

Professional Office Park
at Market Centre

Design Guidelines

July 1, 1999

Intent

These guidelines are intended to encourage a high quality of development on lots within the Park and to provide guidance for the improvement and use of the building sites in order to:

- Protect the owners and occupants against substandard improvement of neighboring lots which might depreciate the value of their property;
- Encourage aesthetically and functionally sound site, architectural, and landscape design, and, in general, provide a harmonious development.

Each Owner shall adhere to pertinent requirements of public agencies and secure the approval of proposed buildings by the Grantor, the City of Fort Collins, and any other public agencies having jurisdiction.

Conflicts

Local zoning ordinances, building codes and regulations, and other governmental requirements shall be observed. These guidelines may be more restrictive than City requirements in land use, architectural standards, landscape requirements, or in other matters. In the event of any conflict between these guidelines and governmental requirements, the more restrictive standards shall apply.

Planned Unit Development

Final P.U.D. Site and Landscape Plans were prepared for the Professional Office Park at Market Centre which define individual lots, building envelopes, parking areas, and other development requirements. As each lot is developed it is the responsibility of the Owner to file and obtain approval of Administrative Changes to the final P.U.D. Site and Landscape Plans.

The Grantor reserves the right to amend the final P.U.D. Site and Landscape Plans to allow development of alternative compatible land uses or to achieve other goals of the Professional Office Park at Market Centre.

The Grantor may grant variances for certain requirements. The granting of a variance is not considered to be precedent-setting.

Review Process

So long as the Grantor holds title to at least 25% of the Professional Office Park at Market Centre, approval by the Grantor is required prior to the undertaking of any lot improvements, including clearing, paving, signs, structures, landscaping, building additions or alterations, subdivision or P.U.D. approvals.

The Grantor shall review the proposed buildings at Preliminary Design and at completion of construction. At each review the Grantor shall give the Owner written response to his submittal within thirty days of application.

Preliminary Submittal

To initiate preliminary review by the Grantor, a submittal comprising the following shall be made:

- A description of the proposed uses and operations;
- An estimate of the maximum number of employees;
- A preliminary site plan including at least:
 - The location and dimension of all existing and proposed structures and site features;
 - The location and dimensions of all driveways, loading areas, and pedestrian walkways;
 - Site and building entry areas;
 - Location and type of outdoor storage or trash facilities;
 - Location of all utilities and easements;
 - Existing and proposed contours at no less than two-foot intervals;
 - A preliminary grading plan;
 - Finish floor elevations of all buildings;
 - Any appurtenances such as satellite dishes, antennas, screen walls, etc.
 - The gross floor area of the building.
- A preliminary landscape plan showing:
 - The general level of planting proposed including a breakdown of planting beds, lawn area, and other proposed ground covers;
 - A description of any plant materials proposed that are not included on the Recommended Plant List.
- Preliminary building floor plans
- Preliminary building elevations
- Notations on the structural type and exterior colors of the proposed building, as well as the mechanical and electrical systems
- Location and height of all roof mounted mechanical units or other fixtures
- Location and size of all signs; an elevation drawing of the signs and a description of the illumination of the signs
- Any other information required by the Grantor

Certificate of Compliance

At the time of application to the City of Fort Collins for a Certificate of Occupancy, the Owner shall apply to the Grantor for a Certificate of Compliance inspection. The following items will be covered by that inspection:

- Buildings and any other structures are located according to the approved site plan;
- Buildings are of approved architecture, materials, and color;
- The approved landscaping is installed;
- The approved lighting is installed;
- Roof pipes, vents, louvers, flashing, and utility equipment is painted as approved or to match the surface from which they project;
- The approved signs are installed;
- Roof-mounted mechanical equipment, utility equipment, loading and storage areas, and trash collection areas are screened according to the approved plans.

The Owner shall complete a checklist confirming compliance with the above items. Where items (usually related to landscaping) cannot be installed before occupancy, the checklist will indicate a completion date. One full planting season will be the maximum time permitted.

