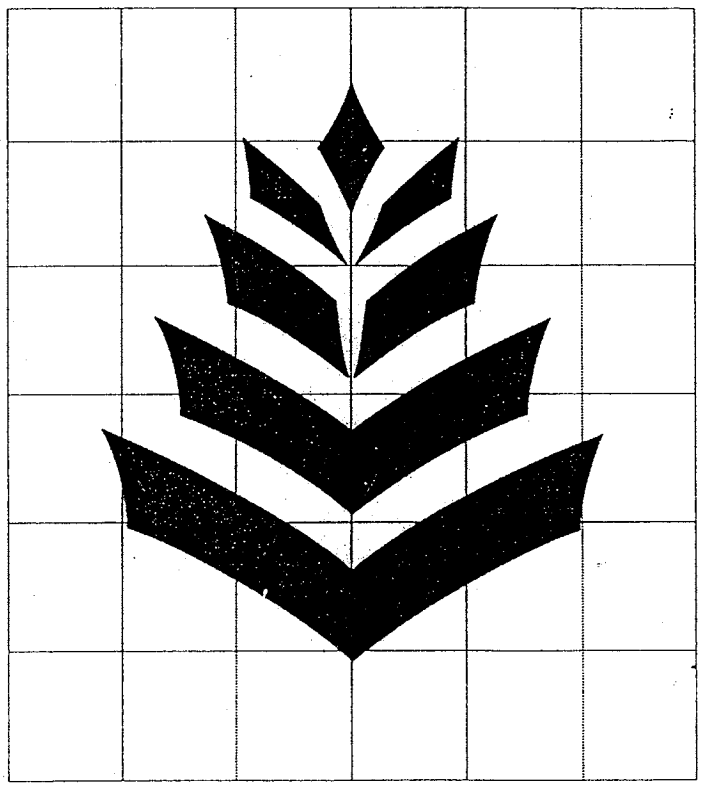
# DEVELOPMENT GUIDELINES



MISSOULA

DEVELOPMENT PARK

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# *Missoula Development Park*

## INTRODUCTION

The Missoula Development Authority (MDA) adopted these Development Guidelines on July 16, 1998.

The Missoula Development Park is a 500-acre mixed-use business park located west of the City, between Interstate 90 and U.S. Highway 10, north of the Missoula County Airport. The development of the Park is intended to provide a quality environment for businesses which want to locate in Missoula. The plan and design character established will provide a coherent and orderly development that enhances the natural characteristics of the site, and provides an aesthetic, high quality business campus environment, while promoting sound design criteria for the development of individual parcels. The Master Plan as presented in Fig. A. was adopted by the Board of County Commissioners on January 18, 1995 as an amendment to the Missoula Urban Comprehensive Plan. The Master Plan establishes the theme and vision for the Missoula Development Park.

Like many mixed-use developments, the Missoula Development Park will be phased over a period of years. The magnitude of the development requires flexibility in the plan to respond to changing market conditions during that period. The Park's final configuration will be the result of numerous design decisions, based not only on physical and economic constraints and opportunities, but also on the changing market place. Site planning and design decisions for specific development projects within the Park shall be based on the general guidelines established in this document. The end result is to be an aesthetically pleasing, campus environment, with buildings and streets located in a park-like setting, visually linked through a common system of architectural and landscape elements.

## PURPOSE

The Development Guidelines provide the documentation, site planning and design guidance necessary to make site-related decisions. The Guidelines identify design alternatives and criteria for the visual appearance and physical treatment of development. The design criteria include:

**(1)** Identification of existing conditions, opportunities and constraints;

**(2)** Development of a consistent overall image within the Park; and,

**(3)** Establishing a review and approval process to assure compliance.

The purpose of the Development Guidelines is to establish a common theme or style for development and to ensure visual and physical continuity. Design continuity helps to preserve and enhance land values over time, providing a visually appealing business environment; encouraging creativity and assuring economic viability through design controls.

These Development Guidelines are not intended to conflict with the Missoula County subdivision resolution, building codes, zoning resolution, or development policies. These standards are intended, however, to supplement Missoula County's minimum requirements. Any exceptions to such laws and regulations of Missoula County must be submitted to the appropriate agency of the County government, following the established procedures for granting an exception or variance.

These Development Guidelines regulate the construction and maintenance of land and parcels within the Missoula Development Park, and are enforceable by the DRC, the Authority, or by other residents. These Development Guidelines may be augmented by the DRC or the Authority to meet specific site or functional requirements.

The Development Guidelines are divided into two parts:

**Community System Guidelines -** Community System Guidelines apply to improvements on publicly owned land and easements, or common use property owned or controlled by the Owner's Association.

**Site Development Guidelines -** Site Development Guidelines apply to improvements on lots within the Missoula Development Park. Usually these are private improvements; however, Site Development Guidelines shall also apply to lot improvements made by the public or the Owner's Association.

# Open Space Linkages Plan

## LEGEND

- Reserve Area
- Open Space
- Public Park
- Node
- Trail

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FIGURE
2.0.1

# Community Systems Landscape Plan

## LEGEND

1 Common Open Space

2 Informal Parkway

3 Formal Parkway
3A
3B

4 Node

5 Gateway\Entrance

6 Public Parks

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FIGURE
2.0.2

# Master Plan

## LEGEND

- Light Industrial
- Industrial\Warehouse
- Research and Development
- Hotel\Conference Center
- University Business\ Industrial Park
- Office Retail Center
- Office\R&D
- Reserve Areas\Parks\ Open Space

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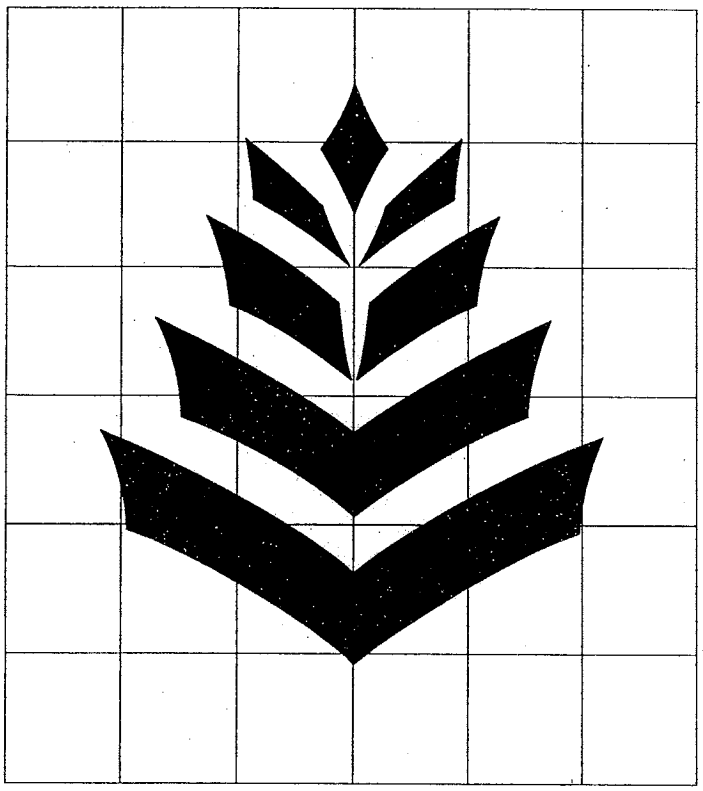
FIGURE
A

Process for

Design

Review

# 1.0



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## 1.0 PROCESS FOR DESIGN REVIEW

### 1.1 Design Review Committee (DRC)

The Design Review Committee (DRC) is established by Covenants of the Missoula Development Park. The DRC's three members are appointed by the Missoula Development Authority. The DRC ensures compliance with the Covenants and standards of these Guidelines by reviewing plans for all public and private improvements prior to plan approval. The DRC is not responsible for applicable zoning regulations and building codes.

### 1.2 Development Which Must Have DRC Approval

No improvement, alteration, repair, change of use, excavation, change in grade or other work which in any way alters the exterior of any existing structure or improvement shall be made without the prior DRC approval. DRC approval shall be obtained prior to application for a building permit.

### 1.3 Design Review Criteria

The DRC shall evaluate development proposals by applying the standards contained herein and answering the following questions:

- **Validity of Concept** Is the proposed development compatible with architectural design on adjoining property? Compatibility is defined as similar to or blending with appearance, size, style, quality of workmanship, use of materials, color and construction details;

- **Location and Impact on Neighbors** Does the proposed development relate favorably to existing structures, landscaping, public improvements, access, view, sunlight and relationship to the street?

- **Scale** Does the size (in three dimensions) of the proposed structure or alteration relate well to adjacent structures and its surroundings?

- **Color** Color may be used to soften or intensify visual impact. Are primary parts of the structure such as roofs, facades, and trim compatible in color and comply with the color guidelines?

- **Materials** Continuity is established by use of the same or compatible materials. Is there continuity and consistency of materials throughout the development, e.g. consistent trim colors throughout?

- **Workmanship** Is the quality of work equal to or better than that of existing development on adjacent lots and the immediate vicinity?

- **Phases** Does the design and function of the initial phase of development relate well to future phases? The proposal shall demonstrate that the property is able to accommodate all phases of development while meeting the standards set forth herein.

- **Timing** Is the estimated completion date for the initial development phase reasonable? If the completion date is considered unreasonable, the DRC may disapprove the application.

## 1.4 Application and Review Process

**a.** The Applicant shall meet with the MDA staff and a representative of the Zoning Office for a pre-application conference to review submittal requirements set forth in Section 8.0 of these Guidelines. The purpose of the conference is to assure the application is prepared correctly and in a manner which is timely and cost effective for all. The Applicant shall be given copies of these Guidelines, CC&Rs and the Zoning Regulation.

**b.** The Applicant shall present five (5) complete copies of the submittal requirements to the MDA staff. The MDA staff shall have two (2) working days to determine that the application is complete. If the application is not complete, the MDA staff shall immediately notify the Applicant in writing and identify errors and omissions.

**c.** From the date the application is determined to be complete, the DRC shall have ten (10) working days to complete its review and give its written decision. The MDA staff shall provide one copy of the complete application to the Zoning Office and request a preliminary zoning compliance report. The staff shall also provide one copy of the complete application to each member of the DRC.

**d.** Within the ten day review period, the DRC shall meet with the Applicant or Applicant's representative to discuss the proposal and form its decision to approve, approve with revisions or deny the application.

If the Applicant or Applicant's representative is not able to attend the DRC's review meeting, the meeting shall be rescheduled to a time/date which permits Applicant's attendance. Applicant shall then agree to an extended review period for the DRC to complete its responsibilities.

If DRC members are not able to attend the meeting, the staff shall advise the Chair of the Missoula Development Authority (MDA) and request the Chair temporarily appoint other MDA members to the DRC for purposes of this meeting.

**e.** A representative of the Zoning Office shall be invited to the DRC meeting to present the preliminary zoning compliance report. If the Zoning representative is not able to attend the meeting, the MDA staff shall obtain and distribute the zoning report at the DRC meeting.

**f.** The DRC shall issue a written decision and findings within the ten(10) day review period. Copies of the decision and findings shall be sent to the Applicant, the Missoula Development Authority and the Zoning Office.

