



SECOND AMENDED AND RESTATED DESIGN GUIDELINES

November 2, 2023

1.0 PREFACE/INTRODUCTION

The Planned Unit Development of Alpine Meadows is a blend of residential, mixed-use, and business park lots with strategically placed open space sited to create buffers and stagger density within zones. Allowable uses, setbacks, and specific land use regulations for each zone are detailed within the Alpine Meadows Amended and Restated Declaration of Covenants, Conditions, and Restrictions (the “Declaration”). The Declaration is intended to be reviewed and used in conjunction with these Design Guidelines.

The Design Guidelines for Alpine Meadows apply to all residential, mixed-use, and business park lots except as stated otherwise. The Design Guidelines are intended to guide owners and builders in architectural, site, and landscape design. The Design Guidelines are administered by the Architectural Review Committee (“ARC”) through a mandatory three-step review process.

The review process required by the Declaration and administered by the ARC does not replace or eliminate any review and permit process required by other agencies. Conformity with applicable land use regulations of Lincoln County and the Town of Alpine (and applicable state or federal regulations) shall be required, in addition to the requirements of these Design Guidelines and the Declaration. In the event of a conflict between or among the documents, the more stringent shall apply.

The purpose of these Design Guidelines is to strike a balance between individual expression in design intent and the visual protection and preservation of values for property owners at Alpine Meadows and the surrounding properties.

2.0 DESIGN PHILOSOPHY

Alpine Meadows is located in one of the Intermountain West’s premier river valleys. Situated near the banks of the Snake River near its confluence with the Greys and Salt Rivers, it is a special and unique place. The objective of the Design Guidelines is to integrate all structures within Alpine Meadows into the topography and vegetation of this portion of the Snake River valley in western Wyoming. It is the intent of Alpine Meadows that owners have the latitude to explore a range of architectural expression, creativity, and compatibility while maintaining this special and unique western valley.

To accomplish this integration, structures should use natural building materials, colors, and textures that mimic and blend with the surrounding natural landscape, as well as a building form that relates to the surrounding terrain. Successful integration should minimize the visual impact of residential structures on other properties within the neighborhood, as well as from adjacent

properties and other offsite vantage points that might be affected by the proposed structure. To protect the integrity of the regional environment and natural systems, architectural designs proposed for Alpine Meadows shall endeavor to incorporate materials, systems, and components that will optimize energy efficiency, minimize resource depletion, and maximize the recycling of materials.

3.0 DESIGN GUIDELINES

3.1 Site and Landscape Design Guidelines

3.1.1 Building Envelope

All structures and authorized improvements shall be located entirely within the building envelope, excluding building roof overhangs. New native plant materials are required and are encouraged inside and outside the building envelope as part of a landscape plan approved by the ARC. See the Appendix for the approved plant palette.

3.1.2 Building Siting

Building siting shall be sensitive to existing features of the terrain, drainage patterns, vegetation, views, solar exposure, and access. The location of structures shall consider and respond to the context of existing development by internalizing outdoor patios and work spaces to protect neighboring views, considering neighboring long-distance views, and preserving the existing pattern of street-front development (if one exists at the time of application). All improvements should be sited and designed as an integral element of the natural landscape.

3.1.3 Grading

Except for utility development and approved driveway improvements, site grading should be limited to the amount necessary to integrate the home, driveway, associated improvements, and landscaping within the site. While it is anticipated that the entire building site may be disturbed in the process of construction, the indiscriminate alteration of existing landforms, clearing of vegetation, or the addition of unnatural forms (berms) is not permitted. Re-graded cut and fill slopes shall not exceed 2.5:1, and effort shall be made to achieve a balance between cut and fill.

Site drainage and grading will be done with minimum disruption to the lot and shall not drain to adjoining lots or cause a condition that could lead to soil erosion on project street embankments, property within easements, or any property outside Alpine Meadows. In no instance shall areas outside the lot perimeters be disturbed, and any area outside the building envelope that is disturbed shall be fully restored. Final grading must have a 6-inch drop per 10 feet of run for positive drainage from the structure.

Alpine Meadows has a project-wide drainage plan that relies on roadway drainage swales to store and convey storm runoff. These swales run parallel to both sides of all subdivision roads within the road easement area encumbering all Alpine Meadows lots (with the exception of Lots # 46, 133, 142, and 167, which do not have drainage swales). To preserve and maintain this project-wide drainage system, lot owners are not permitted to alter the grading in the easement area other than to bridge the swale with their driveway and a 12" diameter culvert. The location of the driveway and driveway culvert must be approved by the ARC as a component of the plan review process. The ARC may consider grading alterations to the drainage swales with appropriate professional assurance that the original stormwater drainage system design is maintained.

3.1.4 Retaining Walls

Retaining walls within the project area will most likely not be required to develop sites. If a retaining wall is considered, the following guidelines shall apply. All cuts and fills in excess of four (4) feet shall be retained by retaining walls. Cuts and fills less than four (4) feet may be graded at a slope no steeper than 2.5:1 and must be stabilized and re-vegetated so that no erosion occurs. All retaining walls are required to be inside the building envelope or associated with driveway construction and must be identical or consistent with the color and materials used in the building itself. Acceptable exterior materials include those that are of high quality in content and detailing, materials that reflect regional resources and building traditions, materials with a sense of permanence, and indigenous materials that are used in an authentic, honest expression (refer to Section 3.2.2 Building Materials for additional detail). Walls visible from offsite shall be stepped where possible to integrate plant materials and minimize visual impact.

3.1.5 Fences

No boundary or arbitrary fence on any lot is permitted except in compliance with the Declaration. Fences may be used to screen or limit ingress and egress to an area immediately associated with the main structure and contained within the building envelope, including, but not limited to, child enclosures, swimming pools, garden plots, and kennels. Fencing materials must be consistent with the philosophy of the Design Guidelines, in particular Section 3.2.2 Building Materials, and cannot exceed five (5) feet in height. To provide visual unity and create a gradual transition from the structure to the land, the use of fencing that utilizes the materials and repeats the design of the structures is encouraged.

3.1.6 Entry Elements

Entry elements or markers have historically been used to demark the transition from a public to a private way and provide the owner's name and address. Gates, signs, walls, vegetation, and many other elements have been used to create these entry markers. Given the close proximity between both commercial and residential lots and the street, the need for these markers at the side of the street is not essential to locate homes and businesses. Therefore, applicants are encouraged to provide names and address information as a part of the structure rather than as a free-standing element adjacent to the road. If an entry element is proposed, it must be designed to provide minimal visual impact, be integrated into the natural landscape and existing landform, and employ the materials, colors, and textures used in the structures. Notwithstanding the foregoing, all properties are required to display their street number (whether on the structure or entry marker) within plain view of the street to enable public and emergency services to identify the structure. Lighting entry markers must be accomplished with downcast, 90-degree cutoff fixtures. Internally lit markers are provisionally permitted, provided the applicant can indicate that the lamp will be shielded and cannot be seen. See Appendix D for guidance on light fixtures and shielding requirements.