Objectives

The goals of these guidelines are:

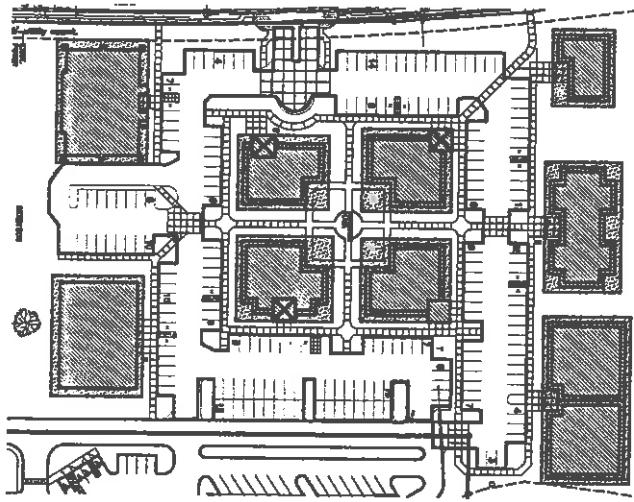
- Provide compatibility among the architectural features of the park;
- Integrate individual structures through harmonious site and landscape treatment;
- Create a pleasant and aesthetic environment for occupants and visitors.

Some variation in site and landscape architectural style is permitted and encouraged in order to increase visual interest, so long as the variations are in harmony with the park as a whole.

Site Development

The Professional Office Park at Market Centre comprises three distinct types of improvement areas:

1. Common areas, including parking lots, street right-of-way, and landscaped areas outside of individual lots.
2. Lots are the areas purchased by each Owner. All improvements including buildings, landscaping, walkways, screen walls, lighting and other site furniture installed on lots are the Owners' responsibility unless otherwise agreed in advance.
3. Building envelopes, as defined on the approved P.U.D. plans, indicate the portion of a lot within which all building construction must be contained.



Easements, Rights-of-Way

No structure shall be placed within the public rights-of-way or easements reserved on the plat of the Professional Office Park at Market Centre.

Grading

Lots shall be graded in such a way as to:

- Handle storm water runoff in an attractive manner, consistent with the technical requirements of the City of Fort Collins;
- Help to screen loading and service areas;
- Avoid conflicts between lots.

Retaining walls must be of materials compatible with the proposed building(s).

Walkways, Hardscapes, and Site Furniture

- Pedestrian circulation between parking areas and buildings shall consist of convenient walkways of concrete with a broom finish. Certain walks in parking areas are to be stamped, colored concrete. These accent walks are used primarily in conjunction with building entrances. The construction of plazas, patios, courtyards, and other special pedestrian environments is encouraged.
- Benches shall be fabricated as illustrated, or an approved equal.
- Bike racks should be screened or otherwise incorporated into the site landscape/hardscape design. "Ribbon Rack" as manufactured by Brandir International, New York, New York, painted to match building trim is the approved model.
- Screen walls shall be constructed of brick to match building and be between 36 and 66 inches tall.

Site Lighting

- All exterior lighting shall be chosen from the McGraw Edison Credenza (or compatible) family of fixtures and finished in white. Specifically recommended: McGraw Edison Credenza (or similar) Sconce and Delta round bollards, 6-inches in diameter and 42-inches high.
- All exterior and security lighting shall have appropriate underground service.

LANDSCAPE DEVELOPMENT

Minimum Requirements

- Each lot shall have a minimum of 40% of its net area in landscaping.
- The intensity of landscape planting shall result in a lawn/shrub bed ratio of about 60/40.

Irrigation

- All landscaped areas shall be irrigated by a fully automatic underground irrigation system providing 100% (head-to-head) coverage.
- Backflow preventors shall be located as inconspicuously as possible.

