

The minimum side and rear yard setback shall be 30 feet unless otherwise approved by the Shasta Lake Fire Protection District. In no case shall the side yard setbacks be less than ten feet and in no case shall the rear yard setback be less than 20 feet, unless otherwise amended in writing by the Committee.

**Exceptions to Setback Requirements:**

The following structures and Improvements may be excluded from the foregoing front setback requirement and the Committee shall have the right to approve their locations closer to property lines:

1. Roof overhang;
2. Steps and walks;
3. Paving and associated curbing for drive approaches, except that vehicle parking areas shall not be permitted within thirty-five feet (35') of the street property line(s) unless specific approval is given by the Committee in writing;
4. Fences, except that no fence shall be placed within the street setback area unless specific approval is given by the Committee in writing;
5. Landscaping; and
6. Planters which do not exceed three (3) feet in height.

**B. LOADING FACILITIES**

Loading facilities, loading docks, loading doors and other service areas shall be setback a minimum of seventy (70) feet from any street fronting building line which is adjacent to a public street, and no such loading or loading facilities shall be allowed, constructed, or maintained on any portion of the Industrial Park without the prior written approval of the Committee.

**C. REFUSE COLLECTION AREAS**

All outdoor refuse collection areas shall be located at the rear of the Lot and in no case within one hundred feet (100') from any property line adjacent to a public street. No refuse collection areas shall be permitted in the area adjacent to any Improvement which fronts upon a public street unless prior written approval is obtained from the Committee.

## **VI. BUILDING MATERIALS**

In general, building materials shall conform to the concepts contained within the Declaration. Design consideration shall be given to providing a matte finish, ceramic tile paver or other pavers to all walks and entry areas as approved by the Architectural Review Committee. Smooth or glazed tiles should not be used for paving materials. Design considerations will be given to cobblestone textured, "stamp-concrete," or similar texture finishes.

Exterior walls, columns, pillars, and pilasters shall be the following:

- a. Rough textured plaster (dash coat, Spanish or rough troweled);
- b. Split face block in four (4) inch high coursing;
- c. Pre-case concrete (tilt-up);
- d. Rough textured marble or travertine;
- e. Other accent material as approved by the Architectural Review Committee.

Acceptable accent materials, not to exceed 25% of any elevation, shall be:

- a. Wood;
- b. Tiles;
- c. Anodized bronze materials (curtain wall);
- d. Textured concrete.

The colors of building exterior shall be muted earth tones with small portions of accent colors. Glazing metals can be clear or color. Glass shall be bronze tinted or reflective glazing in colors approved by the Committee. Entrance designs shall be an aesthetically compatible combination of the above-mentioned materials.

Pre-engineered metal buildings shall be an acceptable use if highly visible walls are treated with block, pre-case, or other materials acceptable to the City of Shasta Lake Architectural Review Committee.

## **VII. SITE LANDSCAPING**

### **A. LANDSCAPE PLAN**

Landscape plans, required of all applicants, shall include botanical and common names, sizes and locations of all plant life and location of all irrigation and accent lighting systems. When applicable, landscape plans shall also include a Removal and Restoration Plan for impacted landscape maintenance areas. The Removal and Restoration Plan shall indicate:

1. The irrigation and control lines which will be affected by construction;
2. The method by which trees and grass or groundcover will be maintained during construction; and
3. A schedule for completing the improvements and reconnecting to the Association-maintained irrigation system.

### **B. LANDSCAPE MATERIAL - SIZE AND DENSITY**

It is the intent of these Guidelines to provide flexibility and diversity in plant selection, yet maintain a limited material list to give greater unity to the development. The materials outlined in Attachment A are appropriate for the climatic conditions at the site and do not require intensive maintenance.

Various and sometimes adverse soil conditions may exist on site. Soil testing is required and care should be taken to ensure plant material is compatible with soils. The plant list (Attachment A) does not guarantee this compatibility.

Plants with evasive and shallow root systems and/or fruit bearing that would stain paving or automobiles shall not be allowed. All trees occurring in the side and rear greenbelt areas shall be planted in a minimum ratio of one (1) tree per 250 square feet of landscape area, and shall be composed of 50% 15-gallon and 50% 24-gallon size or larger.

Shrubs shall not be less than five (5) gallon size. Ground cover shall be planted from one (1) gallon containers, flats, or from root cuttings, with a maximum of 81 plants per flat planted 12 inches or less on center.