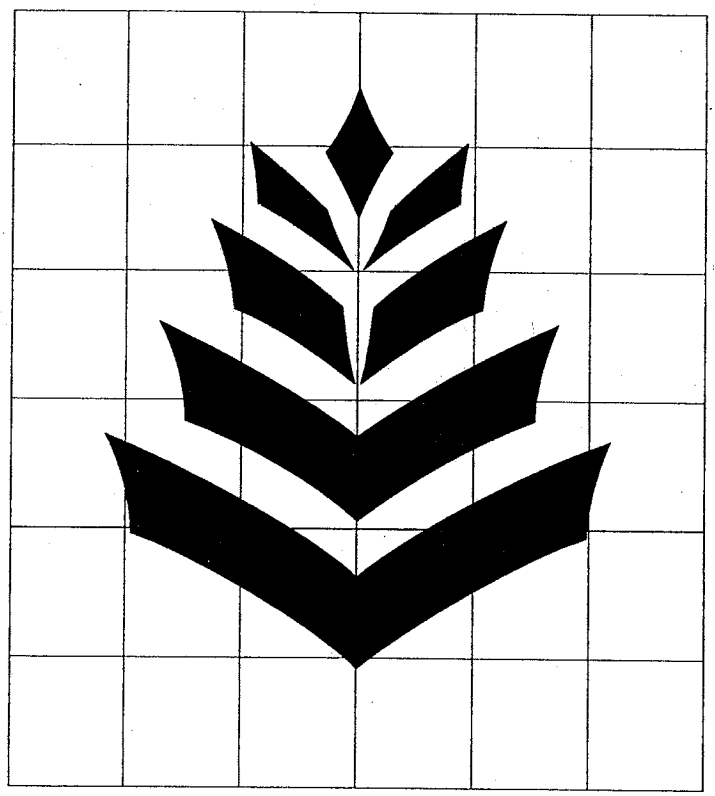
## 1.5 Appeals

**a.** If the DRC decision is acceptable, the Applicant may proceed with applications for building permits and final zoning approval.

**b.** If the DRC decision is not acceptable, the Applicant may appeal in writing to the Missoula Development Authority (MDA). The MDA shall review the appeal at a special meeting or its next regular meeting. The MDA's decision is final.

Community
Systems
Guidelines

# 2.0



# MISSOULA
## DEVELOPMENT PARK

## 2.0 COMMUNITY SYSTEMS GUIDELINES

The Missoula Development Park plan provides a common open space framework, for a variety of opportunities for pathways and trails (*see Open Space Linkages Figure* 2.0.1). These common open spaces include existing and planned parks, setbacks within major and minor arterial and collector street ROW's, non-buildable areas such as riparian areas, drainage ways, storm water detention ponds, and planned development setbacks and buffers. These open spaces create a unique setting which enhances value for development, while providing for a variety of recreational opportunities.

The plan for the Park establishes a comprehensive open space network, linking individual parcels, public streets, parks and a regional trail system. This community system creates visual continuity and physical connections between separate land uses and individual parcels. The Community System framework *(Figure 2.0.2)* consists of the common open spaces and roadways shared by all Owners in the Park. The Community Systems framework improves the quality of life within the business park for owners and tenants, promotes good design and protects public and private investments. The goal is to have Community System improvements which exemplify the level of quality and care expected of private development within the Park.

The design and construction of the Community System is the responsibility of the Missoula Development Authority. It is an example of how landscaping and other design details are to be established and implemented on individual parcels. As shown in *Figures 2.3.3 and 2.3.4,* the Community Systems Plan uses native plant materials and consistent street furnishings, lighting, and signs (*Figure 2.7.3, 6.2.1 and 7.3.1).* The Community Systems Landscape Plan identifies specific design treatments for areas within the Community System in response to function, surroundings and relationship to natural areas as follows:

**(1) Common Open Space & Drainages**
**(2) Informal Expressway**
**(3) Formal Expressway**
**(4) Nodes**
**(5) Gateways/Entrance**
**(6) Public Parks**

## 2.1 Common Open Space & Drainages

The common open space within the Missoula Development Park will remain, for the most part, in its natural state *(Figure 2.1.1)*. A mix of evergreen and deciduous trees in naturally occurring groups will be incorporated to emphasize and enhance drainages and other areas of natural significance.

The Missoula Development Park Plan is balanced by a variety of open spaces that are linked by sidewalks, pathways, and trails. (*See Open Space Linkages Diagram Figure 2.0.1)*. These common open space amenities include existing and planned parks, non-buildable areas such as riparian areas and drainage ways, storm water detention ponds, and development setbacks. These open spaces create a unique setting which enhances value for development and provides for a variety of active and passive recreational opportunities.

A major element of the project will be the pedestrian/bikeway system which will provide non-motorized linkage through the park, ultimately connecting all of the uses and buildings with each other and with the park and open space infrastructure. Development of this system is not only important to the Park, it also has critical implications for residential uses beyond and within the site. It is imperative that all development and improvements, public and private, promote and maintain connections and continuity for the pedestrian/bikeway system. This system will use street rights-of-way, parks, drainages, and easements through the Park.

*Figure 2.1.1*

**(a)** Unless otherwise specified in local regulations, trails, pathways and sidewalks should have width and design features which meet or exceed AASHTO and ADA standards.

**(b) The non-motorized trail system** is an extensive system of interconnected walkways and paths providing access within the Development Park, and linking the community and the region. Illustrated in the Open Space Linkages Plan *(Figure 2.0.1)*, the system is comprised of concrete sidewalks, asphalt pathways, and regional trails.

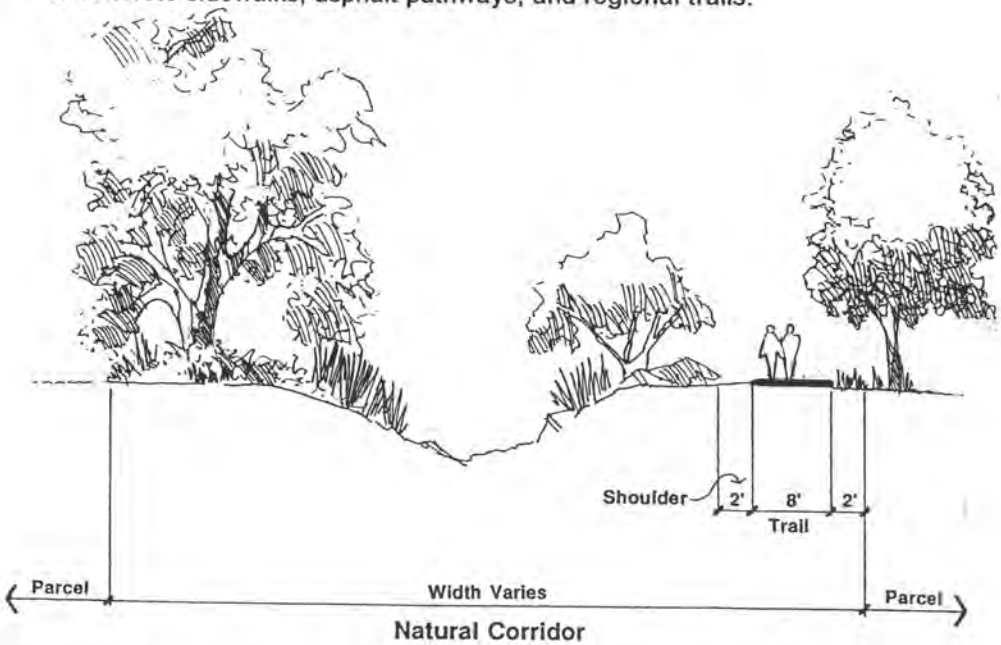



*Figure 2.1.2* **Note: Enhance the natural landscape with native plant material Provide seating areas along trial and at circulation nodes.**

**(c) Regional trails** connect the business park to adjacent communities and open space. *(Figure 2.1.2).*

**(d) Pathways** make connections within the Development Park.

**(e) Concrete sidewalks** adjoin Expressway and Boulevard and other major community streets, as illustrated on the typical cross-sections (*Figures 2.3.1 - 2.4.4)*. Sidewalks vary in width, depending upon the size of street, and whether the sidewalks are attached or detached.

**(f) Crosswalks** are provided at key intersections, assuring continuity of the pedestrian system.

### 2.2 Expressway and Boulevard Systems

The Expressway and Boulevard are essential components of the Missoula Development Park. They not only function to serve as a "front yard" to the adjacent lots but also as an important social and recreational amenity for the people who work at the Park. The *Expressway Reserve* is the landscape right-of-way adjacent to Expressway and Boulevard.

Development setbacks along the Expressway and Boulevard represent an opportunity to further establish an image and create a transition between the common streets and individual development parcels. The Expressway and Boulevard are planned as "limited access" arterials prohibiting direct site access. The character of the setback will be park-like, with informally

planted trees in lawn areas for visual screening, and regularly spaced street trees along the street.

Existing buildings are closer to the street in the existing Momont Industrial Park. Additional shrubs and evergreen trees will be planted to screen views of storage areas and parking lots.

### 2.3 Informal Expressway and Boulevard Treatment

As shown on the Community Systems Plan *(Figure 2.0.2)*, Expressway and Boulevard are separated into six Design Zones incorporating specific roadway cross sections and surrounding land uses. The informal Expressway and Boulevard cross-section Phase 1 is based on a 100' ROW, two lane road with no median (*Figure 2.3.1*). Phase 2 involves the addition of two travel lanes and bicycle lanes *(Figure 2.3.2)*. This treatment occurs in Design Zone 2, along both the Expressway and the Boulevard. The proposed design for these areas consists of an informal natural landscape, with views of the trail system and the mountains. The landscape treatment will include the use of native plant materials in informal groupings (*Figures 2.3.3 and 2.3.4)*. The pathway system associated with the Expressway and Boulevard will meander within the landscaped area. To identify the entry into the next zone (Design Zone 3), a transition between the formal and informal landscape will occur. A pedestrian bridge is proposed across the drainage swale on the eastern portion of Expressway *(Figure 2.8.1)*. The western portion of the Expressway utilizes the proposed park boundaries as a transition area between the Design Zones.

