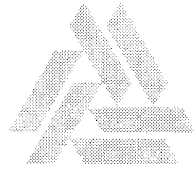


INVERNESS BUSINESS PARK  
**Design Criteria  
and Guidelines**



## DESIGN CRITERIA AND GUIDELINES

### I. INVERNESS PLANNING & ARCHITECTURAL CONTROL COMMITTEE IPACC

**In accordance with Article 6 of the Protective Covenants, no work of any kind shall commence on any site until the plans and specifications with respect thereto have been reviewed and approved by IPACC.**

To facilitate this process and to mitigate against unnecessary delays and cost, IPACC has established the following system of reviews, which closely follows the normal architectural design process as suggested by the American Institute of Architects. The four required reviews include:

- Schematic Design
- Design Development
- Contract Documents
- Project Completion

It is the intent of the review process that once approval has been given a submission stage, further review will be limited to consideration of a development or refinement of a previously approved submission.

IPACC must also approve any modifications or additional details on the exterior of any building not shown on the original submittal. The modifications or additional details might be the result of tenant finish or change in building use and would include electrical service, telephone service, gas service, transformers, meters, mechanical equipment, information signage, painting, and change or addition of exterior materials.

**Approval by IPACC shall not be deemed to constitute compliance with the requirements of any local agencies or building codes, and it shall be the responsibility of any Owner, or other person submitting plans to IPACC to comply therewith.**

Your attention is directed to Article 6.5 of the Covenants with respect to the Architectural Review Committee's liability.

### II. STORM WATER DETENTION

In accordance with Article 5 of the Protective Covenants, a drainage study prepared by a Colorado licensed engineer must be submitted for review and approval. Storm drainage detention must be accommodated by the Regional Detention Pond on Cottonwood Creek wherever possible. Information regarding this detention pond is available at the Inverness Water and Sanitation District's office. If the Regional Detention Pond is utilized, then runoff facilities should accommodate the 100-year development discharge. Otherwise, the runoff from the development sites shall be no greater than the historical runoff from the 100-year event.

### III. REQUIRED REVIEWS & PLAN SUBMITTAL MATERIAL

#### A. Required Reviews

- All new projects or additions to existing projects require formal review by IPACC. Required reviews will occur at four points during the design and construction process. Additional reviews may be scheduled with IPACC at the option of the Owner. For minor projects, contact the IPACC office to establish a schedule of review. IPACC strongly encourages Owners to submit their project for **Sketch Plan/Concept** review, (refer to Section B. Sketch Plan /Concept Phase).
- IPACC generally meets once each month. Applicants wishing to place a project on the agenda for review must notify IPACC fourteen days in advance of their desired meeting date. If the agenda for the desired meeting is full or for some other reason an IPACC meeting is not scheduled, applicants will be notified of an optional meeting date within five days.
- Applicants must submit the required material at least seven days in advance of the IPACC meeting. Incomplete submissions may need to be rescheduled.
- Formal presentations to IPACC are required at the **Schematic Design and Design Development** phases. Within a minimum of fourteen days of the meeting and maximum thirty calendar days, IPACC will issue a letter of approval, disapproval, or approval with conditions.
- Unless significant changes have occurred, **Construction Documents and Project Completion** are normally reviewed informally by IPACC and do not require a formal presentation. Materials submitted to IPACC for these two phases will be reviewed and letters of approval and/or required adjustments will be issued within twenty-one days of receipt by IPACC.
- Projects which are planned as phased projects are required to submit **Master Plans at the Schematic Design Phase**.

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### B. Sketch Plan/Concept Phase

INTENT. The intent of this phase is to provide owners and their architects the opportunity to receive an early assessment of a proposed development by IPACC. It also allows an owner the opportunity to become familiar with the entire IPACC process and allows IPACC the opportunity to identify critical issues at an early stage. This is normally an informal review and occurs outside of the formal IPACC meetings. However, if a project involves an issue of policy, the sketch plan will be brought to the full committee at its regularly scheduled monthly meeting. IPACC will consider approval of the proposed use, building site plan, and overall property concept plan. The plans should show streets, points of access, easements, setbacks, building footprints and proposed building floor elevations. The documents required at this stage include:

- General Project Description, including all pertinent facts about the project, the intended users or intended uses, unique/special activities (if any), unique/special storage or service needs (if any), loading docks and delivery needs, development schedule, etc.
- Location Map at 1" = 200' on Inverness Base Map. (This base map is available from the IPACC office.)
- Site Survey at 1" = 50'
- Site Analysis Map showing topography, easements, setbacks, utilities, drainages, special view opportunities, immediately adjacent projects (if any), future roads, and future rights-of-way.
- Preliminary Site Plan showing conceptual building footprint, landscape and grading.
- Site Master Plan for phased projects. The various phases should be clearly identified and tabulated by gross square footage of structure, parking counts, and landscaped areas.
- Conceptual elevation of primary facade. (optional)

IPACC will require two full-size copies and may require four reduced copies at 50% reduction. Unless it is determined that the Sketch Plan/Concept requires formal review, IPACC will make every effort to review this phase within two weeks of submission.

### C. Schematic Design

INTENT. The intent of this phase is to initiate the formal review process and to further familiarize IPACC with the proposed development and to inform the committee as to the primary and fundamental design elements of the proposed development. The documents required at this stage include:

- General Project Description including all pertinent facts about the project, the intended users or intended uses, unique/special activities (if any), unique/special storage or service needs (if any), loading docks and delivery needs, development schedule, etc. (from Sketch Plan submittal).
- Location Map 1" = 200' (from Sketch Plan submitted)
- Site Survey at 1" = 50'
- Site Analysis Map (from Sketch Plan submitted)
- Drainage Study
- Schematic Site Development Plan including parking, trash areas, loading docks, generators, satellite dishes and other major site elements. Included on this plan should be a complete tabulation of building coverage, gross square footage, parking provided, parking ratios, and gross square footage of parking and landscaped area. Also included on this plan shall be lot boundary lines, setbacks, driveways, easements, adjacent streets and roads, existing site features, etc.

As governmental regulations change, the applicant should check with the appropriate county planning office to ascertain the latest county planning setback requirements.

- Schematic Site Utility Plan
- Schematic Site Section
- Schematic Building Floor Plans
- Schematic Building Sections and all Elevations (color)
- Schematic Grading and Drainage Plan
- Schematic Landscape Plan (color)
- Schematic Signage Plan (may be combined with the above)
- Preliminary Material Samples
- Site Master Plan for phased projects
- Perspective sketch, massing model, or CAD model

IPACC will require two full size copies and four reduced copies at 50% reduction.

Participants at the IPACC meeting should include applicant, architect, land planner, landscape designer, and civil engineer.