In order to provide safe sight distance at driveways and street intersections, all plant material within a thirty (30) foot triangle at the intersection of streets, and a fifteen (15) foot triangle at the intersection of driveways and streets, shall be no more than three feet in height above the curb level, except for trees which are trimmed so that no branches extend lower than six feet above curb level.

**C. BORDER MATERIALS**

Except where abutting a sidewalk, all required landscaped areas shall be enclosed by either a concrete curb having a minimum height of six inches or a wooden frame which measures no less than six inches in diameter.

**D. LANDSCAPE MAINTENANCE AREAS**

Landscape greenbelt areas shall be required along all cul-de-sac parcels to a depth of ten feet from back of sidewalk and shall consist of either a fescue lawn area ("Marathon") or groundcover (*Lonicera japonica*) depending on the extent of any slope, and a double row of London Plane trees (*Platanus acerifolia*), all of which are located within the Landscape Maintenance areas as defined in the Declaration of Protective Covenants adopted for Shasta Gateway Industrial Park. No alterations are permitted within this area without the prior written consent of the Committee.

At the Applicant's expense, all irrigation lines and plant materials, when altered to provide for driveways or other approved changes, shall be removed and replaced by the Applicant pursuant to the approved Removal and Restoration Plan. The irrigation system shall be reconnected to the Association's irrigation control system.

Replacement plant material shall be:

1. Equal in size to existing material, or
2. Supplemented with a Committee-approved container size but equal to total replacement value (i.e., select five-gallon plant material instead of 15-gallon and use the monetary savings to purchase additional five-gallon plant material).

The replacement criteria selected will be determined by the existing health and physical condition of the plant material to be replaced and by the proposed site conditions. In addition, the selected criteria is subjected to approval by the Committee.

**E. MINIMUM LANDSCAPE COVERAGE**

The minimum landscaped areas for parcels shall be 15% of the total parcel area, inclusive of required setbacks. The 35 foot front greenback / setback area has been landscaped by the Declarant along Gateway Industrial Drive. Landscaping within the setback area may be included in said 15% minimum landscape coverage.

**F. LANDSCAPING MAINTENANCE COSTS**

Continued maintenance of the landscaped area along Gateway Industrial Drive shall be provided, in part, by current property owners, with supplemental funding for landscape maintenance provided by the City of Shasta Lake. All property owners within the Shasta Gateway Industrial Park shall be billed \$15.00 per acre per month for maintenance of this area as follows:

<b>Lot Number</b>	<b>Net Acreage</b>	<b>Total Amount Due Per Month</b>
1	1.49	\$22.35
2	0.63	\$9.45
3	0.72	\$10.80
4	0.67	\$10.05
5	2.04	\$30.60
6	1.75	\$26.25
7	0.80	\$12.00
8	0.56	\$8.40
9	0.52	\$7.80
10	2.93	\$43.95
11	2.20	\$33.00
12	2.93	\$43.95
13A	2.94	\$44.10
13B	2.51	\$37.65
14	7.68	\$115.20
15	2.58	\$38.70

**G. FRONT YARD SETBACK AREA**

Required yards adjoining public streets shall be landscaped to a depth of ten feet. Landscaping in areas beyond the Landscape Maintenance Area shall consist of a combination of trees, lawn, groundcover and shrubbery. All of this landscaped area shall be maintained in lawn or groundcover with remaining trees and shrubbery showing color.

All unpaved areas not utilized for parking shall be landscaped in a similar manner using trees, ground cover and shrubbery from the list provided in Attachment A. Full coverage of ground cover is to be expected in a minimum of three (3) months, during the optimum growing season.

**H. SIDE YARD AND REAR YARD**

A minimum ten-foot wide strip shall be landscaped at the rear and all side yard areas, utilizing lawn, ground cover, shrub and tree materials. The requirement may be eliminated where a reciprocal driveway is located on the property line.

**I. UNDEVELOPED AREAS**

Undeveloped areas proposed for future expansion shall be maintained in a weed-free condition but need not be landscaped except for the first ten feet behind the sidewalk of the front property line on all cul-de-sac parcels.

**J. PARKING AREA LANDSCAPING**

1. Open parking areas containing five or more required vehicle spaces which abut a public street shall be landscaped to a depth of ten feet, measured from the abutting street right-of-way line, with openings for walkway and/or driveway purposes, in accordance with City standards.
2. Open parking areas which contain twenty (20) or more spaces, shall landscape a minimum of five percent of the gross lot area used for offstreet parking and access thereto, exclusive of any landscaped strip abutting the street right-of-way or area used for walkways or driveways. This required landscaping shall include one tree, of a species suited to the area climate zone, for every eight parking spaces.