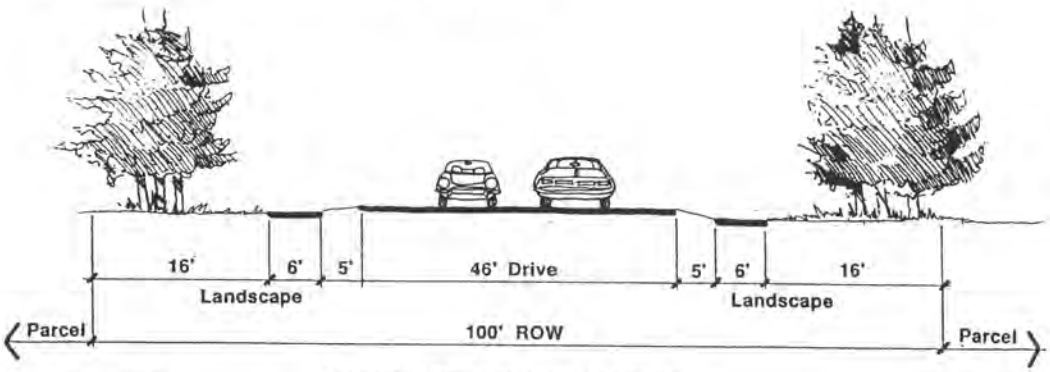



*Figure 2.3.1* **Informal Parkway w/out Median (Phase 1)**

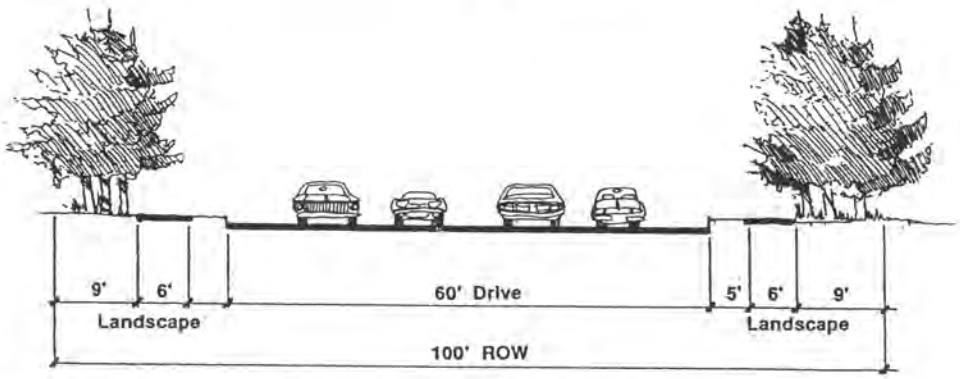



*Figure 2.3.2* **Informal Parkway w/out Median (Phase 2)**

*Figure 2.3.3*

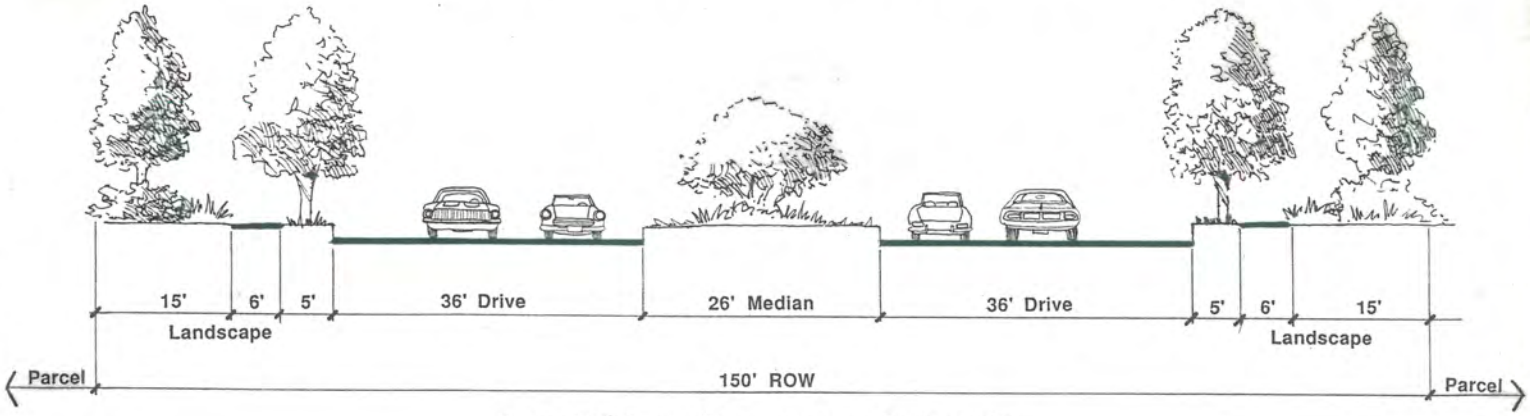
*Figure 2.3.4*

## 2.4 Formal Expressway and Boulevard Treatment

The more formal landscape treatment will occur along the remaining portion of Expressway and Boulevard. Three different cross sections will be used within this Design Zone (*Figure 2.0.2*). These cross-sections differ slightly in the landscape treatment to reflect the existence of additional landscape areas and medians.

*Figure 2.4.1*

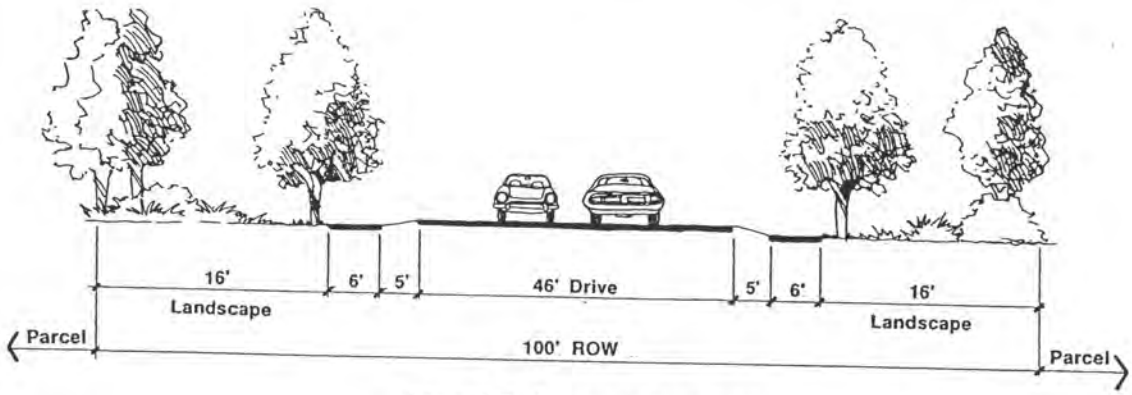
The streetscape along Expressway and Boulevard (as depicted in *Figure 2.4.1*) is characterized by regularly planted street trees spaced fifty feet (50') feet on center, with a six foot (6') meandering sidewalk. Screening berms planted with sod or wildflowers for areas of particular interest will be incorporated at irregular intervals along the street. At the intersection of Expressway and Boulevard, the islands will be planted with flowering trees and appropriate ground cover (*Figure 2.4.2*). The typical cross section for Expressway in this area is 150' of ROW with setbacks for landscaping and sidewalk. Where the Expressway ROW narrows to 100' along the Momont Property, the landscape treatment for the area will repeat the fifty foot (50') on center street trees, with sidewalk and, where necessary, will include berms and shrubs to screen existing parking and storage areas within the Momont Parcels Phase 1 *(Figure 2.4.3)* and Phase 2 *(Figure 2.4.4)*. Open space and parks will be connected by a trail system proposed for the Park.




**Formal Parkway (Expressway & Crossroad)**

**Note: Plant Street Trees 40' O.C.**

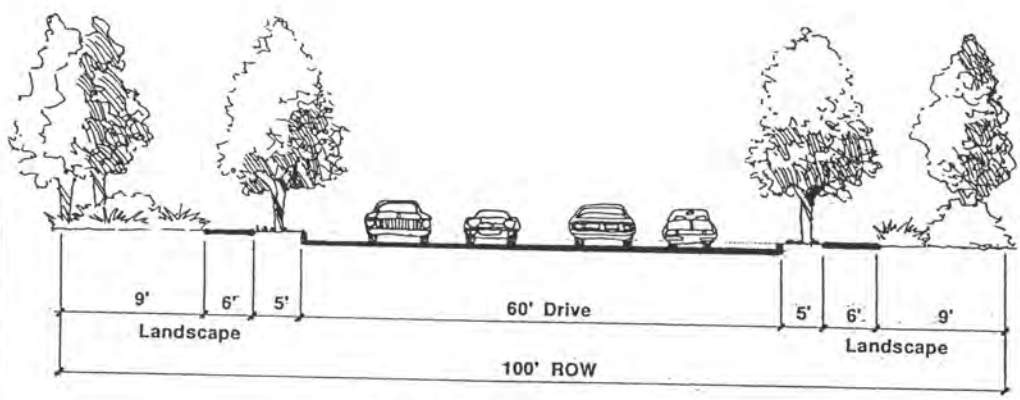
*Figure 2.4.2*




**Formal Parkway w/out Median**
(Phase 1)

Note: Plant Street Trees 40' O.C.

*Figure 2.4.3*




**Formal Parkway w/out Median**
(Phase 2)

Note: Plant Street Trees 40' O.C.

*Figure 2.4.4*

## 2.5 Gateways/Entrances

There are four "gateways" into the Missoula Development Park:

**(1) U.S. Highway 10 at Boulevard;**
**(2) Boulevard at Interstate 90;**
**(3) Expressway at U.S. Highway 10; and,**
**(4) Expressway at Butler Creek Road.**

As the name implies, a "gateway" visually announces the entry into the Park for the visitor. The two main gateways (at Boulevard at Interstate 90, and U.S. Highway 10 at Boulevard) will receive additional landscape or special treatments at bridges. The intent is to create a "sense of arrival" to the park and to promote the project to potential developers and tenants.

## 2.6 Nodes

Nodes are defined as intersections which occur at Expressway, Boulevard, and major collector streets serving the internal parcels. Presently, the plan identifies eight nodes *(Figure 2.0.2)*. Since intersections are points at which most vehicular and pedestrian traffic occurs, a higher level of landscape treatment has been established for these areas. The intersection of Expressway and Boulevard will receive the most design attention due to its volume of users. Nodes will include additional seeding areas, special paving and landscape features, such as flag poles or other vertical design elements, flower beds, sculpture, etc. (*Figure 2.6.1*). All site improvements will not encroach inside the required visibility triangle.

*Figure 2.6.1*

## 2.7 Public Parks

There are several public parks, greenways and riparian areas proposed for the property:

**Park 1** is a riparian corridor separating Blocks 1 and 2. **Parks 2 & 4** are active recreation parks located east of Butler Creek Road and west of Boulevard respectively. **Lalonde Ranch Historic Park (3),** is located on the former Dodd property, adjacent to east side of Interstate 90, just north of Momont Road. **Parks 5, 6 and 7** are for passive recreation and are located east of C Drive, east of Interstate 90 and along H Drive respectively.

Park 2 will provide additional ball fields for organized team play. The site will also provide a small picnic area, with a trail that connects to other portions of the project via the path system (*Figure 2.0.1*). Lalonde Ranch Historic Park is an historical site that is in the process of being placed on the National Registry of Historic Places. This park is envisioned as an educational tool to inform citizens about farming in the 1800's *(Figure 2.7.1)*. Other uses such

as administrative/office space, maintenance and storage should be designed to have little or no impact on the historical significance of the site.

*Figure 2.7.1*

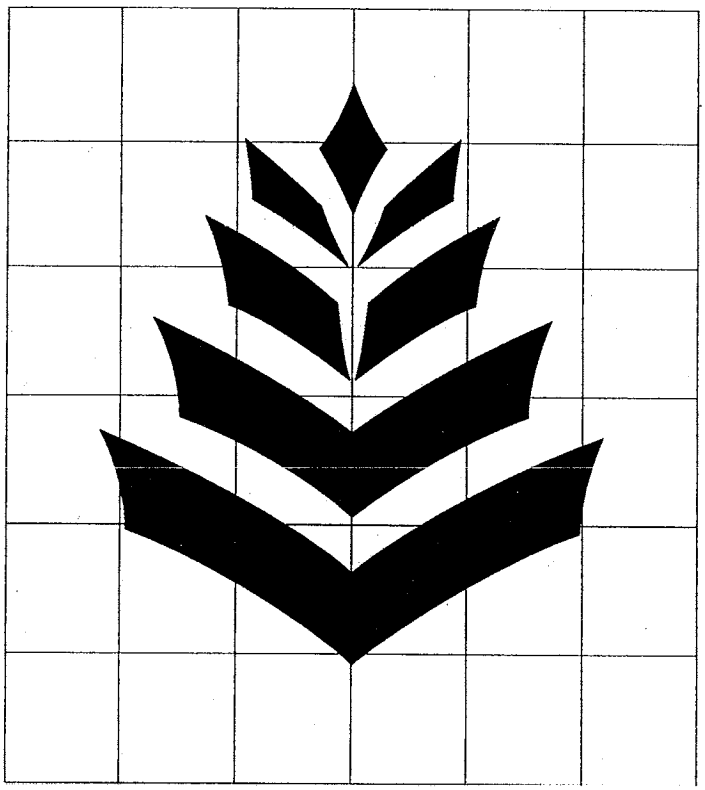
The site elements illustrated below and described in greater detail in later sections of these guidelines, will be incorporated in the Missoula Development Park Community Systems. The majority of park and open spaces will be used as passive spaces, designed primarily for sitting, picnicking, and other similar, unstructured activities which require few physical facilities.