The business park and mixed-use lots will require signage that lists business names and addresses. Internal lighting is preferred, but down lighting is allowed. Building entry areas on business park and mixed-use lots must be articulated and express greater architectural detail than other portions of the building. Building entries should be designed at a pedestrian scale. Arcades, trellises, and single-story lobby/service appendages should be used to help the building flow into the surrounding ground planes. The final location, design, and materials require ARC approval.

Entry elements, gates, and address markers proposed for the residential lots should be set back 8-10 feet from the road so as not to interfere with or be damaged by snow removal or maintenance equipment and provide easy visibility in the event of an emergency or fire. Address

markers should not exceed a total of two (2) square feet in overall size. Address markers, lighting, and additional elements shall require ARC approval.

3.1.7 Driveways, Parking Areas, and Garages

Driveways for all lots are to be designed and constructed to minimize visual impact and site grading. Driveways should not exceed 20 feet in width, with the exception of minimum-passing pullouts, parking, and turnarounds. All parking areas are required to be entirely within the building envelope.

Driveway materials are limited to asphalt, concrete, unit pavers, or chip-seal finish asphalt outside the building envelope. Inside the building envelope boundary, asphalt, chip-seal finish asphalt, concrete, and unit pavers are permitted. Concrete and unit paver colors shall employ earth-tone colors in darker shades and must be approved by the ARC. Each owner shall properly maintain driveways to control excess gravel accumulation and surface deterioration. The ratio of hardscape to landscape outside of the building envelope should be minimized to the greatest extent possible.

The visual impact of garage doors should be minimized by such measures as, but not limited to, locating the doors to the rear of the lot and facing the doors away from the street front, constructing protective overhangs and projections, incorporating garage doors that match or compliment the structures architectural materials, color, texture, and employing landscaping to screen the garage from the street and immediate neighbors.

All parking and loading/unloading areas on business park and mixed-use lots must be sufficient to serve the business conducted on each lot. Generally, businesses are expected to locate their public parking on the street front side of the building and loading areas on the side or rear of the structure away from the street. All Town of Alpine parking requirements must be met. Business park lots may utilize a proportionate share of the common parking area to meet parking requirements. Mixed-used lots are required to have a minimum of 1.5 parking spaces per bedroom.

3.1.8 Landscape Design and Materials

Landscape design should create a natural and authentic landscape that fits within Star Valley, preserves the view corridors of the Snake River Range, respects the design variation within the neighborhood, and uses of neighboring landowners. To accomplish this goal, the landscape immediately surrounding residential and commercial buildings should be designed as a cultivated landscape. Open spaces adjacent to homes and between development zones will generally remain in natural grasses and grassland/shrubs such as sagebrush. Specific transitional open space lots, which provide a buffer and landscape screen between zones, were positioned to screen commercial from residential development and should employ plant material that visually separates these areas year-round.

Specifically, it is expected that both residential and commercial landscapes will present a traditional street yard appearance employing lawns, flower and shrub beds, and thoughtfully located trees. This expectation is intended to unify the streetscape visually. Owners are encouraged to create landscapes that mimic western Wyoming's naturally occurring plant communities in the backyard areas (considered generally out of sight from the street) of both residential and commercial lots. On lots adjacent to common open space, these naturalized areas can provide meaningful habitat when connected to the grass and sage community of the common open space.

To provide meaningful habitat, these naturalized plantings must mimic the endemic plant species' composition and growth patterns. While much of western Wyoming is dominated by grasses and sage, plantings in these naturalized areas are expected to employ a more extensive palette.

Habitat creation, screening, and other aesthetic goals should include clustered plantings from the regional native plant communities. The use of rock and boulders may be implemented as part of the landscaping effort with prior approval from the ARC.

The primary objective in creating these naturalized areas is to provide habitat for small mammals and birds. It must be assumed, however, that these plantings will be attractive to elk, deer, and moose as they migrate between summer and winter ranges. Therefore, owners who create these naturalized areas should anticipate that wildlife will utilize the vegetation as a food source and that some damage to plants should be expected. Owners wishing to avoid wildlife damage should employ native plant materials that are less attractive to wildlife. Feeding hay or other manufactured food to big game animals is strictly prohibited within the subdivision (see Alpine Meadows CCR's, Section 4.7 Wildlife).

Extensive plantings that require significant supplemental irrigation are not encouraged. See Appendix A for the approved plant palette.

3.1.8.1 Required Plantings

Owners will be required to plant a specific number, size, and type of trees on each lot, which shall be planted by the owner at the time of the completion of the residence or sooner unless specifically exempted by the Architectural Review Committee as part of their site plan approval. The following plantings equate to one planting unit:

Plant Unit

By quantity, size, and type

3	3" caliper canopy trees or 8' conifer trees (any combination)
6	6' - 8' large shrubs or multi-stem trees
8	#5 container shrubs

Substitutions in plant units (in part or whole) may be made where it is demonstrated that the substitution achieves the objectives of the standard plant unit for which it is being substituted. Applicants requesting substitutions in plant units (in part or in whole) must additionally provide evidence that the plants being substituted have the same market value as those being replaced.

Residential lots will require one plant unit per lot. Business park and mixed-use lots shall require two plant units per acre, rounding up to the nearest plant unit for the total acreage. Business park and mixed-use lots that border common area lots are required to install an additional three-plant unit along or within their common area boundary to provide year-round screening from residential lots. Landscaping shall be completed no later than twelve (12) months following the completion of a structure on any lot.

Plantings are encouraged in clusters to maximize their chance of survival. Plantings that create windbreaks are also encouraged to promote energy conservation and preservation of soils and wildlife habitat. Useful tools, including the pamphlets "Creating Native Landscapes in the Northern Great Plains and Rocky Mountains" and "Living on a Few Acres in Wyoming," are available through the Star Valley Conservation District office.