Plant Materials

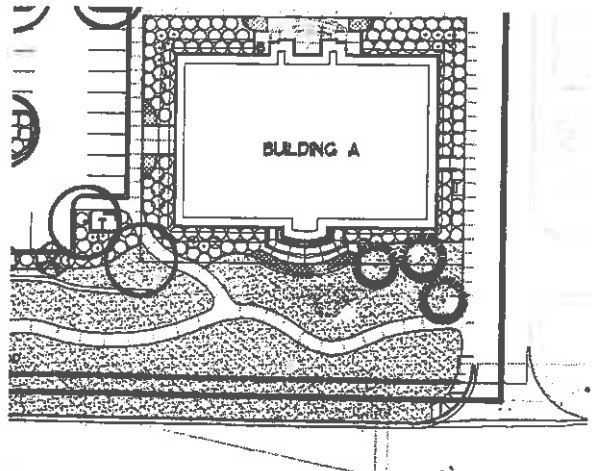
- The planting design should emphasize massing compatible with the size and shape of the building(s) and, for interest, seasonal color and a variety of plant types.
- Landscape materials shall be of long-lived varieties, and shall be permanent in nature. Short-lived materials, such as annual flowers, may be used to accent or supplement the basic permanent landscape plan.
- Plant material shall be uniform in shape, in healthy condition, in accordance with AAN specifications for number one grade, and well-adapted to Northern Colorado.
- Artificial plant materials and plants with invasive root systems as prohibited.
- For a listing of approved plant species and minimum sizes, see the plant list below in this section.
- All shrub beds shall be mulched with a 3" layer of washed river gravel, cobble mix. Gravel 1" - 1-1/2". Cobble 4" - 10". Mix at a ratio of 80% gravel and 20% cobble. Acceptable colors: gray and tan; NO pink. All perennial beds shall be mulched with a 3" layer of shredded redwood mulch.
- The master irrigation system has been extended to each lot in order to achieve consistent irrigation throughout the project. Approved irrigation components include:
 - Rainbird 1804 series spray heads
 - Hardie 700 remote control valves
 - Class 200 PVC mainline pipe
 - Class 160 PVC or 80 PSI polyethylene lateral pipe
 - UV radiation-resistant polyethylene drip system lateral pipe.
- Detailed irrigation specifications are available from Grantor.

Site and Landscape Guidelines

REQUIRED PLANT LIST/MINIMUM SIZES

Scientific Name		Common Name	Size
Deciduous Trees:			
CO	<i>Celtis occidentalis</i>	Western Hackberry	2" caliper
CS	<i>Catalpa speciosa</i>	Western Catalpa	2" caliper
FAAP	<i>Fraxinus americana</i> "Autumn Purple"	Autumn Purple Ash	2" caliper
FPM	<i>Fraxinus pennsylvanica lanceolata</i> "Marshalls"	Marshalls Green Ash	2" caliper
GTS	<i>Gleditsia triacanthos Inermis</i> "Skyline"	Skyline Honeylocust	2" caliper
GTS	<i>Gleditsia triacanthos Inermis</i> "Skyline"	Skyline Honeylocust	3" caliper
QB	<i>Quercus bicolor</i>	Swamp White Oak	2" caliper
TCG	<i>Tilia cordata</i> "Greenspire"	Greenspire Linden	2" caliper
TTS	<i>Tilia tomentosa</i> "Sterling Silver"	Sterline Silver Linden	2" caliper
Ornamental Trees:			
MR	<i>Malus</i> "Radiant"	Radian Crabapple	1-1/2" cal.
MRB	<i>Malus</i> "Red Baron"	Red Baron Crabapple	1-1/2" cal.
MSN	<i>Malus</i> "Spring Snow"	Spring Snow Crabapple	1-1/2" cal.
PC	<i>Pyrus calleryana</i> "Chanticleer"	Chanticleer Pear	1-1/2" cal.
RFC	<i>Rhamnus frangula</i> "Columnaris"	Tall Hedge Buckthorn	5' clump
Coniferous Trees:			
PN	<i>Pinus nigra</i>	Austrian Pine	6'
PN	<i>Pinus nigra</i>	Austrian Pine	7'
PN	<i>Pinus nigra</i>	Austrian Pine	8'
PP	<i>Picea pungens</i>	Colorado Blue Spruce	6'
PP	<i>Picea pungens</i>	Colorado Blue Spruce	7'
PP	<i>Picea pungens</i>	Colorado Blue Spruce	8'
Deciduous Shrubs:			
CC	<i>Caryopteris clandonensis</i>	Blue Mist Spirea	5 gallon
CSI	<i>Cornus sericea</i> "Isanti"	Isanti Dogwood	5 gallon
EAC	<i>Euonymus alatus compacta</i>	Dwarf Burning Bush	5 gallon
Evergreen Shrubs:			
JB	<i>Juniperus sabina</i> "Buffalo"	Buffalo Juniper	5 gallon
JBC	<i>Juniperus horizontalis</i> "Blue Chip"	Blue Chip Juniper	5 gallon
JBR	<i>Juniperus sabina</i> "Broadmoor"	Broadmoor Juniper	5 gallon
Perennials:			
BC	<i>Belamcanda chinensis</i>	Blackberry Lily	1 gallon
HS	<i>Hemerocallis</i> "Stello D'Oro"	Gold Daylily	1 gallon