*Figure 2.7.2*

Figure 2.7.3

# Site Development Guidelines

# 3.0



MISSOULA

DEVELOPMENT PARK

## 3.0 SITE DEVELOPMENT GUIDELINES

***Introduction***

The location and design of buildings and site improvements establishes the overall character and function of the Development Park. Site development guidelines include the placement of buildings on the Lot, the percentage of the Lot covered by buildings and parking areas, vehicular and pedestrian circulation, lighting and signage. The following criteria have been established as a basis for evaluating proposed site development to ensure consistency with other development within the Park. In some cases, these criteria may be more restrictive than existing Missoula County regulations; in other cases, they might be less restrictive. When this situation exists, the more restrictive standard will be enforced.

### 3.1 Yard, Space and Bulk Requirements

Yard, space and bulk requirements are set forth in Section 6.07 of County Zoning Regulation 76-113. This information must be used in preparing the site plan required for DRC review. See Section 8.0.

### 3.2 Typical Site Developments

See Figures 3.1.1 through 3.1.5

***Typical Warehouse/ Industrial/Lt. Industrial Layout***

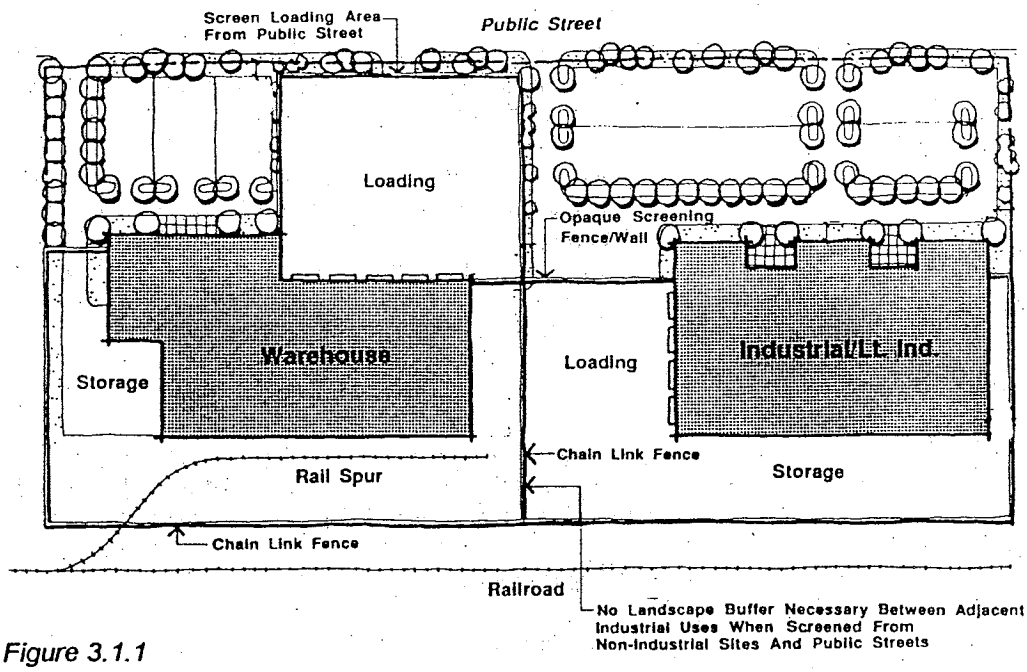



*Figure 3.1.1*

***Typical R&D/Office Layout***

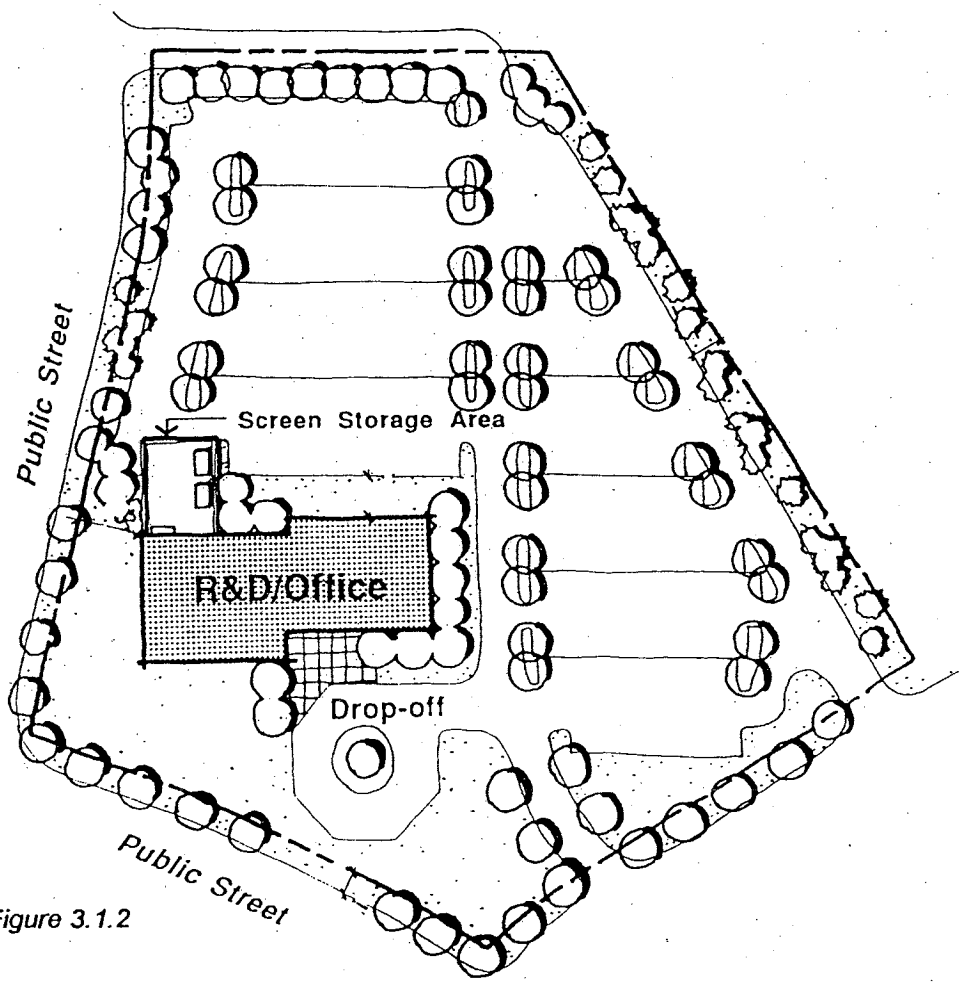



*Figure 3.1.2*

***Typical Commercial Layout***

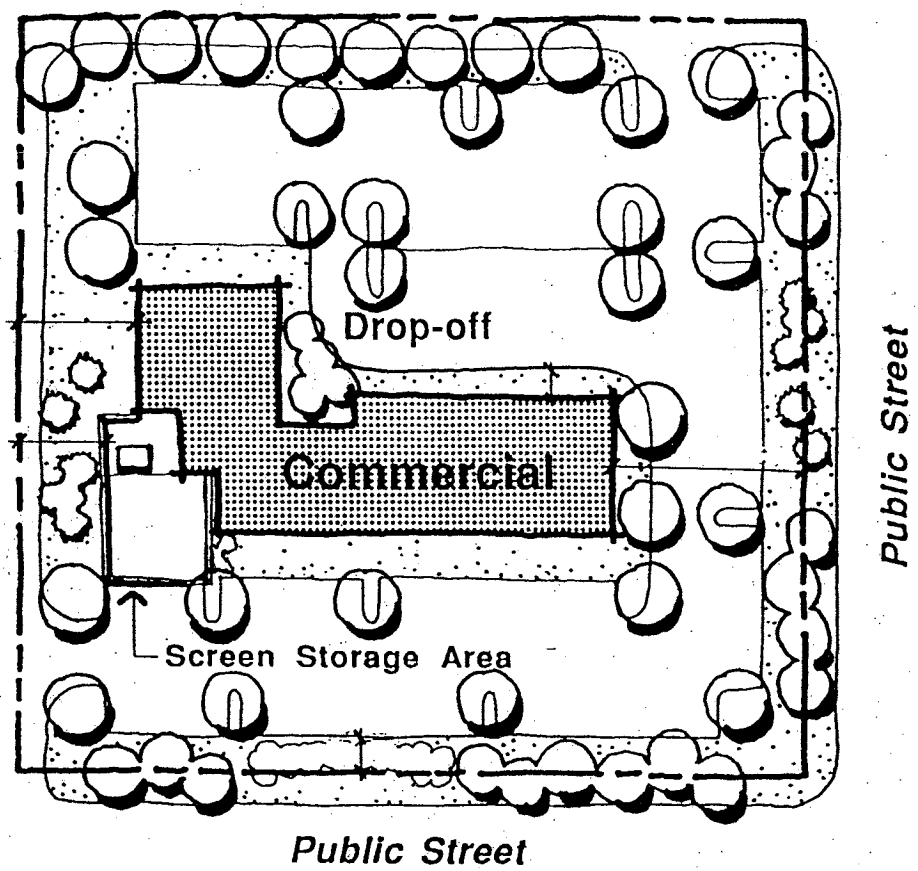



*Figure 3.1.3*

***Typical Hotel/ Conference Layout***

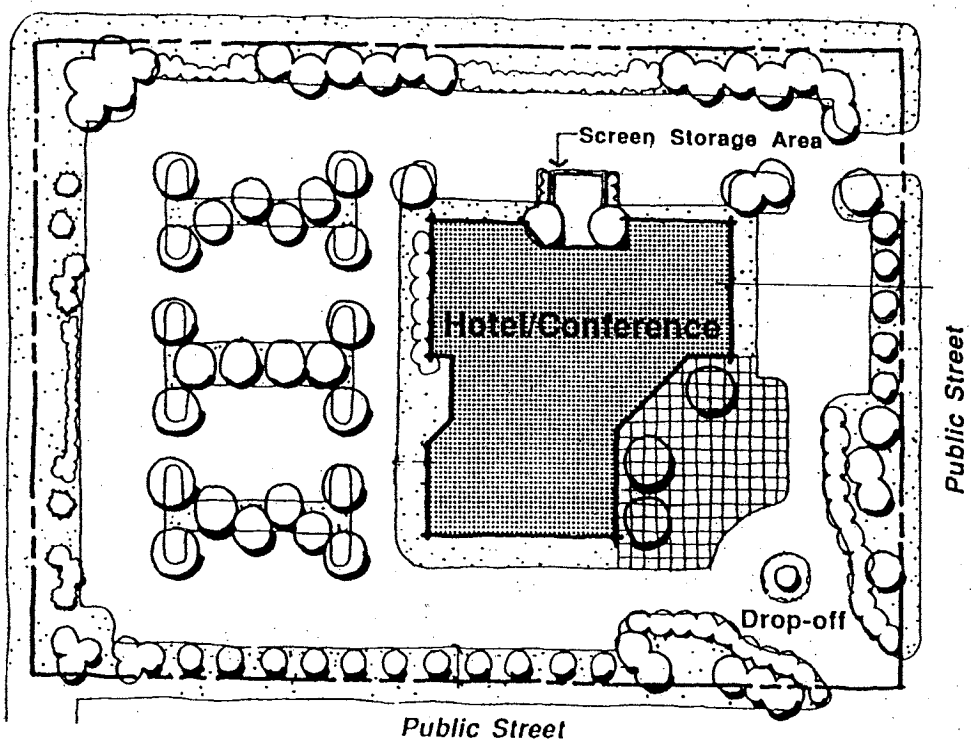



*Figure 3.1.4*

***Typical Univ. Business/ Tech. Training***

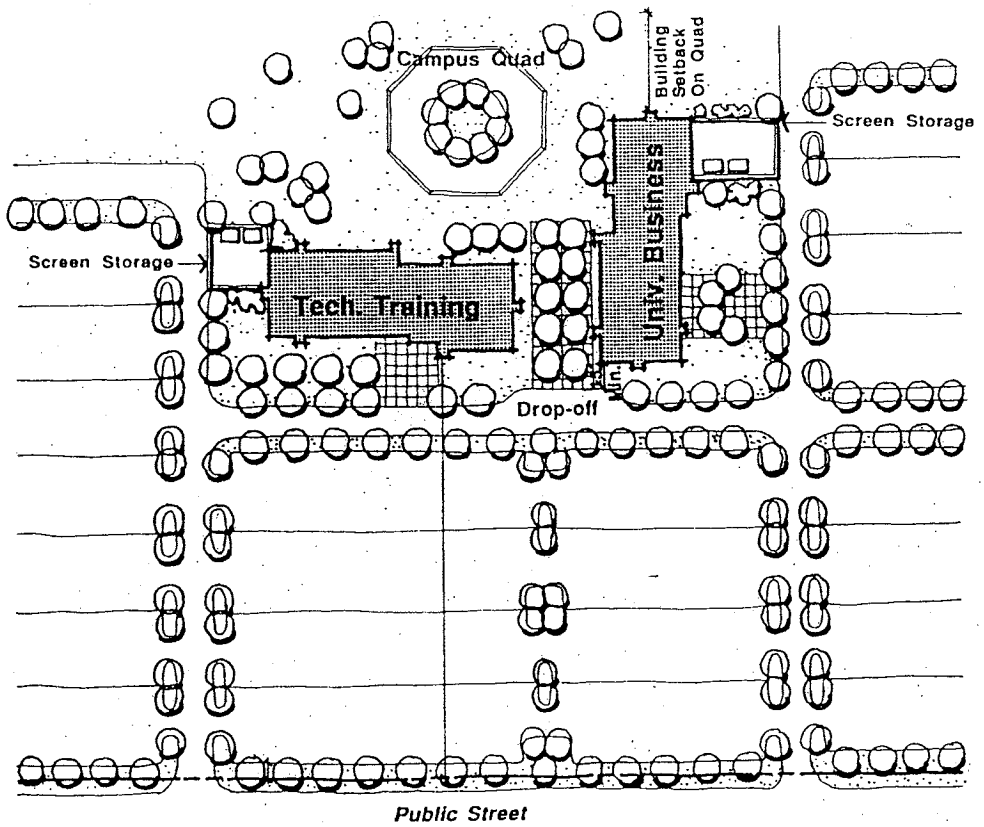



*Figure 3.1.5*

### 3.2 Vehicular Circulation and Parking Guidelines

***Purpose***

The purpose of the Vehicular Circulation and Parking Guidelines is to provide for safe and convenient movement of motor vehicles, limit vehicular/pedestrian conflicts, limit paved areas, provide screening for paved areas and to soften the visual impact of parking lots by providing interior planting.

***Objectives***

- *Create a safe efficient and attractive parking system;*
- *Ensure that all parking areas are appropriate in size to serve the business being conducted on each site without using adjacent streets or parking areas (joint use or shared parking may be permitted subject to approval of the DRC); and,*
- *Establish a clear hierarchy of use for all roads, parking lots and vehicular circulation routes.*
- *Accessible parking should be provided in accordance with ADA Guidelines for Buildings and Facilities.*

***Requirements***

Refer to Special Zoning District Regulations.

### 3.3 Site Grading and Drainage

***Purpose***

The purpose of the Site Grading and Drainage Guidelines is to ensure that development visually fits into the landscape and effectively sheds storm water.

***Objectives***

***Guidelines***

- *Grading should occur in a manner that respects the topography of the existing landscape;*
- *Smooth grading transitions should be provided between adjacent development Lots;*
- *Storm water retention on each Lot must be managed in accordance with the overall storm water management planning for the Park.*

***Requirements***

Refer to Special Zoning District Regulations.

### 3.4 Pedestrian and Bicycle Circulation

***Purpose***

The purpose of the Pedestrian and Bicycle Circulation Guidelines is to promote free and safe movement of pedestrian and bicyclist through the Park. This system links development sites and open space by way of sidewalks, pathways and trails.

***Objectives***

- *Pedestrian paths should be integral part of the open space system;*
- *All paths should recognize and address 'regional' linkages.*

***Requirements***

The DRC shall enforce connections and continuity for pedestrian and bicycle circulation in its evaluation of development and construction proposals.

### 3.5 Fencing

***Purpose***

The purpose of the Fencing Guidelines is to provide for security, to screen unsightly areas, and to provide visual relief and buffering.

***Objectives***

- *Screen all loading and storage areas from public streets and non-industrial land uses utilizing walls, fences and landscaping;*
- *Provide screening that is aesthetically pleasing and complimentary to the building and its surroundings.*

***Requirements***

Refer to Special Zoning District Regulations.