3.1.8.2 Firewise Landscaping

The potential for wildfire is the concern of every Owner. Firewise Landscaping principles are encouraged in landscape design. Primary considerations include maintaining fuel-free areas 3 feet or more from any structure, choosing fire-resistant native plant species, and spacing trees 10 feet from the sides and roofs of structures to avoid overhangs. For more information, the National Fire Protection Agency (NFPA) has many guidelines and assessment tools, including their Guide to Firewise-Friendly

Developments:

<https://www.nfpa.org/-/media/Files/Training/certification/CWMS/SaferFromtheStart.ashx>

3.1.9 Irrigation

Each owner is responsible for the installation and maintenance of an automatic drip irrigation system or other drip irrigation system which provides adequate water for the lot. Lawns must be watered by a sufficient turf-type system which maintains the lawn area.

Xeriscaping, a concept for landscaping that reduces the need for irrigation through the use of certain native species, will be considered on a case-by-case basis.

3.1.10 Snow Storage

Provisions for snow storage must be made on each lot by the owner. Lot owners are not permitted to deposit snow on adjacent lots without permission. Owners must meet the snow storage requirements of the Town of Alpine and all code requirements. The Board may require owners with excessive snow buildup that creates a hazard to relocate or remove the accumulated snow.

3.1.11 Maintenance

The landscapes on each lot shall be maintained in a healthy and vigorous condition by each owner. Required maintenance shall include, but is not be limited to, necessary irrigation to control fire danger, weeds, and other steps recommended by the Board to maintain the natural landscape of the lot.

3.1.12 Weed Control

All planting areas and lawn areas shall be weeded as necessary to maintain a clean and weed-free condition. Semi-annual spraying and weed control programs will be conducted as part of the responsibilities of the Alpine Meadows Property Owners Association (POA) and/or the Town of Alpine (TOA). Owners should be cognizant of the weed control program and are encouraged to coordinate their own control program to coincide with the POA and TOA's efforts when possible to maximize the effectiveness throughout the project.

3.1.13 Business Park and Mixed Use Additional Requirements

A minimum of 1,000 square feet shall be required for each unit of multi-family construction.

Parking lots shall include peripheral landscaped strips to soften their visual impact from the street and completely screen their presence from adjacent residential areas. Whenever space permits, additional landscaped islands and landscape strips shall be employed to break up large expanses of asphalt and further reduce the visual impacts from offsite. Peripheral streetside landscape strips shall be a minimum of 20 feet in width measured from the back edge of asphalt to the back of the parking lot curb. Landscape islands (free-floating within the parking lot) and landscape strips (perpendicular strips projecting from the peripheral strip) must be at least nine (9) feet wide (face of curb to face of curb). Not more than 20 car spaces may be continuous without a nine (9) foot by eighteen (18) foot landscape strip. Landscape islands and strips may be depressed, level, or slightly raised depending on the aesthetic and drainage considerations of the design. Depressed areas can provide stormwater attenuation and additional moisture for plants. Raised areas can provide dryer moisture areas for sage and grasses and shorter plant heights to enable views into the site and provide areas for signage. Raised areas may only be graded to a maximum height of 24 inches above the adjacent top of curb.

All service recycling containers and storage areas (including those intended for refuse storage) must be sited and screened so as not to be visible from all public areas, such as public roads, retail centers, walks, and adjacent lots.

Equipment, materials, supplies, vehicles, finished or semi-finished products, or similar items stored outside of buildings must not be exposed to view from adjacent properties, parking areas, streets, or pedestrian trails.

3.1.14 Berms

No berms are permitted between adjacent properties unless the ARC finds that such construction and maintenance is beneficial. If berms are permitted, they shall be required to comply with Section 6.4 of the Lincoln County Land Use Regulations and the Town of Alpine, whichever is the more stringent.

3.1.15 Exterior Lighting

The night sky is one of the great assets of the rural Intermountain West. This asset is adversely impacted by ambient light pollution. To help preserve the night sky, these design guidelines mandate strict and simple requirements. Site lighting should be strictly limited to areas necessary for safety and easy identification of driveway, building entries, directional signage in non-residential zones, and should not result in light pollution. Business park and mixed-use lots will provide parking area lighting, entry lighting, and directional signage lighting to provide safe access to customers. Compliance with maximum light illumination standards for Lincoln County and the Town of Alpine is required.

All exterior light sources (commercial and residential) must employ 90-degree cut-off, downcast light fixtures. Notwithstanding the foregoing, provision is made in residential lighting design for not more than two sconce-type fixtures located specifically at the front door. The fixtures may employ a translucent semi-opaque material to shield the lamp from view. Approval of this type of fixture is at the discretion of the ARC. No uplighting of any kind shall be permitted. No decorative or accent lighting shall be permitted except those used to celebrate religious holidays as determined by the ARC. Exterior lighting (with the exception of entry signage or address marker lighting) is prohibited outside the building envelope. Low-intensity lamps in combination with the previously described fixture are permitted where the entry drive intersects the main road for the sole purpose of locating the entry and illuminating the address sign but must be approved by the ARC. See Appendix D for guidance on light fixtures and shielding requirements.

3.1.16 Utilities

All utilities are to be placed underground and contained within the building envelope or driveway alignment where possible to minimize disturbance. The ARC must approve all proposed re-vegetation plans. Property owners may contact the Town of Alpine to request assistance locating utility stubs.

3.2 Architectural Design Guidelines

3.2.1 Building Height, Massing, and Form

Building height and massing shall be designed to be organic and asymmetrical to blend with the mountain environment. The goal of minimizing visual impact on neighbors may be addressed by such concepts as breaking up the roof forms and stepping the building mass along the site contours (if possible). Building forms shall be articulated such that secondary or subordinate wings serve to break up the mass of the main portion of the building to relate to the human scale. To obtain visually interesting facades, three-dimensional architectural projections and form manipulations such as covered porches are generally encouraged.

A maximum building height of 30 feet is permitted for single-family lots and 35 feet for business park lots (maximum of 45 feet is permitted for mixed-use lots). Building height is measured from the highest point of the roof to a point perpendicular to the midpoint of the road at the frontage. Minor projections such as chimneys may exceed the maximum building height by no more than

four feet (34 feet total height for single family). A minimum of 1,000 square feet for the ground floor area is required on residential lots and for each unit of multi-family construction. The enclosed floor area of the second floor (with full-height walls) shall be no more than 50% of the enclosed floor area and covered porches of the first floor. A maximum of 40% and 68% impervious surfaces are allowed on residential and business park/mixed-use lots, respectively.