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#### D. Design Development

INTENT. At this phase, the documentation should draw a very clear picture of all of the design elements of the proposed project to fully articulate all aspects of the design. The documents required at this stage include:

- Location Map from previous stage
- Site Survey from previous phase
- Site Analysis Map from previous phase
- Site Master Plan if required from previous stage
- Final Development Plan with existing and proposed grading, boundaries, setbacks, driveways, adjacent streets, rights-of-way, easements, etc. Also include a full tabulation of coverage, gross square footage, distribution of gross square footage by use and category, parking, parking ratios, etc. (color)
- Site Section
- Grade Level Floor Plans
- Typical Floor Plans
- Below Grade Parking Floor Plan (if any)
- Parking Garage Floor Plan(s) (if any)
- All Elevations (color)
- Building Sections
- Roof Plan
- Site Utility Plan
- Grading and Drainage Plan
- Landscape Plan including a legend which identifies all plants by species and size (color)
- Permanent Signage and Site Lighting Plan including sign elevations, and lighting standards
- Preliminary Construction Logistics Plan
- Perspective Sketch (color)
- Massing model or 3-D CAD Model
- Outline Specification for all Exterior Materials
- Material Samples and Color palette for Exterior Materials

IPACC will require two full-size copies and four reduced copies at 50% reduction.

Participants at the IPACC meeting should include applicant, architect, land planner, landscape designer, and civil engineer.

#### E. Construction Document Phase

INTENT. At this stage, the intent of the review is to verify that the construction documents are in compliance with the previously approved plans and that any corrections or adjustments required in the previous stage have been

made and are included in the final documents. IPACC approval of the construction documents must be obtained prior to submitting the construction documents to governmental agencies for grading and building permits, unless special arrangements are approved by IPACC. The documents at this stage include:

- One sets of complete Construction Documents to include Site, Landscape, Architectural, Structural, Mechanical, Plumbing, Electrical, Grading and Drainage, Site Lighting, Roof Plan showing all mechanical elements etc.
- One sets of complete Specifications for Site, Landscape, Architectural, Structural, Mechanical, Plumbing, Electrical, Grading and Drainage, Site Lighting and Site Signage, etc.
- One sets of final Detailed Drawings for Signage Improvements (color)
- Final Color Boards/Materials Samples for exterior
- Perspective(s) in color
- Two copies of the Construction Site Logistics Plan

#### F. Construction Site Logistics Plan

INTENT. The purpose of the Construction Logistics Plan is to insure compliance with the IPACC standards and to minimize negative visual and environmental impacts on adjacent properties.

- **Submittal.** The following outline lists the items to be included in the Construction Site Logistics Plan and enumerates requirements to be followed during construction. The plan should address all items listed here and include any additional items which may be particular to the site. Written approval of the Construction Site Logistics Plan from IPACC must be obtained prior to the start of any construction.
- **Construction Site Plan.** On the approved Final Development Plan prepare a carefully drawn and scaled Construction Site plan. The Construction Site Plan shall indicate proposed locations of the field office, storage trailers, materials stockpiling, employee parking, temporary toilets, fences, construction access, temporary signage, dumpster locations, etc.
- **Erosion Control Plan.** The Construction Site Plan shall show and describe proposed erosion control measures and locations.
- **Dust Control Plan.** The applicant shall identify all measures intended to control dust and its off site impacts.
- **Fencing.** All proposed fencing shall be shown and described on the site plan. Temporary fences, in accord with the IPACC standards, shall be installed as necessary to provide security, contain loose debris,

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and screen the area from public view. The fences shall enclose construction activity, parking, storage trailers, material stockpiling areas and shall remain in place until landscaping is initiated.

- **Traffic Control**

- a. The Construction Site Plan shall show all proposed construction access to the site.
- b. Location of temporary directional and informational signs shall be shown.
- c. Parking for construction workers shall be located within the fenced and screened areas, unless alternative arrangements are made and approved by IPACC.
- d. Material delivery route and unloading zones shall be identified for large delivery vehicles.
- e. Adequate traffic control shall be provided, and identified, for any work done in the street right-of-way.
- f. Excavation haul routes and schedule shall be identified.

- **Sanitation and Site Cleanliness**

- a. The trash and litter handling method shall be described. Dumpsters shall be shown on the Construction Site Plan.
- b. Streets shall be maintained free of mud and wind-blown debris from the site at all times. All streets shall be maintained for public access at all times. The streets bordering the construction site and in the immediate vicinity shall be cleaned and swept within 24 hours after any construction work or deposit of dirt, debris and or other materials hauled to or from the site.
- c. Construction trucks shall be washed at the location shown on the Construction Site Plan or off-site, outside Inverness boundaries.
- d. Temporary toilet facilities shall be located on the Construction Site Plan.

- **Signage Plan.** A temporary construction sign site plan shall be prepared and submitted to IPACC as part of the Construction Logistics Site Plan package. One 4' x 8' project sign intended for marketing and leasing purposes may be included as part of the temporary sign plan. This same sign may include building credits. **All temporary signs must be submitted to IPACC for approval.**

- **Schedule.** A complete schedule of construction shall be submitted.

- **Permits.** It shall be the responsibility of contractors to obtain any necessary permits for doing work within the respective special districts, municipal, county or state jurisdictions.

- **Representative.** Applicant shall retain and designate a

construction manager or qualified, licensed engineer/architect as the applicant's representative to be responsible for coordinating construction activities. This individual shall be designated at this phase of the IPACC process and retained until all construction is complete.

- **G. Project Completion Phase**

INTENT. Upon substantial completion of the construction, the building owner and/or his or her representative, must notify IPACC the project is ready for a completion inspection. Within ten days of receiving notification, IPACC will inspect the property. The intent of this inspection is to determine if the improvements have been made in accordance with the approved plans and if all aspects of the building and the site are in compliance with the Protective Covenants and the Design Criteria. Upon completion of its inspection, IPACC will issue a letter stating compliance with the final approved plans and/or identify items requiring remedial attention to satisfy the approved plans, the Protective Covenants and the Design Criteria. If all there are no outstanding items requiring remedial action, IPACC will issue a Preliminary Certificate of Completion within ten days following the inspection. If remedial items are indicated, IPACC will reinspect the site upon notification that all indicated items have been addressed and corrected. Within ten days of this reinspection, IPACC will issue a Preliminary Certificate of Completion.