### 3.6 Service and Storage Areas

***Purpose***

The purpose of the Service and Storage Area Guidelines is to ensure that all service and storage areas are functional, yet remain screened from adjacent properties, parking areas, public streets and pedestrian walkways.

***Objectives***

- *Provide easily accessible and functional service and storage areas;*
- *Provide aesthetically pleasing screening walls and fences to match building architecture and design.*

***Requirements***

Refer to Special District Zoning Regulations.

The following examples illustrate recommended fencing types.

Loading doors shall be recessed from the building face to minimize their visual prominence.

# Landscape Development Guidelines

# 4.0

MISSOULA
DEVELOPMENT PARK

## 4.0 LANDSCAPE DEVELOPMENT

***Purpose***

The landscaping Guidelines recognizes that landscaping is of primary importance to the establishment of the design character of the Park. The guidelines are intended to promote the establishment of compatible and continuous landscape design treatments to enhance and unify the Park. More specifically, the guidelines are intended to unify the landscape through the use of common materials, to promote a well maintained appearance in areas not covered by buildings or parking, to minimize the adverse visual and environmental impacts of large paved areas and to promote the conservation of water. Refer to Special District Zoning Regulations.

***Objectives***

- *To establish continuity in the landscape character through the utilization of unifying landscape elements;*
- *To ensure that buildings and related improvements are complimented and adverse impacts are mitigated by the use of landscaping.*
- *To develop landscape designs that are compatible with the established design theme.*

***Guidelines***

### 4.1 Setbacks

Within the landscaped setbacks of each development site, the landscape should be kept in a natural condition with new planting and landscape features coordinated to emphasize entrances, screen unsightly elements of development and complement the Expressway experience. The landscape should blend with or gradually transition into adjacent parks and open space as described in the Community Systems section, utilizing a mix of evergreen and deciduous trees in naturally occurring groups.

**(1)** The setback space between development sites, streets and parking lots should be fully landscaped;

**(2)** If the landscape design incorporates plants that require seasonal watering, an automatic underground irrigation system, with backflow prevention, should be installed and maintained by the developer, property owner association, or individual property owner.

### 4.2 Development Zone

The key concerns within the Development Zone of each lot are to ensure an attractive setting for the building, and to reduce the visual impact of surface parking lots and service areas. The following guidelines allow considerable flexibility in the design and implementation of landscaping while ensuring a level of consistency and compatibility among development sites.

**(1)** Areas around buildings should be configured to create "outdoor rooms", such as eating areas that extend the interior functions of the building;

**(2)** Plantings along building entrances and pedestrian circulation should receive particular attention;

(3) Landscaping should be used to make the spaces more appealing and the building more energy efficient by blocking wind and providing shade.

### 4.3 Parking Lots

(1) Provide landscaped islands in parking lot interiors per the requirements described in *Figure 4.3.1*;

(2) The setback between public streets and parking lots should be fully landscaped. Where possible, berming should be provided in order to screen parked cars from the street. Where berms are not possible due to space limitations, the parking should be screened using evergreen trees and shrubs or moved to the back of the lot;

(3) In non-industrial areas at least one (1) tree for every ten (10) cars should be planted. Additional landscaping within parking areas is encouraged;

***Requirements***

Refer to Special District Zoning Regulations.

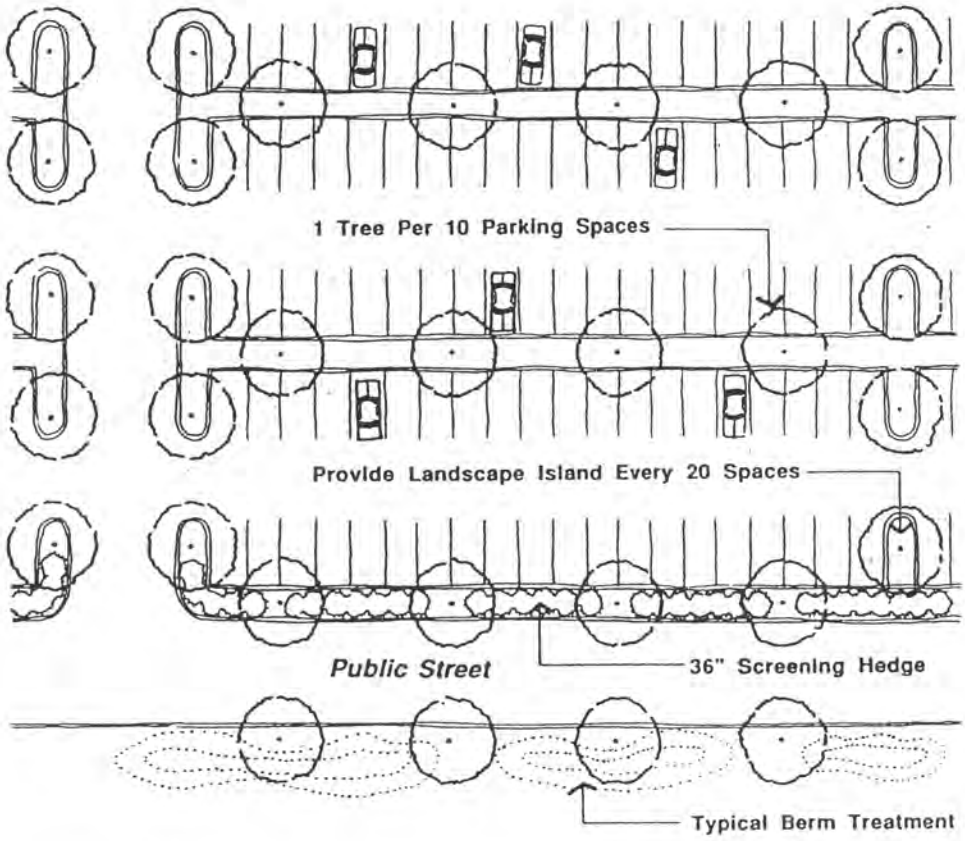



*Figure 4.3.1*

***Purpose***

## 4.4 Irrigation

***Objectives***

The purpose of the Irrigation Design Guidelines is to insure that the landscape is properly cared for and maintained within the Park.