Annuals to be selected by Landscape Architect.



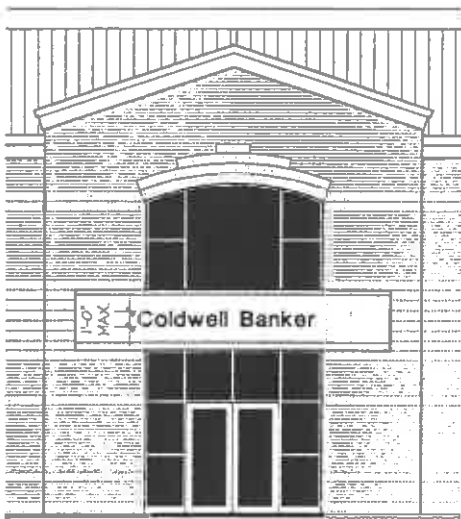
SIGNAGE

Objectives

In an attempt to provide a high quality, harmonious, and uniform facility, signage criteria has been established for the Professional Office Park at Market Centre. This office park is located in the Residential Neighborhood Sign District of the City of Fort Collins and is reviewed under the Convenience Shopping center use category. As such, all signage will conform to the requirements of said district. In addition to those requirements, all signage will also conform to the following criteria:

1. No ground mounted signage will be permitted adjacent to Worthington Avenue or Drake Road. A ground mounted sign identifying "Professional Office Park at Market Centre" located at the corner of Worthington Avenue and Drake Road will be provided by the developer.
2. A building directory sign located at the entry on Worthington Avenue will be provided by the developer. Building tenants will be permitted to be identified on the building directory sign for buildings which have one or two tenants. Such identification will be required to be uniform and is to be provided by the tenant.
3. Each building will be identified in a conspicuous location with a single 12" high letter sign indicating the building letter (A-I). Such signage will be constructed of aluminum and painted to match the exterior insulation and finish system (EIFS) if mounted on brick or finished to match the metal roofing if mounted on EIFS. It is the building owner's discretion to include the project address (702 West Drake Road) in the form of 8" tall letters of the same material as the building letter.
4. For buildings containing one or two tenants, each tenant is permitted to have one exterior sign oriented to the vehicular circulation loop within the park. Each of the tenants within buildings A, B, or G, which have exterior walls fronting on either Worthington Avenue or Drake Road, is permitted to have an additional sign per street frontage located on that wall or walls which have the frontage.
5. For buildings containing more than two tenants, only the largest two tenants are permitted to have exterior signage as described in item #4. The remaining tenants shall not be permitted to have exterior signage, but are encouraged to provide an interior directory sign.