- **H. Reproducible As-Built Drawings**

A reproducible (mylar) copy of each site drawing, showing all final as-built conditions, must be submitted to IPACC within six weeks of issuance of the IPACC Preliminary Certificate of Compliance. These drawings are to include but are not necessarily limited to:

1. Site Survey, with Topography and Boundary
2. Site Plan
3. Landscape Plans
4. Site Drainage and Grading Plans
5. Irrigation Plans
6. Easements
7. Signage
8. Site Lighting

**The Final Certificate of Compliance will be issued by IPACC upon receipt and approval of all as-built site drawings.**

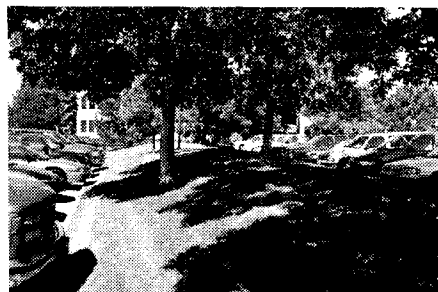
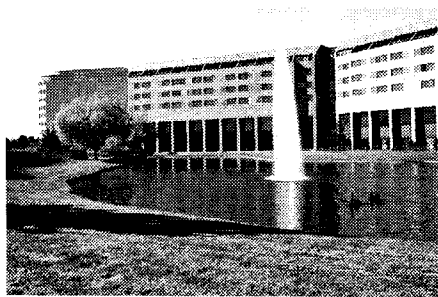
## IV. SITE DESIGN AND PLANNING

### 1.0 SETBACKS.

- 1.1 No building or structure shall be erected on any building site within fifty (50) feet from the boundary line of any street right-of-way adjoining the same, or within fifty (50) feet of any golf course boundary line.
- 1.2 No building or structure shall be erected within twenty-five (25) feet from the side boundary line of any building site.
- 1.3 Parking shall not be permitted within fifty (50) feet of any street rights-of-way, or within twenty-five (25) feet of any golf course boundary.
- 1.4 Parking shall not be permitted within fifteen (15) feet of any side or rear boundary line of any building site.
- 1.5 Any exception to the above must be specifically approved by IPACC.
- 1.6 All setback areas shall be fully landscaped and maintained with the balance of the property.

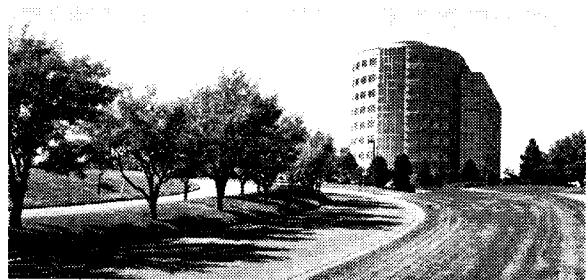
### 2.0 SITE COVERAGE AND BUILDING SCALE.

Buildings and their related site development should not overwhelm the site and should fit comfortably without excessive crowding of the site or adjacent parcels. Buildings should be compatible with the siting and massing of existing adjacent buildings and site development.



## B. SITE DEVELOPMENT

The setting at Inverness features a continuous landscape with individual buildings located within. These guidelines describe several components involved with site development of the high quality setting at Inverness. Views throughout Inverness as a whole are planned to guide people into and through the site in addition to enhancing the experience. Views that add to the richness of Inverness include those into the golf course, along the parkways, along riparian corridors, to unique buildings and views to the mountains beyond. The strength of the comprehensive Inverness landscape is maintained by each individual site contributing to the landscape quality of the whole through the principles described in these guidelines.



Above all, a high quality, professional appearance is desired. The design of projects and materials used at Inverness should emphasize permanence and quality.

### 1.0 PLANTING ZONES

Plantings throughout Inverness, in addition to grading, contribute to an overall cohesive landscape. Within the larger park landscape several planting zones with unique characteristics contribute to the whole. Masses and groupings of plants give strength to each landscape zone.

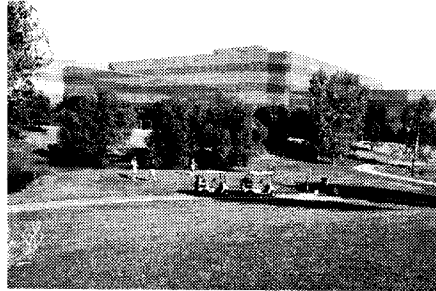
- 1.1 Parkway landscape: The parkway landscape includes the 50-foot landscape setbacks that typically fronts on every site. This zone includes large sweeping berms to create enclosure and provides a visual and sound buffer between individual building sites and the roads. Large groups of Austrian pine and masses of ornamental trees provide the foundation for the parkway plantings. Large deciduous shade trees should also contribute to the parkway landscape.
- 1.2 Parking lot landscape: Within and around parking lots, plantings provide screening and shade. Parking lot planting can also contribute to the organization of the parking by delineating circulation routes. Grassy berms are the primary landform along with a mix of evergreen trees that should be used for screening the view of parked cars. Parking islands should also be bermed and filled with plant material, both lawn and trees or masses of shrubs. Islands with a dominance of exposed mulch area are unacceptable.

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**1.3 Pedestrian entrances, plazas and gardens:** Pedestrian spaces create a more intimate scale. For example, using filtered shade trees along with groupings of smaller plant material provides relief from the climate, noise and harsh parking lot environment. These highly maintained areas, including drop-off zones and dining terraces, provide an opportunity to incorporate perennials and annuals. Low spreading shrubs may be planted in masses as borders to assist in creating a sense of enclosure for these smaller spaces.



**1.4 Golf Course Landscape:** Several building sites in Inverness border the Inverness Golf Course. This landscape zone features rolling irrigated lawn with an emphasis on larger specimen trees, such as willows and cottonwoods. Trees are widely spaced in irregular groups, allowing filtered views to the course. Lots adjoining the Inverness Golf Course must pay particular attention to both architectural and landscape treatments that face the course. IPACC believes that the golf course experience must be protected and that the impacts from development must be kept to a minimum and/or mitigated where they can not be avoided. IPACC also believes that for those projects which abut the golf course safety must play a significant role in the placement of buildings, pedestrian ways and plant materials.



**1.5 Enhanced natural grass areas:** In larger areas of open space and along highway frontage, less manicured grass areas reflecting the natural conditions of the landscape should be used to conserve water. Sufficient soil prep and proper maintenance are critical in these areas to gain a healthy stand of fescue and water conserving plants and to control proliferation of weeds. Refer to section 10.0 for more information regarding grass areas.



**1.6 Enhanced natural drainage areas:** Drainages throughout Inverness collect and convey storm and irrigation water. Drainages also feature a dense variety of riparian plants, including trees, shrub masses, aquatic plants and forbs. Where individual building sites border these areas, care must be taken to limit disturbance of existing vegetation. Additionally, where swales link to these systems, appropriate riparian seed mixtures and plants must be included to contribute to the water filtering function of these areas as well as the visual richness they provide.