- *Improve water conservation;*
- *Help ensure irrigation systems are water efficient and low maintenance.*

***Guidelines***

All irrigation systems are to be below ground, fully automated systems in compliance with all applicable building codes. Use of water conserving systems such as trickle (drip) irrigation for shrub and tree plantings is required. All backflow control devices should be located or screened so they are not visible from public streets or parking lots. All parking areas, drives and walks are to be "trimmed" to minimize spray onto pavements.

Trees permitted in the Park are limited to indigenous and species established and thriving in Missoula County. The following table lists the name (species) and use of recommended trees:

***Master Plant List***

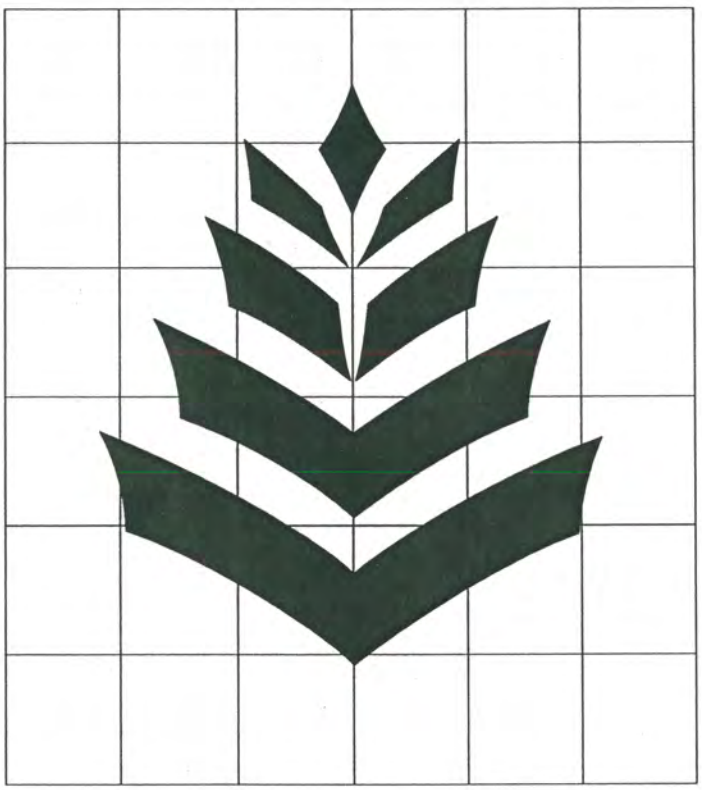
## 4.5 Master Plant List

| | Botanical Name | Common Name |
|---|---|---|
| *Street and Parking Lot Trees* | Acer platanoides | Norway Maple |
| | Acer rubrum | Red Maple |
| | Fraxinus americana | White Ash |
| | Tilia americana | American Linden |
| | Gleditsia triacanthos | Honey Locust |
| | Acer sacharinum | Sugar Maple |
| *Open Space and Buffer Trees* | Acer ginnala | Amur Maple |
| | Cretaegus sp. | Hawthorne |
| | Picea abies | Norway Spruce |
| | Picea pungens glauca | Col. Blue Spruce |
| | Pinus ponderosa | Ponderosa Pine |
| *Entry and Accent Trees* | Amelanchier sp. | Serviceberry |
| | Malus sp. | Crabapple |
| | Prunus virginiana | Chokecherry |
| | Pyrus calleryana | Pear |

**NOTE:** The standards for the Special Zoning District also contain certain landscaping and screening requirements.

# Architectural Design Guidelines

# 5.0



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## 5.0 ARCHITECTURAL DESIGN STANDARDS

***Purpose***

These architectural design guidelines are intended to provide guidance regarding style, massing, scale, materials and color selection for all buildings in the Park. The goal is a unified architectural character that reflects the established design theme. The guidelines are flexible to allow for a number of design alternatives for any building type. This will assure that designs will be cost effective and responsive to the requirements of the owners.

All designs should reflect site requirements and these guidelines.

Architectural designs should address three primary objectives:

***Objectives***

- *Enhance the theme established for the Park;*

  *Consistently use common building materials and architectural details;*

- *Create outdoor spaces between and around buildings.*

### 5.1 Building Form

1. New construction should reflect and complement the building form common to its function. Building design should emphasize horizontal elements and facade treatments. Vertical elements should be used sparingly for special architectural statements such as entries or to delineate uses within a large structure.

2. Buildings should be of architecturally sound forms with projected elements such as entries or other special areas within a facility (*Figures 5.9.1 - 5.9.5*).

### 5.2 Scale

1. For height and bulk requirements, refer to Special Zoning District Regulations.

2. Building entry areas must be articulated and express greater architectural detail than other portions of the building. Building entries should be designed at a pedestrian scale.

3. Large, monolithic expanses of uninterrupted facades are not allowed. Buildings should include facade offsets, undulations, and variety in surface pattern. Arcades, trellises and single story lobbies and service appendages should be used to help reduce large monolithic expanses.

### 5.3 Style

1. The appearance of buildings within the Park should comply with the recommended styles and materials illustrated in *Figures 5.9.1 - 5.9.5*. The design of the building should respect the style it is proposing, and at no time mix details from one style to another. The building design should create a structure with equally attractive facades on all building sides;

2. Large warehouse and light industrial buildings should use building fenestration and color to reduce the scale of the building.

### 5.4 Building Materials

1. Exterior materials should be compatible to the proposed style of the building and exteriors of adjacent structures, and the overall design character proposed for the Park. A design palette of materials has been developed for the Park which reflects the design theme for the overall development, providing enough flexibility for buildings within and between the various building types (*See Materials List)*;

2. Ancillary buildings, enclosures and projected building elements should be designed as an integral part of the primary facility. Where detached buildings are necessary, they should be compatible to the main building in design, use of materials, and color.

### 5.5 Materials List

1. The number and type of materials should be limited within a particular land use in order to create a sense of unity among related facilities in the Park.

2. Preferred building materials include, but are not limited to non-reflective glass, brick, stone, split face block, metal, glass block, and wood.

3. The following materials are not permitted: plain concrete block, plywood, aluminum or vinyl siding. The approval of exterior materials including type, color, texture, and the proposed use of these materials shall be at the discretion of the DRC. Materials of poor quality or of a character inconsistent with the design theme for the Park should not be used.

### 5.6 Details

1. Fenestration on the building should respect the fundamental design of the building and create a rhythm and organization, although not necessarily symmetrical;

2. Openings should be used to break up the horizontal facade;

3. Building designs should define the base, body and top of the building elevations through the use of color, materials and details (*Figures 5.9.1-5.9.5)*

## 5.7 Color

A project-wide color palette has been developed for the Park (Figures 5.7.1 & 5.7.2). Color plays an important role in providing continuity throughout the project and unifying individual parcels. The intent is to provide enough variety of color to create interest while assuring that colors are within the same family.

1. A single color should comprise over fifty percent (50%) of each building elevation. This dominant color should not be a primary color. Accent colors should not comprise more than ten percent (10%) of any building elevation's area.

2. Accent colors should be used for detail elements of buildings and site furnishings, such as, window trim, door frames, light fixtures and signage. These accent colors should be carefully considered and their use coordinated throughout the developed parcel.

# Color Palette

1H50F Shagbark

Primary

1M50E Dolphin

1M50D Chocola Tint

Primary

2VR1A Chanticleer

1U23B North Brook

1D26C Cruiser Green

Accent

**Warehouse/Industrial/Lt. Industrial**

1H48G Rex Tone

2H42G Ice Beige

1M50D Chocola Tint

1D50C Brown Saddle

Primary

2M42D Coffee Tint

1D48C Captaine

Primary

1U26B Bower

2VR1A Chanticleer

Accent

**R&D/Office**

# Color Palette

1M48E Mangrove

1U27B Guam Green

Primary

Accent

**Commercial**

2M42E Silver Mushroom

1U25B Arden Green

Accent

Primary

Accent

**Hotel/Conference**

Primary

Primary

Accent

**University Bus./Tech. Training**

### 5.8 Roofs

The style of roofs is a major design component of any architectural proposal.

1. Roofs should not dominate the main structure of a facility but should complement and enhance the fundamental design of the building. Gable, flat, hipped, or vaulted roofs are permitted. (*Figures 5.9.1 - 5.9.5);*

2. Designers should avoid shallow pitched roofs that poorly define the architecture of the building;

3. Roofing materials should be non-reflective.

*Design Elements*

## 5.9 Design Elements By Land Use Type

The following illustrations provide recommended styles and use of materials by land use. These illustrations have been provided as a concept or theme to generate creative design solutions by the Architects of individual sites.