Residential roof forms shall fit in with the surrounding natural landscape and can take on a variety of geometries, including gables, hips, vaults, or sheds. The main portions of the building shall employ roof pitches ranging from 5:12 to 12:12. Shallower pitches are permitted with ARC approval. Roofs are required to have a minimum overhang of 18 inches as measured (perpendicular) from the exterior wall to the nearest point of the fascia. Fascia plates shall be no less than eight (8) inches in width (not including the thickness of the roofing material) if the eaves and rakes are enclosed and no greater than eight (8) inches if the structural elements are left exposed. Flat roofs are allowed in the form of parapet roofs on commercial and mixed-use structures, so long as any mechanical equipment located on the roof is hidden from view.

Accessory structures shall be architecturally compatible with the dwelling and shall not exceed 200 square feet and 15 feet in height. Dog runs or other enclosures (subject to approval by the ARC) must be architecturally compatible with the dwelling.

A licensed surveyor is required to stake the approved building envelope and perimeter of the structure on-site to demonstrate compliance with ARC-approved drawings.

3.2.2 Building Materials

Acceptable exterior materials include high-quality content and detailing, reflect regional resources and building traditions, and possess a sense of permanence. Thought should be given to the texture of materials, composition of forms and related materials, and transition from one material to another. Rough textures are generally encouraged; glossy or reflective materials are prohibited. The scale of texture should also be considered; for instance, small, smoothly finished shingles applied in a fish scale pattern to a vertical wall can become more roughly textured than rough-cut lap siding.

The composition of textures and their related forms should be simple and elegant. The use of strong textural elements is more effective when they are tempered by simple forms. Prohibited materials include those that are openly imitative of traditional material or those that are glossy or reflective in appearance.

Wood and stone are encouraged for general exterior building wall treatment. Materials including concrete, non-reflective metal, rammed earth, and integrally colored split and ground face concrete masonry units will be considered. CMU or cinder block is allowed in commercial construction but cannot be left as an exposed finish. Prohibited exterior wall materials include, but are not limited to, Masonite, plastic, vinyl, aluminum, and T-111 sidings.

Acceptable roof materials include non-reflective and non-bright-colored metal roofing or other materials deemed appropriate by the ARC. Provisionally acceptable roof materials are architectural asphalt shingles, thick butt asphalt or composite shingles, and planted earthen roofs. Prohibited roof materials include, but are not limited to, glazed tile, standard asphalt shingles, and fiberglass shingles. Class A-rated roofing material is required.

Windows and doors constructed of wood or metal coated with an approved matte finish are encouraged. Vinyl windows are appropriate as long as the color blends with the siding and the use of horizontal sliders is minimized. Highly reflective glass is prohibited. Quality custom garage

doors are encouraged. Prefabricated and modular homes are prohibited unless otherwise approved by the ARC.

The ARC will consider solar roof materials on a case-by-case basis and should minimize visual impact on neighboring properties.

The winter alpine environment requires large amounts of energy to heat interior spaces. As this energy becomes more expensive and scarce, adequately insulated homes will be of greater value to their owners and be considered a more responsible use of limited resources. Property owners in Alpine Meadows are strongly encouraged to insulate structures to meet energy conservation goals. Some recommended insulation values for the mountain environment are as follows:

- Exterior walls are recommended to have a minimum R-26 insulation value (not inclusive of the exterior finish materials);
- Ceilings over conditioned spaces are recommended to have a minimum R-49 value (not inclusive of finish materials);
- Ceilings over spaces such as log walls are recommended to have a minimum of R-60 (not inclusive of finish materials);
- Floors over unconditioned crawl spaces are recommended to have a minimum R-30 value;
- Foundation walls in crawl spaces are recommended to have a minimum R-10 insulation value;
- Concrete slab-on-grade floors in conditioned spaces are recommended to have a minimum R-10 insulation value under the slab.

With the increase of wildfires affecting our region, firewise construction is encouraged. Consider nonflammable roof, siding, and decking options when choosing materials. Some materials, like mineral wool and double or triple-paned windows, can perform “double duty” by helping to meet insulative requirements and providing increased fire resistance.

The submission to the ARC of a materials palette and full-color rendered views of all exterior elevations indicating the use of all finishes is required for all projects.

3.2.3 Colors

An underlying goal of these Design Guidelines is for all buildings to be designed as an extension of the landscape and blend with the site's natural surroundings. One of the simplest ways buildings can achieve this goal is by using earth-tone colors. This is particularly important in the Intermountain West, where less vegetation allows soil color to influence the visual perception of the landscape to a much greater extent than in other areas. Matching the color of surrounding soils or using analogous colors is strongly encouraged. Variations may be achieved by increasing or decreasing the lightness or darkness of the color.

The use of natural finishes or transparent/semi-transparent stains is encouraged, while opaque finishes may be conditionally accepted. Accent colors that replicate hues found in the surrounding landscape, such as vegetation, rock outcrops, etc., may be used. The amount, location, and color of accents must be approved by the ARC. The color palette may have a range of analogous colors to articulate different elements of the building to reduce visual mass.

3.2.4 Exterior Mechanical Equipment

Mechanical elements, including HVAC units, utilities, vents, flues, and exhaust ports, shall not visually compromise the architectural character of the building through their number, size, or position. Architectural screening, including wall or roof forms and landscape screening, shall be provided to minimize visual impact on neighbors or from distant viewpoints.

3.2.5 Delivery and Vendor Boxes and Machines

No delivery pickup boxes, newspaper boxes, or vending machines shall be placed on the exterior portion of any business park or mixed-use lot. All such boxes and vending machines must be located within the interior of the buildings.

4.0 REVIEW PROCESS

4.1 Architectural Review Committee Process

The Architectural Review Committee shall meet within the timelines established in the Declaration upon submittal from an owner or owner-designated agent. There are three steps in the design review and construction process: Sketch Plan Review, Final Plan Review, and Final Inspection.

4.1.1 Step One: Sketch Plan Review

The sketch plan review of the proposed plan is a critical step with regard to the interpretation of the Design Guidelines. The applicant should expect a dialogue with the ARC regarding the proposed project's compliance with the Design Guidelines. The applicant should further expect that the ARC may require modifications to the proposed design as the ARC determines whether the proposed project meets the specifications and intent of the Design Guidelines. Applicants must, therefore, strike a balance between the amount of time and money expended to produce a coherent design proposal and the knowledge that the proposed design may require changes in part or whole.

The applicant is expected to supply the following information to the ARC via electronic mail in PDF format:

1. Conceptual site plan detailing:
 - a. Structure locations;
 - b. Driveway and parking;
 - c. Utilities;
 - d. Grading plan.
2. Conceptual architectural plans detailing:
 - a. Roof plan;
 - b. Floor plans;
 - c. Exterior elevations;
 - d. Exterior materials and colors

To assist the applicant in making sure their sketch plan submittal is complete, Appendix B provides a detailed checklist that compiles all sketch plan requirements into one document for ease of use.