## 2.0 SITE GRADING

Site grading plays an important role in forming the park character and integrating buildings into the landscape at Inverness. Overall, grading should enhance the natural topography of the larger site context. Plan structures and building entrance elevations to avoid extreme slopes and unnecessary site walls on the edges of the site. It is important to maintain a continuous rolling landscape from site to site, without abrupt shifts in grade. This is especially important on sites bordering the golf course. The landscape character of the golf course includes a rolling character that should be continued into the open space on individual sites.

**2.1** Landscape berms are a major feature throughout Inverness. Berms should be long and sweeping, gaining substantial height where space allows. Site grading should include landscape berming to screen parking areas or other less pleasing views such as utility boxes, truck docks, etc. Berming together with planting can strengthen a sense of enclosure along parkways, and frame selected views such as building entries or into the golf course.



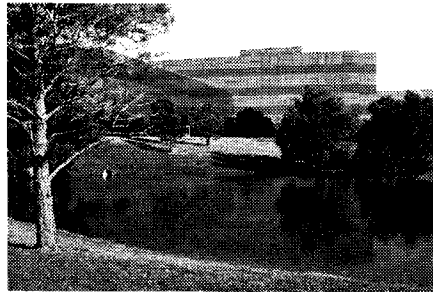
**2.2** Min. and Max. Slope: Irrigated landscape areas are to be graded to 3:1 maximum. Irrigated turf and plant bed areas must achieve positive drainage with a minimum slope of 2%. Transition grades gradually from steep areas to flatter surfaces.



**2.3** All disturbed areas shall be fine graded and planted with irrigated grass or ground cover. Coordinate site grading along property lines with adjacent property owners to achieve smooth transitions between sites.

## 3.0 SITE DRAINAGE/DETENTION

Site drainage/detention works with grading to handle runoff and water quality. The planning for site drainage should reinforce the larger drainage patterns of the surroundings and should provide for long term ease of maintenance.



**3.1** Coordinate the discharge of site drainage with the Inverness Water and Sanitation District with respect to the location and nature of the discharge and detention storage.

**3.2** Landscaping adjacent to public roadways requires construction of an under drain collecting subsurface drainage along the roadway and discharging it into the local drainage system.

**3.3** Avoid hard channels.

**3.4** Concrete swales through parking areas should be avoided.

**3.5** In planters and behind walls, provide subsurface drainage where surface drainage is limited. This avoids over-saturation leading to freeze thaw damage and maintains drainage for plant health.



#### 4.0 PARKING LOTS AND DRIVEWAYS

Parking lots should be carefully designed to visually impact the character of the site as little as possible. Overall, the landscape should appear dominant and continuous from site to site, with parking accommodated within. Circulation within parking lots should be ordered, clear and efficient. Grading and planting contribute greatly to the mitigation of surface parking.

**4.1** Avoid large expanses of asphalt. Use grading and planting to break up parking lots with substantial berms and landscape buffers. Although the slope of parking bays should not exceed four percent, where necessary and with IPACC approval, five percent may be allowed. Parking bays shall have a minimum slope of 1.0 percent. Parking lot slopes should be designed to accommodate site slope, avoiding extreme transitions at the edges of the site. Minimize and orient the slope aspect of the parking bays to reduce visual impact of parked vehicles. Surface parking adjacent to the golf course is strongly discouraged. If unavoidable this parking must be carefully screened and landscaped and requires specific IPACC approval. Parking lots that front on public streets shall include three to four feet tall berms within the landscape setbacks to screen the view of vehicles. At a minimum, parking lots that front on public streets shall be screened by a landscaped berm of not less than 18 inches. If this is not possible, alternative solutions using planting buffers must be submitted for approval by IPACC. Refer to sections 2.0 Grading and 8.0 Planting for further guidelines.

**4.2** No more than two bays of parking may occur without a landscape buffer. Landscape buffers shall have a minimum dimension of twelve feet and be fully planted. The ends of all parking bays shall be terminated with a minimum twelve foot wide landscaped buffer. Avoid use of small, odd shaped islands within parking lots that cannot be landscaped. Refer to section 8.0 Planting for guidelines concerning parking lot planting.

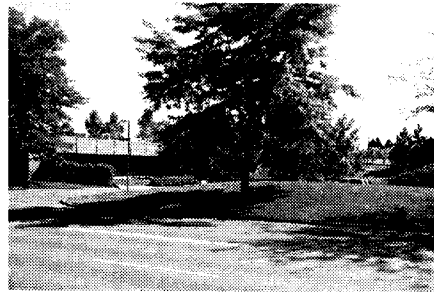
**4.3** Within expanses of pavement, additional landscape islands are encouraged. The surface of islands should include full ground cover of sod or perennial ground cover, and/or spreading shrubs. Exposed rock mulch is discouraged. Evergreen plant materials are encouraged. Refer to section 8.0 Planting for further guidelines concerning plant selection and spacing.

**4.4** Parking lots should be designed to allow a minimum of twenty feet of landscaped area around structures. Specifically, the main building entrance should be scaled to accommodate pedestrians. Adequate space for passenger drop-off should also be considered. Areas next to buildings with less than twenty feet

landscape and/or pedestrian area must have specific approval of IPACC.

**4.5** All parking must conform to all appropriate county standards including adequate quantity of spaces, stall sizes and fire truck access. Parking along streets, aisles and/or driveways is not permitted. A six-inch vertical curb shall bound all parking lots that are not contiguous to a retaining wall. In such cases where drainage flows against the curb, a concrete gutter is also required. Wheel stops in parking lots are not permitted.

**4.6** Driveways are the main access drives into an individual site. All Driveways shall be thirty feet in width and all driveway curb returns shall have a twenty five-foot minimum radius. Driveways shall be planned to clearly and efficiently convey circulation to the building and parking spaces. A concrete crossspan shall be required at all driveway curb cuts to a public street.



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### 5.0 PEDESTRIAN CIRCULATION

Each individual site at Inverness should provide a transition from vehicle scale to a pedestrian scale. This transition is possible by creating landscaped walking routes from parking spaces to the entrance and by creating garden like areas or pedestrian plazas near building entries.

**5.1** Site Perimeter walkways: A six-foot wide detached sidewalk should be provided along major Inverness parkways. Contact Inverness Metro District to determine specific requirements. This walkway should follow the forms of the Inverness landscape with large, smooth curves, avoiding awkward transitions at the edge of the site. Pedestrian access should include an ADA accessible route from the nearest bus stop.



**5.2** Within a building site: Pedestrian walkways should provide clear routes to the building entrances and pedestrian oriented outdoor spaces. This is especially important on larger sites and in parking lots on steeply sloped sites. Pedestrian routes should avoid unnecessary drive crossings, walking behind parked cars, and crossing parking bays between parked cars. Separating walkways from parking and drives with landscaping is encouraged. Where walks are attached to head-in parking, 12-18" extra walk width should be added to allow for bumper overhangs. Special paving for walkways, especially at entrances, drop-offs and crosswalks, is encouraged.