### Warehouse/Industrial/Lt. Industrial

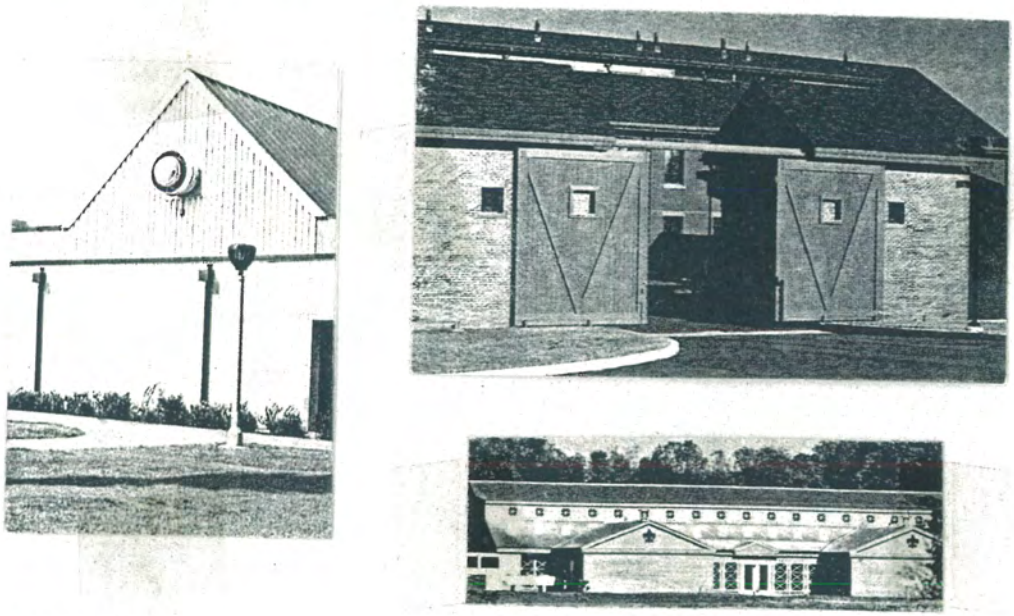


*Figure 5.9.1*

### R&D/Office

*Figure 5.9.2*

**Commercial**

*Figure 5.9.3*

**Hotel/Conference**

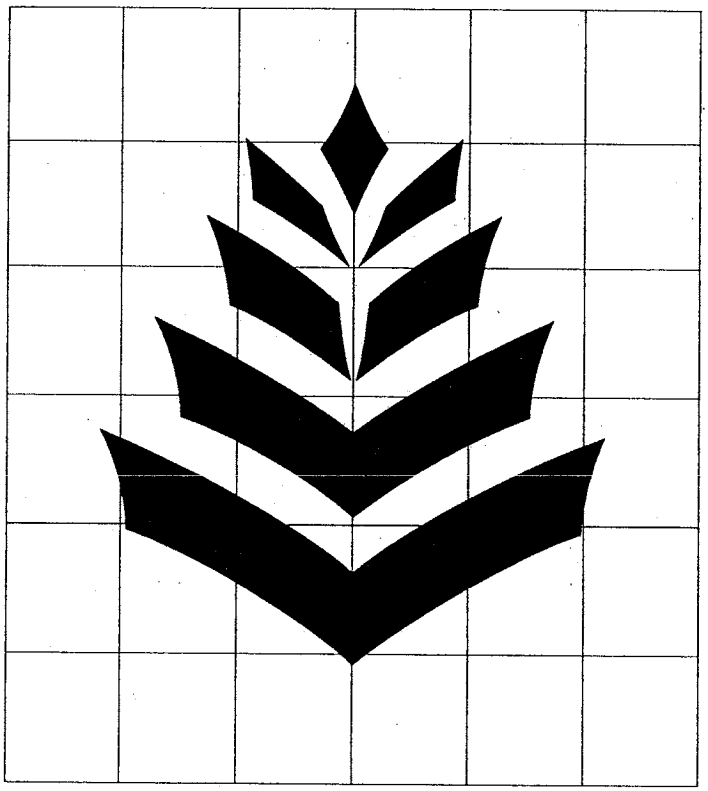
*Figure 5.9.4*

**University Bus./Tech. Training**

*Figure 5.9.5*

# Lighting Design Guidelines

# 6.0



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DEVELOPMENT PARK

## 6.0 SITE LIGHTING

***Purpose***

The purpose of the Site Lighting Guidelines is to provide for a safe, functional, visually attractive and coordinated site lighting system. A complete lighting system consists of building, roadway, access drive and pedestrian lighting.

***Objectives***

The following objectives for Site Lighting will be addressed by the Site Lighting Guidelines.

- *Standardized fixtures and poles throughout the Park;*
- *Restrained lighting within the Park, limited in extent, and respectful of each site's visual environment;*
- *Durable and vandal-resistant fixtures;*
- *Efficient, long lived, readily available, and easily replaced lamps;*
- *Lights located to avoid accidental damage;*
- *Adequate lighting for safety and security;*
- *Uniform light levels along streets and primary pedestrian paths;*
- *Lighting should not interfere with air traffic.*

***Guidelines***

Lighting should provide uniform illumination in compliance with the following minimum levels:

**Table 1: Minimum Light Level Chart**

| | |
|---|---|
| Intersection | Sum of Intersection/Streets |
| Expressway | 2.0 Foot-candles |
| Access Drives | 1.0 Foot-candles |
| Parking Lots | 0.5 Foot-candles |
| Pedestrian Paths | 0.5 Foot-candles |

* A professional lighting engineer should be consulted to determine the location and design required.

### 6.1 Building

***Types of Lighting***

1. Buildings and structures, if lighted, should provide a softly lit building surface;
2. Accent lighting fixtures should be located at ground level or behind roof parapets.

### 6.2 Roadways

1. Lighting for public roads within the Park should meet the minimum light levels as described in *Table 1*, and utilize the fixture and pole shown in *Figure 6.2.1* on the following page;

2. Lighting fixtures should be located near the roadway surface they are intended to illuminate;

3. Roadway lighting should use fixtures with good optical control, directed to provide uniform illumination.

### 6.3 Access Drives

1. Selective lighting of access drives for security and safety is required in areas where pedestrian security is essential. However, areas where security lighting is planned should not be over-lit to the extent that night vision is compromised.

2. Fixtures should be compatible in style, color and configuration with the Roadway Lighting *(Figure 6.2.1)*.

### 6.4 Parking Lots

1. All parking lot lighting should provide uniform illumination for safety and functionality, and should meet minimum light levels as described in *Table 3.*

2. The design should emphasize fixtures scaled to the pedestrian, utilizing a greater number of low-wattage sources rather than a smaller number of high-wattage sources.

### 6.5 Pedestrian Access

1. All sidewalks and locations where pedestrian paths bisect roads should be illuminated;

2. Pedestrian Lighting should meet the minimum light levels as described in *Table 3* and utilize the fixture and pole shown in *Figure 6.2.1*;

3. Bollard lighting, as illustrated in *Figure 6.5.1* should be used for activity nodes and areas of special interest.

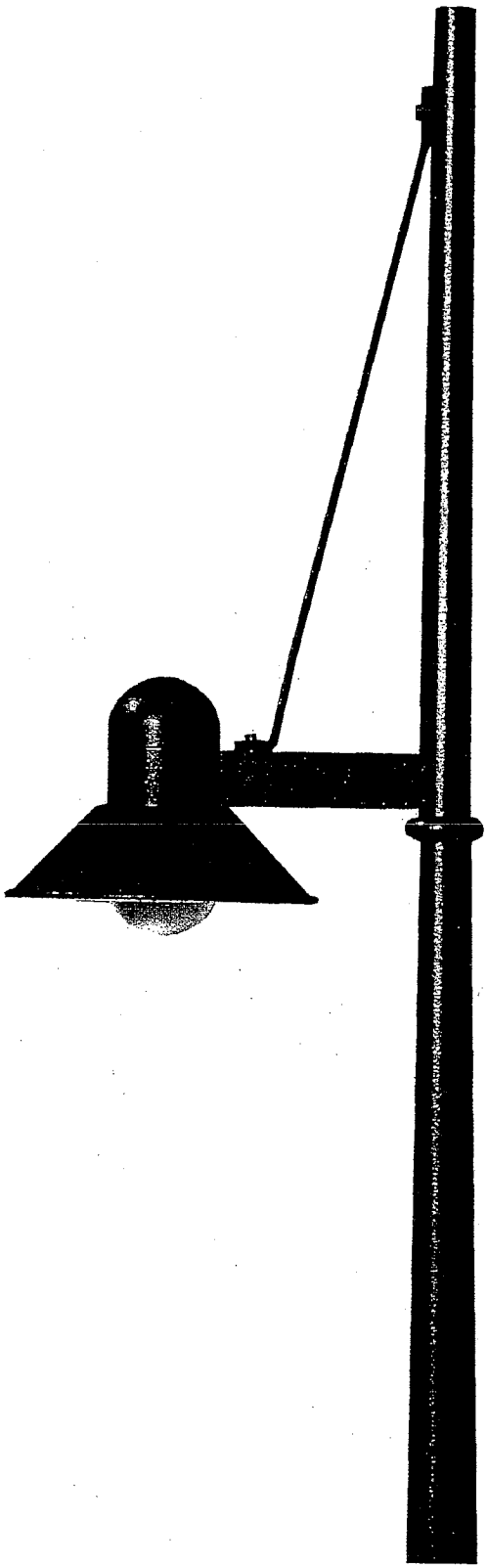


Figure 6.2.1

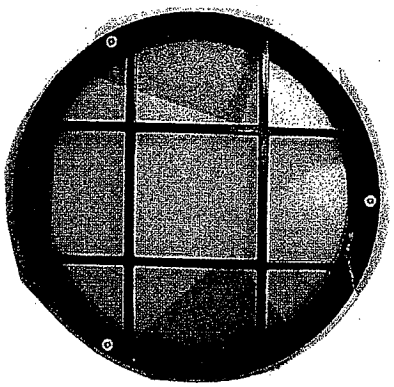


Figure 6.1.1

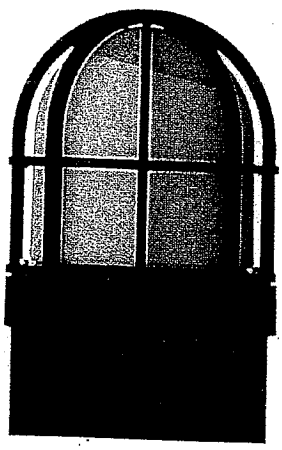
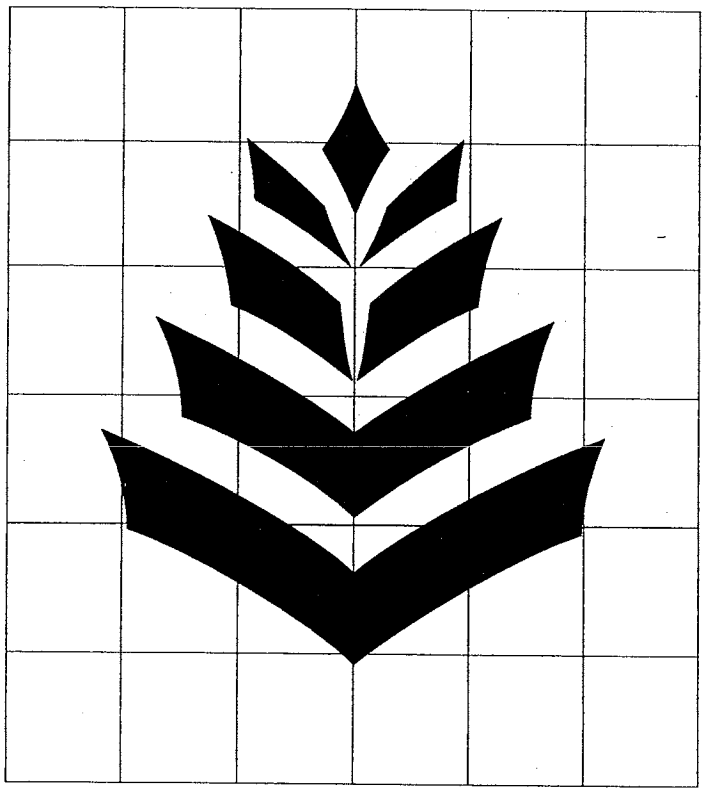


Figure 6.3.1

# Signage Design Guidelines

# 7.0



MISSOULA

DEVELOPMENT PARK

## 7.0 SIGNAGE

See also Special Zoning District Regulations.

***Purpose***

The purpose of signage is to effectively communicate information to the visitor in a timely, visible and legible manner. Regulations address sign location, layout, organization, and length of message, typeface, design of the supporting structures, and compatibility with other signs in the system.

A complete sign system consists of Identification, Directional and Regulatory signs. Identification signs are either Entry or Building Mounted signs which identify the tenant or the name of the building; Directional signs guide the motorist or pedestrian in, around, and out of the Park; Regulatory signs display standard traffic signals and warnings.

A standard sign system has been developed for the entire Park. The sign system provides a uniform yet distinctive identification for the tenants and the Park itself. Company's can express their individuality through the design of the type face and logo.

***Objectives***

The following objectives for the sign system are addressed by these Guidelines:

- *The design of all signs should be coordinated to ensure a uniform appearance;*
- *Signs for similar purposes should be consistent in style and detail;*
- *The system should be flexible to easily permit changes in message without excessive cost;*
- *Continuity of the sign system should be maintained by use of standard colors, typeface, materials, and construction details throughout the Park.*

***Guidelines***

### 7.1 Identification Signs

There are two primary categories for identification signs:

**(1)** Entrance Signs; and,

**(2)** Building Identification Signs.

The standard designs shown apply to all tenant Entrance and Building Identification Signs.