6. Each building within the Professional Office Park at Market Centre will need to further establish maximum areas for individual tenant signage on a building by building basis to insure that City maximum building signage area requirements are met and that such area is fairly allocated among the tenants.
7. Building signage shall be located and proportioned in a fashion which is sensitive to the architectural elements of the building.
8. Exterior signage mentioned in items 4 and 5 is to be in the form of individual letters where facing Drake Road, and in the form of individual letters or in a cabinet elsewhere. Where facing Drake Road, maximum letter height shall be 18". Maximum logo height shall be 24". Maximum letter height elsewhere shall be 12". Maximum logo or cabinet height shall be 18" elsewhere. Signage cabinets are to be single faced, internally illuminated or non-illuminated with a plex or polycarbonate sign face mounted in a type III aluminum extruded frame. The cabinet and background color of the sign face is to be a color to match the building material upon which it is mounted. Consistent with the City of Fort Collins criteria, cabinet signs which are greater than four (4) square feet in area, except those signs which replicate a business logo, shall be designed to only allow the sign letters to be illuminated.
9. Each tenant is further allowed to have an individual sign mounted to the front door of their establishment. Such sign is to be of individual vinyl letters no greater than 6" tall adhered to the glass portion of the door.
10. All signage is to be UL listed. All wiring is to be concealed either within the building or sign cabinet or in an inconspicuous raceway, of a color to match the structure upon which the raceway is mounted.
11. Shop drawings for all signs, providing visual representation of sign construction and appearance are to be submitted to the Everitt Companies for approval prior to installation.



NOTE:

In the event of any conflict between this document and that of the City of Fort Collins, the more restrictive standard shall apply.

ARCHITECTURAL DESIGN OBJECTIVES

The objective of these guidelines is to achieve consistency and quality in architectural design to protect and enhance the value of each lot.

Building Height and Form

- No improvements shall exceed 36 feet in height.
- Two-story, bi-level, and tri-level building forms are encouraged.
- No equipment or appurtenance, such as towers for cooling or other purposes, radio, television, or wireless antennae masts, satellite dishes, or flagpoles, shall exceed a height of 36 feet above the finished building grade without the prior written approval of Grantor.

Construction Methods/Materials

The number of materials used for the exterior of all buildings should be kept to a minimum to achieve unity and simplicity.

- At least 50% of all exterior wall finish shall be standard size "Colonial Grain" by Robinson Brick as specified by the developer.
- The remainder of the building exterior wall finish (other than glass) shall be synthetic stucco with a smooth finish. Color schemes for stucco shall be a tan color approved by the committee. No structure shall be painted, repainted with another color, or surfaced with any other material unless previously approved by Grantor.

Roofing

The required roofing material shall be a metal roof by Berridge Manufacturing Company, color "Champagne." Soffits and fascia to be detailed as illustrated.

Doors and Windows

Exterior doors and windows shall be aluminum, dark bronze color. Glass to be "Solar Grey" color.



Architectural Screening

All utility lines, including electrical services, shall be underground. Pad-mounted transformers, switchgear, and similar equipment which must be installed above-ground shall be screened with suitable landscaping and screening walls as described above, consistent with safety and other regulations of the utility companies.

Screening of Mechanical Equipment

All mechanical equipment on the building exteriors, roof, or in planting areas must be screened from view. All meters, vents, and exposed piping should be painted to match stucco finish.

All protrusions, vents, etc., penetrating the roof shall be screened when extending 6 inches or more above parapet walls or eave lines. Penthouses and mechanical equipment screening walls shall be of design and materials compatible with those of the building. Antennas shall be visually masked to the extent practical and consistent with electro-magnetic considerations. Plans for such screening shall be submitted to Grantor for review and written approval prior to installation.

Building Expansion

All guidelines refer to the total (ultimate) development of any lot. When possible, all site plans shall identify initial and ultimate improvements, including buildings, paved areas, grading, and landscaping.

Building Maintenance

Each property owner shall keep his premises, buildings, improvements, and appurtenances in a safe, clean, neat, and sanitary condition at all times.

During construction it shall be the responsibility of each Owner to ensure that construction sites are kept free of unsightly accumulation of rubbish and scrap materials and that construction materials, trailers, and the like are kept in a neat and orderly manner.

Likewise, Owners of undeveloped lots within the park are required to maintain their property in a manner consistent with these guidelines.