**5.3** Minimum width for sidewalks though the site is five feet. Where walks are on parking lot islands, the island should meet the minimum width for planting plus the minimum five-foot wide walk.

### 6.0 LIGHTING

Lighting throughout Inverness should be consistent at particular areas and help guide people to their destinations safely.

**6.1** All parking lot lights shall be pole mounted, straight-armed, black box, down white light (Emco Infinity II, or equivalent), as approved by IPACC. Refer to the Inverness Design Standards.

**6.2** In parking lots, the light pole height shall be 22' in height from finish grade including the base. These lights should be mounted on an 18" base to protect pole from vehicles. In landscape areas concrete bases shall not exceed 6" in height.

**6.3** Building mounted entrance and accent lighting shall be considered on an individual basis.

**6.4** Street lighting is required at all driveway entrances and along public roadways. Contact the Inverness Metro District for specific information on type and spacing of street light fixtures. Refer to the Inverness Design Standards.

**6.5** Refer to county requirements for minimum and maximum light candle requirements.

**6.6** Coordinate any plans for Christmas lighting with IPACC and the Inverness Metro District.

### 7.0 IRRIGATION

Well designed, high quality irrigation systems conserve water and assist plant health. Additionally, Inverness promotes re-use of water for irrigation. To determine if non-potable irrigation water is available to your site, contact the Inverness Water and Sanitation District.

**7.1** The irrigation plan shall be designed by a Certified Irrigation Designer (commercial) as certified by the Irrigation Association.

**7.2** Irrigation, excluding point source irrigation such as drip, bubblers or sub-surface, shall be designed to occur between the hours of 10:00 pm and 6:00 am.

**7.3** Sizing of irrigation taps shall be minimally based upon peak season actual application of 1.5 inches of water per week, 8 hours per night, 6 days per week irrigation schedule for turf grasses. 1.0 inch of water per week shall be applied to irrigated native grasses over similar time period.

**7.4** If irrigation re-use water is not immediately available for a particular site, but is anticipated at some time in the future, provisions shall be made during original construction to simplify conversion to re-use water at a future date.

**7.5** Pedestrian walkways, bike trails, etc. are not to be overthrown by irrigation system.

**7.6** Lavender valve box lids, head caps/covers, quick coupling valve lids, etc. indicating irrigation re-use water are to be implemented into design and construction.

**7.7** PVC mainline piping shall be either lavender-pigmented or have warning/marker tape installed above piping indicating non-potable water line.

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- 7.8 Backflow prevention device will NOT be required to be installed on non-potable, re-use water irrigation system points of connection.
- 7.9 Pedestrian terraces, outdoor seating areas, or other seating where there is a potential for direct contact with reuse water shall be irrigated by a dedicated potable water irrigation system. This system shall irrigate a twenty-five foot "buffer" area between eating, sitting, smoking (pedestrian) areas and re-use water irrigated areas.
- 7.10 A complete set of design guidelines for non-potable water is available from the Inverness Water and Sanitation District.

### 8.0 TOPSOIL AND SOIL PREP

High quality amended topsoil and soil prep contributes to the long-term success of all planted areas, aiding in water conservation and plant hardiness. Topsoil from the site shall be stockpiled, tested, amended and supplemented if necessary, then applied to all planting areas as described below:

- 8.1 Topsoil: Remove and stockpile existing topsoil for use as a planting medium (generally, the top 4-6"). Existing topsoil for use as a planting medium shall be only fertile, friable, well-drained soil of uniform quality, free of stones. On site topsoil must be tested by a licensed testing laboratory, such as Triple "S" Lab, Inc., Box 678, Loveland, CO 80537, (303) 667-5671 or Colorado Analytical 240 S. Main St Brighton, CO (303) 659-2313. Soil test shall consist of soil fertility and agricultural suitability conforming to the methods of USDA, along with recommendations for correcting any deficiency in the soil.
- 8.2 Soil Amendments: Submit to IPACC with the Soil Analysis Report in accordance with "Method of Soil Analysis & Agronomy #9" as published by the American Society of Agronomy. Comply with laboratory recommendations for soil amendment using organic material, quantities of nitrogen, phosphorus, potash and trace elements and any limestone aluminum sulfate or other soil amendments.
- 8.3 Soil Preparation: Prepare all seeding and sodding areas by ripping and tilling or otherwise scarified to a depth of not less than 12 inches. Apply to all planting and seeded areas at the following rates per 1,000 square feet, incorporating thoroughly with top 6 inches of soil layer.
- a. As recommended in the soils report, three cubic yards organic amendment minimum.
  - b. Five pounds preplant fertilizer & Granular Diammonium Phosphate (18-46-0) at 150#/acre is recommended.

- c. Any chemical additives per soils analysis recommendations.

After the recommended soil amendments have been thoroughly mixed into the site, random samples of the mixed soil shall be taken and submitted to the soil laboratory for comparison to a control mix. Documentation of this subsequent testing shall be submitted to IPACC during construction.

### 9.0 PLANT SELECTION

Plant selections must consider water conserving qualities, appearance and hardiness. Longevity and maintenance requirements should also be considered. Selections for individual building sites should compliment the Inverness landscape zones. Plants should provide seasonal variety but should be used in large groups of the same species. Random patches of many different plant types are unacceptable.

- 9.1 Plant Selections: Plant varieties should be selected and designed to provide four-season interest. For screening in and around parking lots, a minimum of 50% evergreens should be planted. For the entire site, approximately 25 to 35% evergreen material is desired. In addition to junipers, plants with winter qualities are encouraged, such as spreading cotoneaster, oregon grape holly and dwarf burning bush.
- 9.2 Quantities: Plant quantities must, at a minimum, meet county requirements. Additionally, plant materials should be massed to break up parking lots, and screen views of truck docks, blank walls and utilities. Where shrub beds are used, single rows of plants should be avoided. Plant material should be massed into large sweeps.
- 9.3 Spacing within shrub and ground cover beds: Layout of first row should consistently follow the edge of the bed. Subsequent rows should be triangulated. Space shrubs at an on center maximum of 50% of mature growth. For example, a plant with a 5 foot spread should be spaced 30 inches on center maximum. **Plants should be spaced to fully fill beds within three years growth.** Plant spacing should be increased on slopes for better coverage. All shrub and ground cover beds are to be mulched and edged. Areas of exposed rock mulch are discouraged. Where shrubs are planted to eventually achieve full coverage, organic mulch is favored over ground cover.
- 9.4 Consider the mature size of plants when making selections. Appropriate mature plant sizes should be achieved through species selection during design so that extensive pruning is not necessary as the plant grows.