**Entrance Signs**

Entrance signs should identify individual building tenants or the name of the building. The standard tenant entry sign should provide a distinctive sign style that will complement a variety of architectural styles. This sign has been illustrated in *Figure 7.1.1,* with the following standards:

1. The corporate name, logo, or signature and optional descriptive identifier;

2. The street address number. In the case of multiple tenants, all may be identified on the sign, up to a maximum of three (3) tenants. Where there are more than three (3) tenants, the building should be identified by a name and the tenants should be listed on a directory inside the building;

3. Signs should be non-illuminated, or illuminated by indirect lighting.

4. Entrance identification signs should be constructed of a metal panel with stone or veneer base, single or double faced. If the sign is single faced, the backside should be painted the same color as the cabinet and poles.

5. The entrance identification sign should be placed perpendicular to approaching vehicular traffic such that it does not obscure any other identification, information or vehicular control signs. More than one sign may be used only where a site has more than one vehicular entrance, on different sides of the building.

IDENTIFICATION

*Figure 7.1.1*

**Building Identification**

The owner or tenant of a building may place the identification of the primary tenant or the name of the building on the surface of the building. In this case:

1. Only one building identification sign shall be allowed for each building;

2. Secondary elements should be shown on the interior directory.

3. The sign should be non-illuminated.

(1) Maximum letter height shall be twelve inches;

(2) Letters painted on windows, or mounted on or routed out of the wall or fascia panel (commercial users only) designed specifically for signage shall be allowed.

***Directional Signage***

**7.2 Directional Signage**

Directional signs serve to guide the motorist or pedestrian in, around, and out of the development park. Signs should be designed to reflect the following:

1. The positioning of directional signage is critical to its effectiveness. Each site requires careful analysis of vehicular and pedestrian traffic. Decision points must be identified and proper information and directional signage provided.

2. Directional signs should be limited to placement at key decision points along the Park's primary circulation system.

3. Format and construct the directional sign following the illustration in *Figure 7.2.1*. Sign dimensions should not exceed 3' wide by 5'6" tall.

4. Directional signs to various destinations should be grouped within one sign frame, as illustrated in *Figure 7.2.1*.

5. Directional signs should identify only primary tenants within the Park. More detailed information may be given on building identification signs and interior building directories.

6. Trail route identification signs should be placed at critical locations.

***Regulatory Signage***

**7.3 Regulatory Signage**

All traffic signs shall comply with the Montana Department of Transportation and the U.S. Manual on Uniform Traffic Control Devices;

*Informational Signs*

### 7.4 Informational Signs

1. All information signs should be perpendicular to approaching traffic. They should be positioned so there is a clear line-of-sight well before the point at which direction must be changed or action taken;

2. Informational signs should be positioned to avoid confusing backgrounds, particularly when directed to vehicular traffic.

*Temporary Signs*

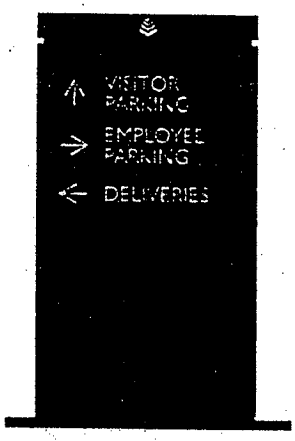
### 7.5 Temporary Signs

1. Temporary signs are permitted which identify the name of the proposed facility, the parties participating in its design, construction and financing, the anticipated date of occupancy, and leasing information;

2. One 8' x 4' free standing project sign is permitted. It shall be removed as a condition of occupancy of the building.

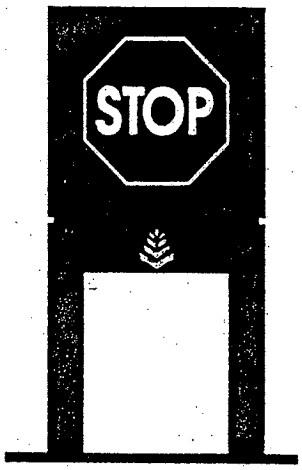
*Requirements*

Refer to Special District Zoning Regulations.




INFORMATIONAL

*Figure 7.2.1*




REGULATORY

*Figure 7.3.1*

Developer's
Application
- Contents

# 8.0

MISSOULA
DEVELOPMENT PARK

## 8.0 DEVELOPER'S APPLICATION - CONTENTS

### 8.1 Purpose and Intent

It is the purpose of this Section to identify and describe the contents of the application to be submitted to the Design Review Committee. During the pre-application meeting, the MDA staff and Zoning Office representative will discuss this Section with the Applicant.

It is intended that these application requirements be consistent with and applicable to subsequent application requirements of the Zoning Office and other reviewing agencies such as the County Surveyor.

### 8.2 Use of Zoning Regulations

These Development Guidelines do not contain space and bulk requirements, yard setbacks, height limits, or dimensions for parking spaces, signs, driveways, sidewalks, and the like. The Applicant will need to obtain this information from the Zoning Regulations.

### 8.3 Submittal

The Applicant shall submit five complete copies of the application to the Design Review Committee c/o the Projects Office, 200 West Broadway Street, Missoula, Montana 59802-4292.

**8.4 Contents** The application shall consist of the following:

1. **Cover Letter.** A cover letter requesting DRC review and approval of the submittal. The letter shall be signed by the Applicant.

2. **Site Plan.** A checklist for preparing the Site Plan is provided in Section 8.5. The checklist and other submittals in this Section cover all application requirements for zoning approval. The Site Plan shall show future phases of development or expansion, if any. A scale for the site plan shall be determined at the preapplication meeting.

3. **Drawings and Photographs.** At the discretion of the Applicant, the submittal may contain drawings, photographs and illustrations of other existing buildings and plans to demonstrate design intent for the proposed development. A wide variety of graphic material is acceptable and available from materials catalogs, contractors, architects, etc. Such graphics may not be used in lieu of the required site plan or other submittal requirements. However, use of such graphics is encouraged. If used, the material should be described in the required Narrative along with explanations on the extent to which such illustrations represent the Applicant's development intentions.

4. **Landscaping Plan.** This submittal is met by showing landscaping on the Site Plan and Elevation Drawings, and describing it in the Narrative. See 6.C. below.

5. **Elevation Drawings - Front, Side and Rear.** Elevation Drawings for the front, side and rear of new or expanded structures shall be provided. These drawings may be placed on the face of the Site Plan or on separate sheets attached to the Site Plan. A scale for these Drawings shall be selected during the pre-application conference. To the extent possible, the Elevation Drawings shall show landscaping detail and exterior building materials to be used.

6. **Narrative.** The outline below shall be used in preparing the Narrative. Please note that many of the major headings for the Narrative have specific references to these Guidelines and the Zoning Regulation. Applicants should review these references as the Narrative is prepared

A. General Information.

1. Legal description of the property to be improved.
2. Briefly describe existing buildings and uses, if any.
3. Briefly describe proposed improvements.
4. Describe proposed new uses or expansion of existing uses.
5. Provide the number of current employees and number of new employees to work at the new or expanded facility.
6. Total square footage (footprint) of existing structures and proposed structures or expansion.

B. Start and Completion Dates

1. Start and completion date for initial phase of construction.
2. Target date for occupancy.
3. List future expansion phases, if any, and give the estimated start year for each.

C. Landscaping Plan **GUIDELINES SECTION 4.0 / ZONING SECTION 6.07D.5.**

1. List of plants and trees by common name. Specify location on Site Plan.
2. Describe irrigation systems or methods.
3. Describe special landscape features, if any, e.g. at entrances or for screening purposes.

D. Supplementary Drawings and Photographs - See 8.4.3 above.

E. Building-Site Design **GUIDELINES SECTIONS 1.3 AND 6.0 / ZONING SECTION 6.07D.10.**

Describe with references to Site Plan and Elevation Drawings.

F. Vehicles **GUIDELINES SECTION 3.2 / ZONING SECTION 6.07D.2.**

Describe with references to Site Plan. Explain loading and truck movement needs, if applicable.

G. Pedestrians **GUIDELINES SECTION 3.4 / ZONING SECTION 6.07D.8.**

Describe with references to Site Plan.

H. Signs **GUIDELINES SECTION 7.0 / ZONING SECTION 6.07D.3.**

Describe number, type, size and height of each. Key each sign to a specific location on Site Plan or Elevation Drawings.

I. Exterior Lighting **GUIDELINES SECTION 6.0 / ZONING SECTION 6.07D.4.**

Define type, location and height of exterior lights - wall and pole.

J. Drainage-Grading **GUIDELINES SECTION 3.3 / ZONING SECTION 6.07D.6.**

Describe drainage and grade elevations as shown on Site Plan. For more information contact the County Surveyor. The County Surveyor is approving authority for drainage and grading Plans.

K. Fences **GUIDELINES SECTION 3.5 / ZONING SECTION 6.07D.7.**

Describe size, type, location and height. Show on Site Plan.

L. Specific Development Needs

It is of great importance to the DRC that these Guidelines and the Zoning Regulations not place unreasonable restrictions and expectations on businesses within the Development Park. To that end the DRC welcomes and encourages the Applicant to identify site and building design needs which conflict with these Guidelines or the Zoning Regulations. "Unreasonable" shall mean situations which are peculiar to the Applicant's needs and not commonly shared by other properties in the Development Park. The DRC reserves the right to join the Applicant as a co-applicant for zoning variances.

## 8.5 Site Plan Checklist

1. ____ Name, address, phone and FAX of person preparing Site Plan.
2. ____ Name of person or company for whom Site Plan is submitted.
3. ____ Legal description of the property.
4. ____ North arrow.
5. ____ Scale as determined at pre-application conference.
6. ____ Boundaries and dimensions of the property to be improved and any adjacent property in the same ownership.
7. ____ The location and footprint dimensions of the following:
a. ____ Existing buildings or structures to be retained (include height).
b. ____ Existing parking lots and spaces (show exact number of each).
c. ____ Proposed buildings (include height).
d. ____ Proposed parking lots and spaces(show exact number of each).
e. ____ Required landscaping, including ground cover by type.
f. ____ Scaled drawings which show ultimate size of trees and shrubs.
g. ____ Landscape irrigation systems (describe type).
h. ____ Fences and walls (include type and height).
I. ____ Existing access, driveways, loading areas and sidewalks.
j. ____ Proposed access, driveways, loading areas and sidewalks.
k ____ Signs - wall and pole mounted (include height).
l. ____ Scaled profile drawings of signs.
8. ____ Briefly identify present and proposed use of all buildings.
9. ____ Square footage of all buildings.
10. ____ Square footage of uses within buildings (office, storage, etc.)
11. ____ Bordering streets and street names.
12. ____ All easements (define type).
13. ____ Location of sewer and water connections to mains.
14. ____ Distance between property line and the following:
a. ____ Parking lots.
b. ____ Driveways.
c. ____ Curbs on public streets.
d. ____ All buildings.
e. ____ Pole signs.
15. ____ Distance between buildings and the following:
a. ____ Parking lots.
b. ____ Other buildings.
c. ____ Driveways.
16. ____ Existing and proposed building entrances.
17. ____ Existing and proposed trash storage.
18. ____ Indicate existing uses on adjoining lots.
19. ____ Areas which are not buildable because of topography or water.
20. ____ Location and type of outside storage units.
21. ____ Location, type and capacity of bike parking area.
22. ____ Adjacent public parks, drainages and sidewalks.
23. ____ Adjacent public trails and pathways. Ask DRC staff.
24. ____ Such additional features or problems as the Applicant wishes to demonstrate. These shall be described in Narrative Section 6.E.

NOTE: Required elevation drawings for new buildings and profiles of trees and signs may be enter on the Site Plan or provided on separate sheets attached to the Site Plan.