4.1.2 Step Two: Final Plan Review

The final plan review will confirm that the detailed design is consistent with the plans reviewed at the sketch plan phase and that the applicant has addressed the recommendations provided by the ARC during the review process. Additional reviews will be required if the ARC finds the design concepts are changed or unacceptable.

An electronic copy of engineer-stamped documents is required for final plan review:

1. Site plan detailing:
 - a. Structure locations with all setbacks and easements;
 - b. Driveway, parking, walks, decks, retaining walls, and any other proposed improvements;

- c. Utility locations, including terminations and underground runs, etc.;
- d. Grading/drainage plan showing existing and proposed conditions;
- e. Existing and proposed vegetation;
- f. Limits of site disturbance;
- g. Snow storage locations
- 2. Architectural plans including:
 - a. Floor plans;
 - b. Exterior elevations;
 - c. Details sufficient to describe the design of the structure
- 3. Materials Palette
 - a. Color samples: Provide physical samples, 12" x 12", upon ARC request.
 - b. Rendered, full-color, scaled elevations indicating the location of all exterior finishes
- 4. Landscape Plan detailing:
 - a. Irrigation statement;
 - b. Planting plan;
 - c. Seeded areas;
 - d. Outdoor lighting, including cut sheets and specifications. Refer to Appendix D for shielding requirements;
- 5. Construction Plan (written summary and graphic plan) detailing:
 - a. Materials storage;
 - b. Stockpile of materials;
 - c. Work hours;
 - d. Sanitary facilities for construction personnel,
 - e. Trash removal, including recycling of waste;
 - f. Dust and noise mitigation plan;
 - g. Construction timeline;
 - h. Parking for construction workers;
- 6. Business Park/Mixed Use Lots Only
 - a. Potential number of employees and residents;
 - b. Proposed phasing and expansion of development, as applicable;
 - c. Trash and recycling plan;
 - d. Materials samples secured to boards of nominal 24" x 36" size substantial enough to retain configuration with materials attached. Submit catalog cut sheets of proposed light fixtures. Include manufacturer's specifications, photos, color chips, or any other information deemed appropriate to convey usage or application;
 - e. Sample sign schematic, which must comply with Section 6.4 of the Lincoln County Land Use Regulations and the Town of Alpine.

See Appendix C for a checklist of items required for the final plan submission.

After approval of the final plan submittal is received from the Alpine Meadows ARC, a review process can then be initiated with the Town of Alpine. The applicant is responsible for obtaining all approvals and permits from the Town. Provide a copy of the Permit to the ARC prior to commencement of work. Provide a copy of the Certificate of Occupancy to the ARC once work is complete.

4.1.3 Step Three: Final Inspection

All owners agree to allow site access to the ARC, ARC representative, and the Town of Alpine to inspect all work in progress at any time during construction. The final inspection is the third and final step in the ARC review and approval process. A final inspection must be requested and will be performed within (10) ten working days of the request. All construction, landscaping, and site

work is expected to be complete at the time of this inspection. If portions of the project are incomplete (such as landscaping) and it can be shown that completion is impractical given field conditions or other reasons, the owner must notify the ARC prior to the final inspection. The ARC will then determine whether to conduct an inspection or require that the project be completed. The review and approval process is complete once approval of construction and landscaping has been given and a Certificate of Occupancy is provided by the Town.

The Design Guidelines and the ARC review process provide a framework for owners to efficiently and thoughtfully address each aspect of the design and construction process. The objective is to facilitate, rather than complicate, the review and approval process. The Design Guidelines intend to provide owners the latitude to explore a range of architectural expression, creativity, and compatibility while preserving the interests of all Alpine Meadows property owners.

Any variances or deviations from the Design Guidelines that the ARC may grant shall be considered unique and will not set any precedent for future decisions. All such variance requests shall be reviewed on a case-by-case basis, and the ARC shall govern any determination.

4.2 Fees

4.2.1 Review Fees

Architectural review fees have been established by the ARC to defray the cost of design review in the architectural and construction process. A non-refundable fee of \$2,000 per single-family residential lot and \$2,500 per business park/mixed-use lot shall be due upon submission of the sketch plan documents. The ARC is authorized to retain the services of an administrative assistant/project manager, one or more consulting architects, landscape architects, or land planning consultants as needed to advise and assist the ARC in performing design review functions. Such support staff and consultants may be retained to assist the ARC on a single project, on a number of projects, or on a continuing basis. The compensation of support staff and consultants, if any, shall be included in the fee charged by the ARC for design review. The ARC may charge additional fees for excessive or multiple iterations of reviews, and such fees may be levied against an owner as a specific assessment pursuant to the Declaration. Additional reviews of resubmitted drawings that ignore previous ARC comments or are incomplete per the provided checklists in the appendices shall be considered excessive. Additional meetings and reviews resulting from multiple changes to the plans shall result in a minimum per-meeting charge of \$250, and an hourly rate of \$150/hour. All out-of-pocket expenses incurred by the ARC shall be reimbursable by the Owner. Unused portions of the original \$2,000 fee shall accrue to the Alpine Meadows Property Owners Association's ("POA") general operating account. The ARC reserves the right to modify architectural review fees at any time with 30 days advance notice.

4.2.2 Compliance Fees

The ARC shall require that a \$ 5,000 refundable "compliance" fee per single-family residential lot is due and payable at the time sketch plan documents are submitted. The compliance fee for commercial construction shall be \$10,000 per lot or 1% of the valuation the project is permitted for, whichever amount is more. This fee is applied to ensure that 1) damage to subdivision roads and landscaping during construction is repaired, 2) all landscaping and irrigation requirements are completed per the applicant's plan, and 3) the minimum standards of the Design Guidelines are adhered to. This deposit does not limit the lot owner's liability or responsibility to meet requirements; all costs incurred to repair off-site damage and complete landscaping. This fee shall be refunded, in full or in part, when a Certificate of Occupancy is obtained from the Town of Alpine and the project has achieved substantial completion per ARC review.

The review and building permit fees charged by the Town of Alpine's Planning and Zoning Department are separate from the review and compliance deposit fees charged by the Alpine Meadows ARC.

4.2.2.a Landscape Compliance Penalties

If a property is sold before the required landscaping is completed, the compliance fee will NOT be refunded to the seller, and the new owner will be required to provide a compliance deposit of \$5,000. That compliance deposit will be refunded to the new owner upon completion of the required landscaping for the property.