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**9.5 Minimum Sizes:**

Trees, Street, Shade, Canopy:	3" cal.
Trees, Ornamental:	2" cal.
Multistem Ornamental Trees:	8-10' ht.
Coniferous trees:	Divide equally among eight, ten and twelve foot high trees
Shrubs:	5 gal.
Deciduous shrubs:	5 gal. and min. 5 canes

When selecting junipers, spreading varieties with a maximum height of three feet are appropriate, including varieties of *Juniperus horizontalis* and *Juniperus sabina*. *Juniperus x media 'Pfitzeriana'* is not allowed.

Size, quality and branching of all plants shall equal or exceed the standards currently recommended by the American Association of Nurserymen.

**9.6 PLANT SELECTION:**

**Deciduous Shade Trees**

WATER CONSERVING:

Western Hackberry	<i>Celtis occidentalis</i>
Autumn Purple Ash	<i>Fraxinus americana 'Autumn Purple'</i>
Bur Oak	<i>Quercus macrocarpa</i>
English Oak	<i>Quercus robur</i>
Gamble Oak	<i>Quercus gambelii</i>
Tatarian Maple	<i>Acer tataricum</i>

ACCEPTABLE

Green Ash	<i>Fraxinus pennsylvanica lanceolata</i>
Marshall's Ash	<i>Fraxinus pennsylvanica lanceolata 'Marshall'</i>
Summit Ash	<i>Fraxinus pennsylvanica lanceolata 'Summit'</i>
Northern Red Oak	<i>Quercus rubra (borealis)</i>
Schwedler Maple	<i>Acer saccharum</i>
Fairview Maple	<i>Acer platanoides</i>
Fairview Autumn	
Blaze Maple	acre x freemanii 'jeffersred'
American Linden	<i>Tilia americana</i>
Littleleaf Linden	<i>Tilia cordata</i>
Greenspire Linden	<i>Tilia cordata 'Greenspire'</i>
Redmond Linden	<i>Tilia euchlora 'Redmond'</i>
Turkish Filbert	<i>Corylus colurna</i>
Imperial Locust	<i>Gleditsia trianthos inermis 'Imperial'</i>
Majestic Locust	<i>Gleditsia trianthos inermis 'Majestic'</i>
Moraine Locust	<i>Gleditsia trianthos inermis 'Moraine'</i>
Shademaster Locust	<i>Gleditsia trianthos inermis 'Shademaster'</i>
Skyline Locust	<i>Gleditsia trianthos inermis 'Skyline'</i>

NOTE: The following create dense shade, and are not recommended for lawn areas.

Norway Maple	<i>Acer platanoides</i>
Crimson King Maple	<i>Acer platanoides 'Crimson King'</i>
Emerald Queen Maple	<i>Acer platanoides 'Emerald Queen'</i>

**Ornamental Trees**

WATER CONSERVING

Amur Maple	<i>Acer ginnala</i>
Cockspur Hawthorn	<i>Crataegus crusgalli</i>
Cockspur Hawthorn, Thornless	<i>Crataegus crusgalli, inermis</i>
Downy Hawthorn	<i>Crataegus mollis</i>
Washington Hawthorn	<i>Crataegus phaenopyrum</i>
Bradford Pear	<i>Pyrus calleryana</i>
Ussurian Pear	<i>Pyrus ussuriensis</i>
Sand Cherry	<i>Prunus besseyi</i>
Newport Purple Plum	<i>Prunus cerasifer 'Newport'</i>
Kentucky Coffee Tree	<i>Gymnocladus dioica</i>
Shubert Chokecherry	<i>Prunus virginiana</i>
Golden Rain tree	<i>Koelreuteria paniculata</i>

ACCEPTABLE

Upright Norway Maple	<i>Acer platanoides 'Columnare'</i>
Ohio Buckeye	<i>Aesculus glabra</i>
Wild Plum	<i>Prunus americana</i>
Purple Leaf Plum	<i>Purnus cistena</i>
Canadian Serviceberry	<i>Amelanchier canadensis</i>
Peking Lilac	<i>Syringa pekinensis</i>
Japanese Tree Lilac	<i>Syringa reticulata</i>

**Crabapples**

RECOMMENDED:

'Beverly', 'Bob White', 'Bradywine', 'Centurion', 'Coralburst', 'David', 'Dolgo', 'Indian Magic', 'Indian Summer', 'Prairifire', 'Profusion', 'Radiant', 'Red Baron', 'Robinson', 'Selkirk', 'Spring Snow', 'Thunderchild', 'Velvet Pillar'.

NOT RECOMMENDED:

'American Beauty', 'Bechtel', 'Flame', 'Hopa', 'Mary Potter', 'Ormiston Roy', 'Pink Perfection', 'Professor Springer', 'Red Jade', 'Red Jewel', 'Red Splendor', 'Royalty', 'Sentinel', 'Silver Moon', 'Snowdrift', 'Strathmore', 'White Angel', and 'Zumi'.

**Specimen Trees**

Wier's Cutleaf Maple	<i>Acer saccharinum 'Wier'</i>
Western Catalpa	<i>Catalpa speciosa</i>

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**Coniferous Trees**

WATER CONSERVING:

Upright Junipers	Juniperus scopulorum 'Varieties'
	Juniperus chinensis 'Varieties'
	Juniperus virginiana 'Varieties'
Black Hills Spruce	Picea glauca densata
Colorado Blue Spruce	Picea pungens glauca
Colorado Green Spruce	Picea pungens
Bristlecone Pine	Pinus aristata
Swiss Mountain Pine	Pinus mugo
Austrian Pine	Pinus nigra
Ponderosa Pine	Pinus ponderosa
Pinon Pine	Pinus edulis
White Fir	Abies concolor
Douglas Fir	Pseudotsuga menziesii

**Trees only allowed in enhanced natural areas**

Lanceleaf Cottonwood	Populus acuminata
Narrowleaf Cottonwood	Populus angustifolia
Plains Cottonwood	Populus sargentii
Russian Golden Willow	Salix amygdaloides
Niobe Weeping Willow	Salix x blanda 'Niobe'
Weeping Willow	Salix elegantissima

**Trees not allowed**

Aspen	Populus tremuloides
Russian Olive	Elaeagnus angustifolia

**Plants suggested for below limbed evergreens:**

**Ground Covers:**

Sweet Woodruff	Galium odoratum
Winter Creeper	Evonymus fortunei 'Coloratus'
English Ivy	Hedera helix

**Shrubs:**

Snowberry	Symphoricarpos occidentalis
Dwarf Ninebark	Physocarpus opulifolius
Effusa Juniper	Juniperus communis
	Depressa 'effusa'

**10.0 GRASSES**

Grass lawn areas located in the parkway landscape zone, in the parking lot zone, adjacent to the golf course, and near buildings should be irrigated grass. Dryland seed areas with less frequent irrigation may be permitted in large areas in less active locations, adjacent to non-irrigated sites, and along highway right-of-way. Dryland seed areas should conserve water by reducing water quantities used, and reducing mowing compared to

manicured lawn. Non-potable water should be used for irrigation throughout Inverness where possible. Contact Inverness Water and Sanitation District for existing sources.

