

**ARCHITECTURAL**

**DESIGN GUIDELINES**

**PHASE 6**

SEPTEMBER 14, 2009

## **INTRODUCTION**

**Okotoks Air Ranch Inc. (OAR)** . . . is a unique residential community located in the Northeast quadrant of Okotoks. Unique in the sense that it has Town serviced lots that are more than 2 times the size of average single family lots. The list of adjacent amenities include; views of the Rocky Mountains to the west and Alberta foothills and prairies to the south and east, the Crystal Ridge Golf Course and access to the Okotoks airport. **Architectural Guidelines are coordinated by HC Consulting Ltd. (HC).**

The theme of the Air Ranch is intended to be **country estate** with unique house styles and spacious lots providing a more rural setting for the homeowner. This document outlines the opportunities and constraints associated with the development and provides a set of guidelines, which at the design/construction stage of the homes will direct homebuyers, designers and builders toward creating aesthetically pleasing and complimentary building forms throughout the development.

Houses will obtain their architectural style by using historical detailing and building massing from 5 building forms (listed on page 7). It is the intention of **OAR** to maintain a high standard of exterior architectural appearance throughout the development.

## **OBJECTIVES**

The Design Guideline is the mechanism, which contributes to a high level of quality design in the community. House plans will be reviewed in terms of their adherence to the Town of Okotoks Land Use By-Law and the design guidelines as detailed in this document. **OAR** and the architectural consultant, **HC**, may require certain modifications where it is felt an adjustment is required to take advantage of unique lot characteristics or to conform to the overall objectives of the guidelines and the development

The design guidelines encourage the builder to incorporate design elements from one of the building forms for the residences. This will assist the overall design concept and will project a natural and somewhat 'traditional' ambience through the extensive use of stucco with stone/brick as an accent material combined with an extra emphasis on detailing to reinforce this image. Applicants may provide alternative details to those outlined in these guidelines; however, they must demonstrate that conformity to the overall objectives for the quality of the area is being maintained. The acceptability of such alternatives is solely at the architectural coordinator's discretion.

Conformity with these design guidelines does not supersede the required approval process of the Town of Okotoks, which include the appropriate permits to construct the house and inspections of the property by the appropriate Town of Okotoks building inspectors, etc.

## **APPROVAL PROCESS**

In Addition to the review and approval requirements of the Town of Okotoks, **OAR** has developed a design review process so that all buildings conform to the planning objectives for the development and these design guidelines.

## **SECURITY DEPOSIT**

SHOWHOME PARADE BUILDERS - \$25,000.00 letter of credit (damage deposit) is required from each builder. Should it reach a minimum balance of \$15,000, it must then be replenished to \$25,000.00. This L.C. is required with the first plan approval. The L.C. will be held until such time as the builder has requested a final inspection of the last lot/house, and the completed inspection confirms adherence to the design guidelines. No interest will be paid on this deposit.

NON SHOWHOME PARADE BUILDERS - A \$5,000.00 (damage deposit) per house is required on all lots/houses/hangers constructed in **OAR**. Cheques are to be made payable to **Okotoks Air Ranch Inc.** and are to be submitted at time of request for plan approval to HC. The damage deposit will be held until such time as the builder has requested a final inspection of the lot/house, and the completed inspection confirms adherence to the approved design guidelines. No interest will be paid on this deposit.

Initial Lot Inspection... (See back of Guideline Booklet for Inspection Form). Builders are expected to carry out an initial lot inspection within 14 days of the signing of the lot purchase agreement as outlined within that agreement. All damages such as concrete curbs, sidewalks, curb stops, light standards, etc. or other damage **MUST** be reported within this time period. If this initial inspection report is not forwarded to HC, the builder will be responsible for the cost of all applicable damages. **Note: All retaining walls outlined on the approved submission must be built and inspected prior to release of any damage deposits.**

## **DESIGN REVIEW**

**Step 1** – The builder shall submit for final approval, **TWO** copies of the following information to HC:

- Drawings of the house plans, elevations and sections at 1:50 metric or 1/4", 3/16" or 1/8" = 1'0" scale,
- A site plan, at 1:200 metric scale, identifying all of the information listed on the house plan approval form,

- A completed application form for house plan approval indicating; house style, colours, materials and other specific information as requested on the form (see back of guideline booklet for application form).

**PLEASE NOTE: Incomplete submissions will be returned without review.**

**Step 2** – The architectural coordinator will review the submission and recommend approval, modification or rejection of the application based on the adherence of the plans to the design guidelines and will review and approve or modify the design grades and issue the grade slip. The original application form, one set of prints and a copy of the grade slip will be returned to the builder.

**Step 3** – Upon approval and grade slip release, the builder can then make submissions to the Town of Okotoks for a building permit. Any subsequent changes by the builder, from plans previously approved, must be submitted to HC and approved in writing. A \$75.00 fee will be charged for this review.

**Step 4** – HC will carry out periodic onsite inspections during construction to ensure compliance with approved plans. Modifications may be requested in writing to accommodate changes related to actual site conditions.