Due to the short planting season of our region, there is a twelve (12) month grace period following the Certificate of Occupancy for completion of the required landscaping. A fee of \$150 will be assessed to the property owner's annual membership fee for each month beyond this grace period that the landscape remains incomplete per the requirements of these guidelines and the Declaration. This grace period does NOT apply to sellers who sell before the landscape requirements are complete. In this instance, the compliance fee will not be refunded to the seller, and the buyer will have (18) months from the original Certificate of Occupancy date to complete the required landscaping.

4.2.2.b Building Envelope Compliance Penalty

A licensed surveyor is required to stake the approved building and building envelope on-site to demonstrate compliance with ARC-approved drawings. In the event that a violation is determined, meaning that the building(s) is situated outside of the platted building envelope, penalty fees will be imposed upon the property owner. Written notice will be given to the property owner, specifying the nature of the violation, the associated penalty fees, and the required steps and reasonable completion date for rectification. A minimum penalty fee will be assessed at 30% of the cost required to bring the violation into compliance if the homeowner refuses or is unable to correct the violation. Any additional costs incurred in addressing the violation, which may include but are not limited to legal fees, administrative costs, or the full cost of bringing the property to compliance, may also be assessed. Nonpayment may result in a lien upon the violator's property, suspension of an Owner's right to vote or use common areas, and other remedial actions as described in the Declaration.

4.3 Construction Regulations

From and after the time an applicant receives a building permit from the Town of Alpine, the applicant may proceed toward the commencement of the proposed improvements, provided that improvements shall strictly conform to all the requirements and provisions of the final plan review submission received by the Alpine Meadows ARC and the Town of Alpine. An applicant must submit a copy of the Town of Alpine's building permit to the ARC prior to commencement of construction. Approval by the ARC does not imply approval by the Town of Alpine's Planning and Zoning Department. Approval by the Town of Alpine and granting of a permit does not imply ARC approval.

The applicant shall make every effort to limit the impacts of construction on the building envelope. Applicants and contractors shall be prohibited from construction activity or site disturbance outside the lot boundaries. Any impacts to the area outside of the building envelope shall be restored to the natural landscape.

To protect the peace and tranquility of our neighborhood, construction activities are limited to the following hours to minimize disturbance to residents:

Monday to Friday: 7:00 AM to 6:00 PM

Saturday & Sunday: 9:00 AM to 5:00 PM

Federal Holidays: No construction activities except in cases of emergency

Activities such as interior work, landscaping (without the use of machinery), painting, and others that do not necessitate the use of heavy machinery, pneumatic tools such as nail guns, and electrical tools such as saws & drills are permitted beyond the aforementioned time regulations.

Any members of the Architectural Review Committee may, from time to time, review construction progress to determine that:

- a. Construction is consistent with the plans approved by the Committee;
- b. Off-site construction impacts on the surrounding residents are minimized.;
- c. Construction progress conforms to the construction schedule;
- d. All construction activity is contained within the lot boundaries.

In the event construction differs in any material or significant fashion from the final plan review submission approval, the owner will be sent a notice of a hearing, at which the owner shall be entitled to be present to determine whether a violation of the approvals has occurred. The hearing shall be held not more than seventy-two (72) hours after the discovery of the violation or as soon thereafter as is reasonably practicable. The Architectural Review Committee may withdraw its approvals as detailed under the enforcement provisions of the Declaration if it determines that a significant or material deviation from the approved plans has occurred. If the approvals are withdrawn, the Architectural Review Committee, Declarant, or POA Board shall be entitled to exercise such remedies under the law and/or which may have been granted pursuant to these Design Guidelines and/or the Declaration.

4.4 Post-Construction Improvements

While any Owner may remodel, paint, or redecorate the interior of structures on his Property without approval, modifications to the exterior of improvements on a Property shall be subject to review and approval by the ARC and Town of Alpine prior to commencing work. Examples of these modifications include, but are not limited to, the use of different exterior paint, a dog kennel fence, or the addition of porches or decks. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme, rebuild a damaged structure substantially in accordance with originally approved plans and specifications, or plant additional trees or shrubs that are a part of the approved plant palette.

APPENDIX A

Approved Plant Palette

Evergreen Trees:

Picea pungens	Blue Spruce
Pinus contorta	Lodgepole Pine
Pseudotsuga menziesii	Douglas fir

Deciduous Trees:

Populus angustifolia	Narrowleaf Cottonwood
Populus tremuloides	Quaking Aspen

Shrubs:

Dry Site

Artemisia tridentata var. tridentata	Mountain Big Sagebrush
Purshia tridentata	Antelope Bitterbrush
Chrysothamnus spp.	Rabbitbrush
Amelanchier alnifolia	Serviceberry
Prunus virginiana var. melanocarpa	Chokecherry
Shepherdia canadensis	Buffaloberry
Symphoricarpos oreophilus	Mountain Snowberry
Rosa woodsii	Wood's Rose
Potentilla fruticosa	Shrubby Cinquefoil
Juniperus communis	Common Juniper
Mahonia repens	Creeping Mahonia
Ribes aureum	Golden Currant
Ribes oxycanthoide	Northern Gooseberry
Rubus idaeus	Wild Red Raspberry

Moist to Wet Sites

Alnus incana	Mountain Alder
Cornus sericea	Red-osier Dogwood
Crataegus douglasii	Black Hawthorn
Ribes viscosissimum	Sticky Currant
Elaeagnus commutata	Silverberry
Salix exigua var. exigua	Coyote Willow
Salix bebbiana	Bebb's Willow
Salix boothii	Booth's Willow
Salix geyeriana	Geyer's Willow

Wetland Grass-like Species:

Carex rostrata (= utriculata)	Beaked Sedge
Carex nebraskensis	Nebraska Sedge
Carex aquatilis	Water Sedge
Juncus torreyi	Torrey's Rush
Juncus ensifolius	Blade-leaf Rush
Scirpus acutus	Hardstem Bulrush
Eleocharis palustris	Creeping Spikerush
Calamagrostis canadensis	Bluejoint Reedgrass

Agricultural Meadow Grasses:

Phleum pretense	Common Timothy
Poa pratensis	Kentucky Bluegrass
Dactylis glomerata	Orchard Grass
Agropyron intermedium	Intermediate Wheatgrass

Native Bunch Grasses:

Elymus cinereus
Elymus trachycaulus
Poa secunda
Elymus spicatus
Koeleria macrantha

Basin wild rye
Slender Wheatgrass
Big Bluegrass
Bluebunch Wheatgrass
Prairie Junegrass

Native Turf Grasses:

Elymus smithii
Elymus lanceolatus var. *lanceolatus*
Elymus lanceolatus var. *riparius*

Western Wheatgrass
Thickspike Wheatgrass
Streambank Wheatgrass

APPENDIX B Sketch Plan Submission Checklist

Please include the following as part of the sketch plan submission to the Architectural Review Committee:

Applicant Information:

- Applicant's Name
- Lot Number
- Date of Submission on submitted documents
- Fee Included with Submission

Submission Drawings:

Conceptual Site Plan:

- Minimum 1" = 20'-0" with 2' contours
- Structure locations - demonstrate structures are within building envelope as required by the Design Guidelines and the Declaration
- Driveway, Parking, Garage:
 - Driveway is 20' wide or less
 - Driveway location and materials noted clearly
 - Demonstrate no impact to stormwater drainage system by driveway
 - Parking areas are within the building envelope
 - Garage is not a prominent feature (recommended)
- Utilities
 - Located within envelope or driveway alignment
 - Screening of mechanical equipment
- Fencing
 - No boundary fencing
 - Fencing for screening, limiting ingress/egress is:
 - Contained with building envelope
 - Does not exceed 5' in height
 - Integrates with main structures
- Grading
 - Located within building envelope & limited in scope
 - Drainage swales preserved
 - Cut/fill slopes less than 2.5:1
 - No berms without prior consent from ARC

Conceptual Architectural Plans (minimum 1/4" = 1' - 0" scale):

- Floor Plans:
 - Construction type noted (ex: stick-built or pre-fabricated which requires prior approval)
 - Ground floor area minimum of 1,000 square feet
 - 2nd floor < 50% of enclosed area/covered porches of 1st floor
 - Maximum of 40% impervious surface
- Roof Plan
 - Pitches between 5:12 to 12:12; others will be considered if part of a compelling,

well-considered design

- Minimum overhang of 18"
- Facia plates < 8" in width if enclosed
- Rafters < 8" if exposed
- Roofing Materials noted
 - No glazed tile, shake, or fiberglass shingle roofs
 - Class A rated roofing material
- Elevations:
 - Building Heights noted clearly
 - Maximum Height of 30'
 - Minor projections may reach maximum of 34'
 - Accessory structure maximum 15'
 - Exterior Building Materials and locations noted
 - Non-reflective, non-glossy, non-imitative materials
 - No masonite plastic, vinyl, aluminum, or T-111 siding
 - Materials are used in appropriate manner
 - Colors are earth-tones, natural, transparent, or semi-transparent stains

APPENDIX C
Final Plan Submission Checklist

Please include the following as part of the final plan submission to the Architectural Review Committee:

Applicant Information:

- Applicant's Name
- Lot Number
- Date of Submission on submitted documents
- Fee Included with Submission

Submission Requirements:

- Site Plan, minimum 1" = 20'-0"**
 - 2' contours shown on plan
 - Signed and sealed by licensed engineer
 - All setbacks and easements clearly delineated on plan
 - Proposed improvements (driveway, parking, walks, decks, retaining walls, etc.) are clearly dimensioned and noted
 - Structure is contained within building envelope (exception of overhangs)
 - Accessory structure locations are clearly noted and dimensioned to setbacks and easements
 - Limits of site disturbance are clearly noted
 - Snow storage locations are shown
 - Driveway, Parking, Garage:
 - Driveway is 20' wide or less
 - Driveway location and materials are clearly shown and dimensioned
 - Demonstrate no impact to stormwater drainage system by driveway
 - Driveway culvert shown and noted
 - Parking areas are within the building envelope
 - Garage is not a prominent feature (recommended) and impact of the garage doors is minimized
 - Utilities
 - Utilities are located underground within envelope or driveway alignment
 - Locations, including terminations and underground runs are clearly shown and dimensioned on plan
 - Screening of mechanical equipment is shown on plans
 - Fencing
 - No boundary fencing
 - Prior consent required for fencing for screening, limiting ingress/egress
 - Contained with building envelope
 - Does not exceed 5' in height
 - Integrates with main structures
 - Retaining walls are shown, if applicable
 - Grading and Erosion Control
 - Existing and proposed conditions clearly shown on plan
 - Limits of site disturbance are clearly indicated

- Site grading is contained within building envelope & limited in scope
- Drainage swales are preserved
- Cut/fill slopes less than 2.5:1
- No berms without prior consent from ARC
- Landscape Plan:**
 - Improvements are sited and designed as an integral element of the natural landscape
 - Planting locations and types are clearly shown demonstrating compliance with planting unit requirements
 - Consideration has been given to create a natural, authentic landscape that provides meaningful habitat and presents a traditional streetyard appearance
 - All materials are noted including:
 - Hardscape (asphalt, chipseal, pavers, etc.)
 - Existing and proposed vegetation and seeded areas
 - Grading and Drainage clearly noted
 - Irrigation system and control location shown on plan with irrigation statement
 - Outdoor lighting and fixture locations shown on plans and are:
 - Limited to areas necessary for safety and easy identification of landmarks
 - Comply with maximum light illumination standards for the own of Alpine and Lincoln County
 - Employ 90-degree cut-off, downcast lighting fixtures
 - No more than (2) sconce-type fixtures at the front door
 - Decorative or accent lighting is prohibited
 - No exterior lighting permitted outside the building envelope
 - Submit catalog cut sheets of proposed light fixtures. Include manufacturer's specifications, photos, color chips, or any other information deemed appropriate to convey usage or application
- Construction Plan** (written summary and graphic plan):
 - Materials storage
 - Stockpile of materials
 - Work hours (7 am - 7 pm)
 - Sanitary facilities for construction personnel
 - Trash removal, including recycling of waste
 - Dust and noise mitigation plan
 - Construction timeline (within 18 months of commencement of construction to receipt of COO)
 - Parking for construction workers;
- Architectural Drawings, minimum ¼" = 1' - 0" scale**
 - Footing and Foundation Plan
 - Floor Plan(s)
 - Ground floor area minimum of 1000 square feet
 - 2nd floor < 50% of enclosed area/covered porches of 1st floor
 - Maximum of 40% impervious surface
 - Roof Plan