**K. PARKING AREA SCREENING**

Areas used for parking shall be screened from view if allowed to be located between the fronts of buildings and public streets. Plant materials used for screening purposes shall consist of lineal or grouped masses of shrubs of a sufficient size and height to meet this requirement when initially installed.

**L. IRRIGATION**

All irrigation systems shall be automatically activated by a time clock, continuously maintained in good working order, and shall provide 100 percent coverage of all landscaped areas.

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**VIII. LIGHTING**

To assure uniform lighting through Shasta Gateway Industrial Park, all on-site lighting shall be installed, paid for, and maintained by individual owners, in conformance with the following criteria:

1. Building lighting shall be installed in such a manner as to accent the primary features of the building.
2. Pedestrian walkway lighting and under-canopy lighting shall be adequate enough to provide a high brightness factor in contrast to the surrounding parking areas.
3. Parking area lighting shall have a minimum of 1½ foot candles and a maximum of five-foot candles at the parking surface, and shall not exceed 20 feet in height. A minimum of 20% of the parking lot lights shall be designated night lights and remain on throughout the night for security purposes. In no case shall overwash occur beyond a property line.
4. Landscape lighting shall be held to a minimum, particularly if the structural elements are washed with light. Soft, directed-path lighting and accent lighting at feature planting spaces shall be the extent of any landscape lighting.

## **IX. PARKING**

On-site parking shall be in accordance with the requirements as set forth by Chapter 17.86 of the Shasta Lake Municipal Code, but in no case other than as required under the Declaration or these Development Guidelines. No on-street parking shall be allowed. Adequate off-street parking shall be provided to accommodate all parking needs for employee, visitor and company vehicles. Parking bumpers shall be provided where parking stalls occur at building or structures.

The City of Shasta Lake Architectural Review Committee reserves the right to require higher parking restrictions where multiple tenancy uses occur if the Committee reasonably determines that on-site parking facilities will not be sufficient to accommodate the multiple tenancy parking needs.

## **X. SIGNAGE**

### **A. GENERAL**

**Identification signage shall be permitted in only two categories:**

1. Independent, free-standing signs; and
2. Building or wall-mounted signs.

Both categories of signing shall be provided only as permitted by the Shasta Lake Municipal Code (Sections 17.58.050(H); 17.84.005(D); and 17.84.060). All graphics, such as letters, numerals, signs, and symbols, shall be submitted to the Architectural Review Committee. The following is a summary of major signage:

### **B. MONUMENT SIGNAGE**

Signing in this category is allowed within the Landscape Maintenance Area and shall be a maximum 32 square feet of sign area. This signage is intended for a project name in the case of multi-tenant and multi-owner projects, a single tenant in the case of single user lots, and an owner-occupied business in the case of a single owner lot.

### **C. BUILDING OR WALL SIGNAGE**

Building and wall signage, as distinguished from multi-tenant identity signage in Section D below, is allowed for the following:

1. As an alternative to monument signage for single tenant and single owner lots;
2. Primary businesses in a multi-building project.

Multi-building projects are defined as those with more than one free-standing building which are intended for single businesses or limited divisibility. A sign program is required for multi-building projects and shall have consistent letter style, color, height, and material.

The building mounted sign area is defined as the area of the surface or surfaces which displays letters or symbols identifying the business or businesses occupying the site or when the sign is of freestanding letters, the single rectangular area which fully encloses all letters or symbols identifying the business or businesses occupying the site. Building mounted business or building identification signs may be illuminated by backlighting, provided that the color and intensity of such lighting appears as an integral part of the overall architectural and site design concept. No sign illumination shall cast a glare visible from any street or access road.

Primary tenants are encouraged to develop signage which complements surrounding architectural details. All Building Signage to be provided by primary tenant or owner.

#### **D. MULTI-TENANT IDENTITY**

Multi-tenant projects / buildings are those constructed for extensive divisibility, usually for smaller businesses.

Multiple tenants are to be identified with a standardized typeface applied directly to entrance doors or adjacent glass with a four square feet maximum sign face.

Multiple tenants may also be identified on the building facade, provided a standard fascia signage system is incorporated into the architecture. A standard fascia signage system shall incorporate on the building an architectural sign band of uniform size, area, color and material.

Tenants are to be identified with a standardized typeface applied directly to the architectural fascia sign band, in white only with a maximum capital height of 12 inches. Tenant fascia signs shall be non-illuminated.