Dryland seed areas proposed should be maintained to provide adequate evidence of care. While following water conserving practices, at a minimum, adequate water to avoid bare patches is required. Appearance of dryland areas should include consistent stands of grasses. All county requirements involving weed management must be followed during construction and long term. Adequate edges between dryland grass and adjacent turf and planting beds should be crisp and deliberate, using mow edges or steel edging. Dryland seed areas shall receive irrigation, two to three mowings per month, and regular maintenance to control grass height and weeds.

**10.1 Turf Grasses (seed and/or sod to match)**

Apply the current or latest editions of the Standards for Seed as described in the following: Association of Official Seed Analysis, and State Department of Highways, Division of Highways, State of Colorado, Standard Specifications for Road and Bridge Construction.

Irrigated Turf areas:

100% Kentucky Bluegrass – a minimum of 3 approved varieties

**10.2 Transition Grass Mix—for use in irrigated transition zones and in the non-irrigated dryland zones.**

Name	% by weight
Pubescent wheatgrass "Luna"	35
Western wheatgrass "Arriba" or native	18
Streambank wheatgrass "Sodar"	15
Slender wheatgrass	15
Thickspike wheatgrass "Critana"	14
Sheep fescue "Covar"	3

seeding rates:

irrigated 40 pounds pure live seed per acre

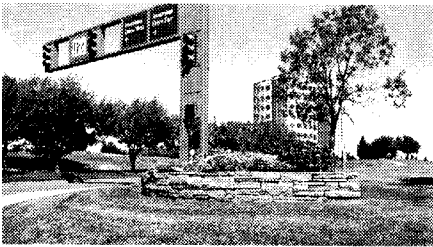
dryland 20 pounds pure live seed per acre

Submit proposed mixtures for seeding in drainageways and riparian areas. Areas seeded shall be accepted upon establishment of even grass coverage of 90% measured from 5' directly overhead, with no bare spots.

### 11.0 OTHER LANDSCAPE MATERIALS

The following are standard Inverness landscape materials. Substitutions will be reviewed by IPACC prior to acceptance. All Inverness landscape materials should compliment the greater Inverness landscape. Use of typical materials is encouraged for continuity. Special attention to high quality materials is especially necessary in the most visible and active areas. Materials should be selected for high quality finish, longevity, and ease of maintenance.

#### 11.1 Retaining Walls – Refer to Design Standards for additional information.



a. Materials: All landscape walls along main circulation routes should be dry-laid sand stone, to match those throughout Inverness. Walls close to buildings should complement the geometry, materials and finish of the architecture. Textured concrete, brick, or stone walls are encouraged over untreated concrete. Keylock type block walls may be used only with IPACC approval.

b. Height: Walls 30" and lower are preferred. Walls above 6' necessary for buildings and utilities will be reviewed on a case to case basis. Attention should be paid to eliminate massive expanses of blank wall.

c. Integration: Attempts should be made to integrate planted slopes and walls where practicable. Terracing and plant material should be used to visually soften walls but not necessarily obscure them. Avoid spotty clumps of plant material along walls.

#### 11.2 Mulch and Ground Cover:

a. Fibrous Cedar Wood Mulch: In plant beds, 3" minimum depth, 6" minimum lengths, tightly packed (Bark or wood chips not allowed because of wind scattering). Trees planted in lawn areas shall include a graded "saucer" with wood mulch. The edge of this "saucer" shall be spaded (not metal edger). Size of "saucer" shall be 2x rootball diameter.

b. Rock Mulch: Rock mulch over weed barrier fabric is strongly discouraged and may be used only with IPACC approval. Where rock mulch is unavoidable due to soil conditions it must be contained by pavement or a

landscape edger. The appearance should be softened by landscape materials adjacent to the edge. Color and texture should complement the building and remain consistent throughout the site. The perimeter bands of rock mulch at the building should be graded at a consistent slope (no wavy edges). Other suggested materials for this perimeter band include concrete with texture and/or color, unit pavers and stone sets.

11.3 Edging: Concrete mowband flush between lawn and plant beds for definition and easy maintenance.

11.4 Metal Edging: Aluminum or Steel Edging 4" tall, minimum 1/8" thick secured by 16" stakes. Edging should be installed and maintained buried with the top edge 3/4" above finish grade (below grass height).

11.5 Weed Barrier Fabric: Mirafi Typar Style 3401 by Dupont, DeWitt Weed Barrier or approved equal spun (not woven) polypropylene fabric. Plastic sheeting NOT allowed.



### 12.0 LANDSCAPE MAINTENANCE

Refer to Section 5 Landscape Maintenance Specifications

## C. ARCHITECTURAL ELEMENTS

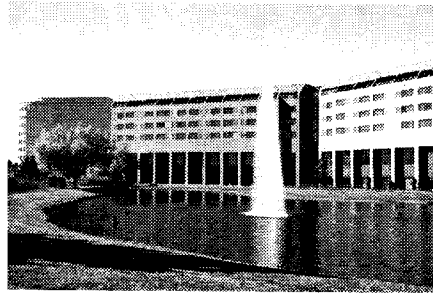
### General Design Guideline

Although IPACC has no preference with respect to architectural style, it does believe in and strongly supports good design and quality construction. IPACC also believes that all buildings should convey the sense of a high quality professional office park. The honest use of permanent and durable materials, careful and thoughtful detailing, and the sense of integration of building with site are considered as essential ingredients of any project.

### Specific Design Guidelines

#### 1.0 BUILDING MASSING

Large, unarticulated and bulky building mass and large unarticulated walls should be avoided.



#### 2.0 BUILDING MATERIALS

2.1 Buildings must be constructed with durable, permanent and carefully crafted materials. Such materials as architectural precast concrete, carefully detailed poured in place concrete, brick, stone, cultured stone and well detailed curtain walls are encouraged as primary materials.