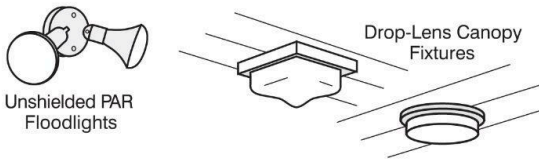
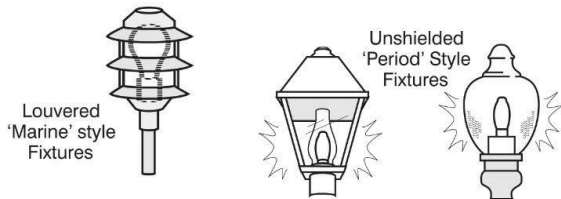
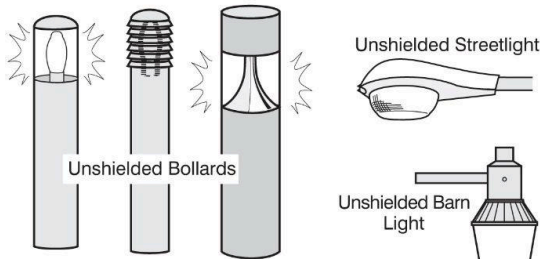
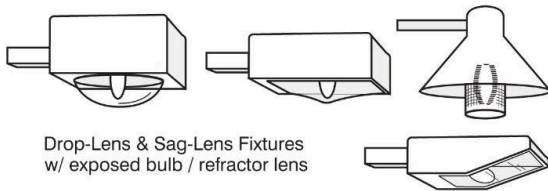
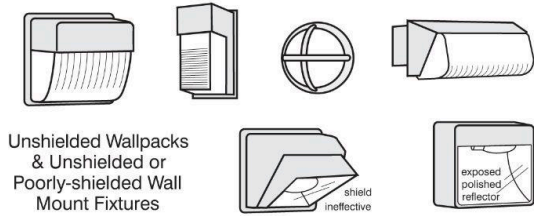
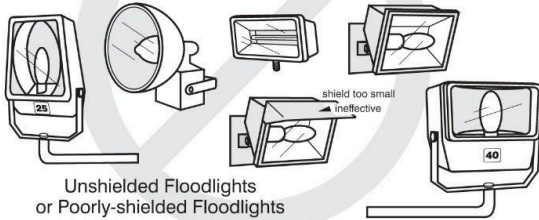
- Roof pitch indicated; Pitches between 5:12 to 12:12; others will be considered if part of a compelling, well-considered design
- Minimum overhang of 18"
- Facia plates < 8" in width if enclosed
- Rafters < 8" if exposed
- Roofing materials indicated
 - No glazed tile or fiberglass shingle roofs
 - Class A rated roofing material
- Architectural Elevations
 - Building Heights noted clearly
 - Maximum Height of 30'
 - Minor projections may reach maximum of 34'
 - Accessory structure maximum 15'
 - Accessory structures are architecturally compatible with the main structure
 - Exterior Building Materials and locations noted
 - Non-reflective, non-glossy, non-imitative
 - No masonite plastic, vinyl, aluminum, or T-111 siding
 - Materials are used in appropriate manner
- Architectural Building Sections
- Architectural Details - sufficient to describe the design of the structure
- Renderings/Visualizations**
 - Rendered, full-color, scaled elevations indicating the location of all exterior finishes
- Materials Palette**
 - Provide material and color samples of all exterior materials
 - Colors are earth-tones, natural, transparent, or semi-transparent stains
 - Materials are non-reflective, non-glossy, non-imitative
 - No masonite plastic, vinyl, aluminum, or T-111 siding is used
 - No glazed tile or fiberglass shingle roofs
 - Class A rated roofing material
- Business Park/Mixed Use Lots Only**
 - Indicate potential number of employees and residents;
 - Provide plans with proposed phasing and expansion of development, as applicable;
 - Include trash and preliminary recycling plan;
 - Materials palette samples secured to boards of nominal 24" x 36" size substantial enough to retain configuration with materials attached.
 - Submit a sample sign schematic, which must comply with Section 6.4 of the Lincoln County Land Use Regulations and the Town of Alpine.

APPENDIX D
Shielding Requirements for Light Fixtures

Examples of Acceptable / Unacceptable Lighting Fixtures

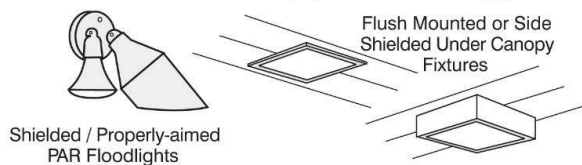
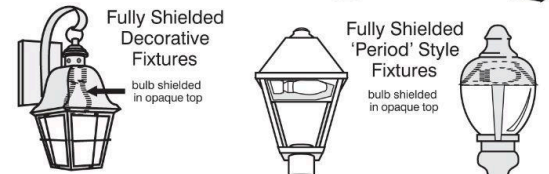
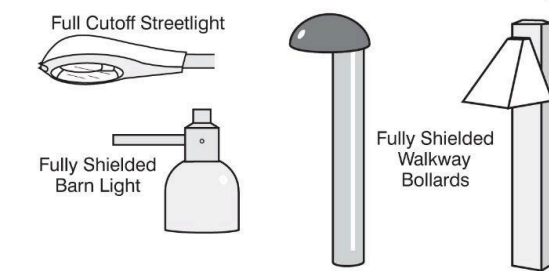
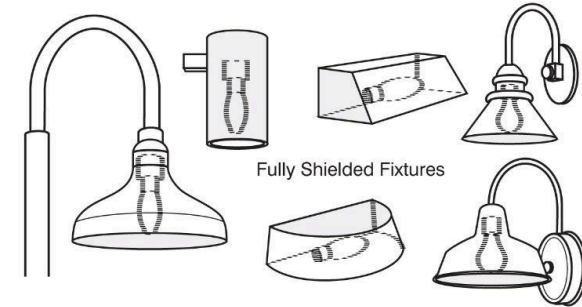
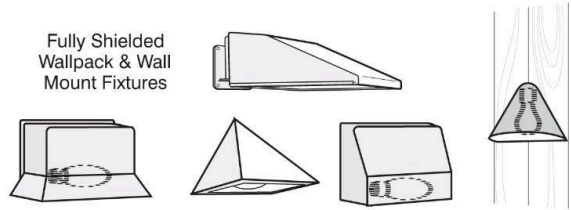
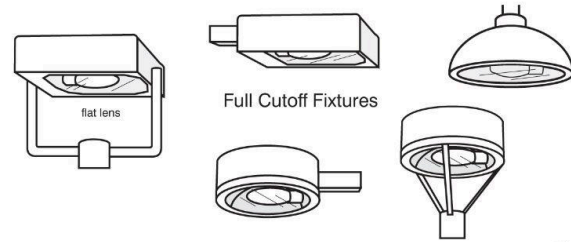
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Illustrations by Bob Crelin © 2005. Rendered for the Town of Southampton, NY. Used with permission.