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### **XI. SCREENING**

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1. Each site shall have a trash enclosure with three sides being of masonry or concrete, compatible with the masonry or concrete used for the building, with the fourth side being double gates for access to enclosure. Gates and walls shall be at least six feet high to fully enclose all trash and trash bins. The gates shall be constructed of solid redwood or equally acceptable material. The preferable alternative would be to have the trash enclosure inside the building.
2. Where transformer pads may be seen from any street, they shall be screened with either heavy planting of an appropriate height or a masonry wall similar to that required for trash enclosures. Screening shall not restrict access for servicing purposes.
3. Truck loading in view of any street shall be screened in a manner to complement the architecture of the building. Although rear loading is preferred, side loading will be permitted, but not within 70 feet of the front wall of the building. Street front loading will not be permitted.
4. All outdoor storage shall be visually screened from all streets and adjacent property. Said screening shall form a complete opaque screen up to a point eight feet in vertical height but need not be opaque above that point. No storage will be allowed to extend above the line of sight.

Outdoor storage may include all company-owned and operated motor vehicles, with the exception of passenger vehicles. No storage shall be permitted between a frontage street and the building line.

5. Silos, bins, cyclone blowers, or other exterior appendages shall be screened by a masonry wall or other agreed-upon material and shall be located below the fascia and/or roof-line of the building and subject to approval of the Architectural Review Committee. Further, they will be located on the rear or "hidden" side of the building and shall be painted to match the adjacent surface.
6. Roof-mounted ventilators are to be a maximum of 2½ feet above the point to which they are attached and are to be painted or prefinished to match the building parapet wall.

7. Down spouts and roof overflow drains required for the front half of a building are to be located inside the building unless otherwise allowed by the Architectural Review Committee. All others are to be painted to match the adjacent building color.
8. Vents, louvers, exposed flashing, tanks, stacks, overhead doors, rolling and service doors are to be painted to match the building color.
9. All mechanical equipment, including air conditioning, ventilators or antennas, located on any roof shall be screened with a material compatible with the building wall and roof surfaces. All sides are to be finished to match the adjacent color of the building. No mechanical equipment is to be exposed on the wall surface of a building.
10. All utility lines shall be installed below grade. No overhead lines on site will be permitted under any circumstances.

**ATTACHMENT A**

<b>Common</b>	<b>Botanical</b>
American Linden	Tilia americana
American Sweetgum	Liquidambar
Chinese Pistache	Pistacia chinensis
European Hackberry	Celtis australis
Goldenrain-tree	Koelreuteria paniculata
Green Ash	Fraxinus pennsylvanica
Honey Locust	Gleditsia triacanthos
Magnolia	Magnolia grandiflora
Norway Maple	Acer platanoides
Pin Oak	Quercus palustris
Raywood Ash	Fraxinus oxycalpat
Red Horsechestnut	Aesulus carnea
Scarlet Maple	Acer rubrum
Scarlet Oak	Quercus coccinea
Sycamore Maple	Acer pseudoplatanus
Shamel Ash	Fraxinus uhdei
Tulip Tree	Liriodendron tulipifera
Italian Alder	
Chinese Tallow Tree	
<b>Shrubs - Common</b>	
Glossy abelia	Frades Escallonia
Lemon Bottlebrush	Golden Shrub Daisy
Frosty Blue California Lilac	Toyon
Bush Anemone	Rosemary Grevillea
Flowering Quince	Oleander
Western Redbud	Fraser Photinia
Snow Flurry	Indian Hawthorn
Skylark Blueblossom	Crepe Myrtle
<b>Short Shrubs</b>	
Japanese Boxwood	Rosemary Bush Westringia
Dwarf Escallonia	Australian Bluebell
Heavenly Bamboo	
<b>Vines</b>	
Trumpet Creeper	Cats Claw
Carolina Jasmine	Wisteria
Pink Jasmine	Potato Vine
Hardenbergia Violaced	Black-Eyed Susan
Silver Lace Vine	Grape
<b>Ground Covers</b>	
Dwarf Coyote Brush	Verda Vista Coprosma
Acacia Redolens	Dwarf Plumbago
Snowball Ceanothus	St. Johns Wort
Snow-In-Summer	Rosemary
Chamomile	Verbena
<b>Grasses</b>	
Tall Fawn Fescue	Hybrid Bermuda
Manhattan Rye	Common Bermuda
Tall Fescue	Perennial Ryes