2.2 Authentic stucco may be used as a secondary material.

2.3 Avoid imitative materials such as thin veneer artificial stone or artificial brick.

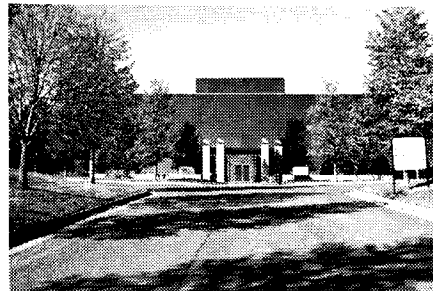
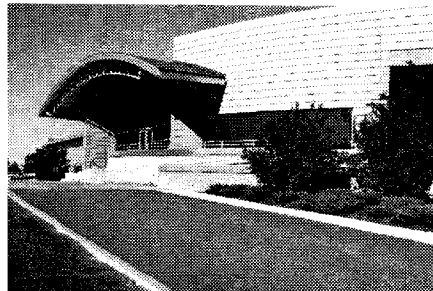
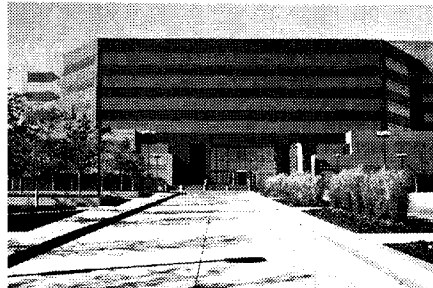
2.4 Avoid an excessive variety of materials on the building facades.

2.5 Wood (painted, stained or natural) is not, except for minor trim, an appropriate exterior material.

2.6 Exterior Finish and Insulation Systems (EFIS) are not appropriate as the primary material on large multi-story office buildings. Small single story office and office/warehouse type buildings may use EFIS only with the specific approval of IPACC.

2.7 Except for exterior walls which are considered as temporary, and which are not exposed to view from a public street, the Inverness Golf Course, or adjacent properties, painted concrete block is not an appropriate material for structures in the Inverness Business Park. Painted concrete block may be used on trash enclosures with specific approval of IPACC.

2.8 On pitched roof surfaces, clay tile, concrete tile, and metal roofing materials should be used. Wood shakes, wood shingles and asphalt composition shingles are not permitted.



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**3.0 PARKING STRUCTURES**

- 3.1 Parking structures should be integrated with the design of the primary structures which they serve.
- 3.2 Entries into parking structures should be clear and sensitively developed with respect to public roads and adjacent properties.
- 3.3 Openings into parking structures should be screened with architectural or landscaped elements.

**4.0 ROOF-TOP MECHANICAL UNITS**

- 4.1 All roof-top mechanical units shall be screened; the manner and materials of which must be approved by IPACC.
- 4.2 The screening of roof-top mechanical units is best handled as an integral element of the overall design of the structure. Screening materials must be durable and identical or compatible with the exterior design of the structure. Care must be taken to minimize the visual impact of roof-top units on public roads, open space, the Inverness Golf Course and adjacent properties.

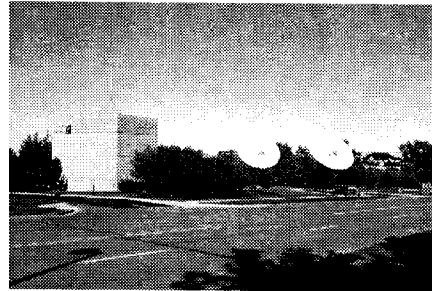
**5.0 LOADING DOCKS**

All loading docks and service areas shall be carefully integrated into the overall design of a project. They should be located so that they are not visible from a public street or from the Inverness Golf Course, and they should be indented or recessed into a structure and properly screened by walls, berming and/or landscape material. Large overhead doors must be painted to match the primary structure.

**6.0 TRASH (DUMPSTER) ENCLOSURES**

- 6.1 Trash enclosures are required for all Inverness projects and should be integrated with the overall design of a project. The enclosure wall materials must be extremely durable and ideally would match the primary materials of the main structure. Wood is not an acceptable material. Trash enclosures must be located in a way to minimize their visual impact on properties within the Inverness Business Park. They should not be visible from a public street or from the Inverness Golf Course, and, to the extent possible, they must be landscaped. The front of trash enclosures must include a gate made of a durable material and painted to match the balance of the structure.
- 6.2 Trash enclosures must be kept in a good state of repair. Badly damaged pieces should be removed as soon as practical and replaced with new elements.

- 6.3 Pallets, construction materials, empty containers, etc. shall not be stored outside and exposed to view from any public way, the Inverness Golf Course, or any adjacent property.



**7.0 COMMUNICATION DEVICES**

All devices designed and/or used for wireless telecommunications, data transmission, or similar applications shall meet the following guidelines.

- 7.1 Building owners and/or developers are strongly encouraged to plan and design for eventual roof-top communication devices. New materials and technologies can provide complete screening of even large arrays of communication devices provided these future installations are planned for in the early design phases of a project. All new projects must include this planning and the owners and/or developers of these projects must be prepared to discuss their plans with IPACC at the Schematic and Design Development phases.
- 7.2 The placements, location, height, and color of satellite dishes must be approved by IPACC. These units should be shielded as much as possible and should be painted to blend with exterior building materials. Whenever possible data transmission and other telecommunication devices should be located to the rear of structures and out of view from adjacent roads or buildings. All up-link units must meet all applicable safety standards.
- 7.3 For small roof mounted dishes, or other small devices IPACC prefers an approach which minimizes the visual impact of these devices. They should be located in as inconspicuous a manner as possible, and should be painted out to match the color of the structure. If practical, parapets should be sized to conceal these devices so that they are not generally visible from



grade level viewing especially main arrival and entry areas. IPACC may require the device(s) be placed behind screen walls where quantity, size, or location warrant special attention.

- 7.4 For large ground mounted dishes, IPACC prefers an approach that incorporates these dishes as an integrated design element with the balance of the property. Thoughtful straight forward placement, landscape design, and muted colors should characterize the design approach. If fencing is required around these type of dishes, it must be of a commercial quality and carefully designed to be compatible with the architecture of the building. Chain link fence or similar type of fencing is not permitted.
- 7.5 All devices and especially satellite dishes must meet the highest industry standards for safety and IPACC requires appropriate documentation to verify that the installation is safe and in keeping with national safety standards.
- 7.6 Communication devices which are out of commission for a period of 180 days or longer must be dismantled and removed from the property.

#### **8.0 GROUND MOUNTED TRANSFORMERS & GENERATORS**

As with other significant site elements, ground mounted transformers and generators must be screened from view. The screening must be designed as an integral part of the overall project. They must be made with materials which are identical or compatible with the materials of the primary structure. These elements must be sited in a manner as unobtrusive as practical and away from any heavily used pedestrian area.

#### **9.0 OUTDOOR STORAGE/TEMPORARY STRUCTURES**

Temporary outdoor storage units trailers or modular units are not allowed without the specific approval of IPACC.

#### **10.0 LIGHTING DETECTOR/ARRESTORS**

Lighting detectors or lighting arrestor devices must be as unobtrusive as possible and must receive the specific approval of IPACC.