**Step 5** – Upon being advised by the Builder/Owner, of completion of the homes, a final inspection will be carried out by HC, which will confirm compliance to the guidelines and the approval previously granted. Upon receipt of the final inspection form, the security deposit refund will be calculated, or a list of deficiencies will be issued which the builder must complete prior to release of security deposit. HC, at the sole cost of the Builder/Owner, may request as-built grades to confirm the existing grades at the time of inspection. The builder will immediately rectify all deficiencies and request a second site inspection by HC. No refund will be given if the deficiencies are not rectified or changes were made without consent. **If additional inspections are required after the second visit, a fee of \$200.00 per inspection will be deducted from the security deposit.** The refund payment will be made in accordance with the provisions of the purchase agreement.

**The following must be complete prior to requesting a refund of a damage deposit:**

- All exterior house features completed as approved.
- Driveway and sidewalks poured.
- Curb stop at grade and operational.
- Lot to grade, loamed, sodded or seeded and free of weeds and debris.

## **HOUSE SITING AND LOT GRADING**

### **SITE PLANNING**

Each home shall be designed to take maximum advantage of the natural characteristics of the lot; for example, grading, sun angles, views and relationships to the street, open space and neighbors. Siting and house layout should minimize overview and overshadowing of neighbors. Because of the different opportunities and constraints associated with the amount of open space, each lot and house will be evaluated on the lots own characteristics. Each lot has a building envelope created with additional specific requirements or the house type and characteristics established. All house plan submissions must be designed to fit within the established building envelopes of each lot.

### **SETBACKS**

In addition to the minimum setbacks for all yards established by the Town of Okotoks Land Use By-Laws, the following guidelines apply:

- Side Yard
  - The side yard for all lots is 1.5m (4.92ft).
- Rear Yard
  - Principal Buildings - All R-NAR lots will have a minimum 10.0m setback from rear property line to foundation. See Town of Okotoks Land Use Bylaws for R-NAR lots.

### **GARAGES AND DRIVEWAYS**

Garages are to be sited on the lot in conformity with the Building Grade Plan for the phase in which the house is being constructed. Windows in the garage door, when used, must take up the space of one full panel and be located on

one horizontal level. Where possible garage doors should be decorative in style to give the appearance of "carriage house" doors. Two individual doors will be strongly encouraged on all houses and when utilized, the sidewalls will be reduced proportionally, to a minimum of 0.3m (1'0") on both sides of all doors.

All garage doors are to be painted paneled doors either wood or insulated metal doors with wood grain appearance; however, semi-transparent stain will be considered.

- **Lots East of Ranch Road** - All houses shall have a double drive garage as a minimum and a minimum width of 6.0m (19'8").
- **Lots West of Ranch Road** - Three car garages are required on all lots where space permits.

The desired driveway slope is less than 8%. It is important to maintain a close relationship between the bottom of the garage eaves line and the top of the garage door of 450mm (1'6") maximum when establishing the driveway slope. All driveways are to be broom finished concrete as a minimum, patterned coloured concrete or exposed aggregate concrete is the preferred alternatives. All sidewalks leading to the main entrances are to match the driveway in material and colour.

## **LOT GRADING AND RETAINING WALLS**

Building grades and site grades as specified on the Building Grade Plan by the engineers are to be strictly adhered to so as to maintain a natural flow to the development, thus eliminating up and down fluctuations of rooflines. Grading, drainage and retaining walls are the responsibility of the builder.

The Town of Okotoks requires all new houses to have footing checks done on them for proper elevation compliance. The Builder must supply the Developer with Certificates signed by a Professional Engineer or Alberta Land Surveyor, confirming the "as-built" top of footing elevations. The elevations must be within 0.05m of design but cannot be lower than the lowest top of footing.

Lot grading is to follow the natural slope of the land form and lot slopes should be absorbed within the building massing as much as possible to minimize the need for grades steeper than 4:1 (i.e. stepped foundations). Individual lot grading, including drainage swales and retaining walls, must be handled within individual lot property lines and must not change existing drainage swales. Finished grades should be adjusted so that a maximum of 400mm (1'4") parging is maintained on all elevations.

**Builders and home owners must not, at anytime, before, during or after construction, alter the grades of drainage swales or place or construct any object in the drainage swale that will interfere with the flow of storm water runoff.**

In cases where a walkout basement lot abuts a non-walkout basement lot, retaining walls may be required. In these cases the builder/owner of the walkout basement will be responsible for providing the required retaining wall. When the grades are altered from the Building Grade Plan, the lot that caused the alteration is responsible for ensuring their lot drains properly and does not cause any drainage problems to adjacent properties.

Retaining walls that are not wing walls and a part of the house foundation shall not exceed an exposed height of 1.0m (3'3") unless it can be proven that a higher wall is necessary. So walls blend with natural terrain natural elements such as sandstone boulders are the preferred construction material. If a wall will be more than 1.0m (3'3") in height it should be stepped to reduce the visual mass. All retaining walls must be constructed completely within the property lines. The builder is responsible to obtain any permits that may be required from the local approval authority.

**UNIT SIZES**

Minimum dwelling unit areas are as follows:

<u>East of Ranch Road</u>		
Bungalow	R-NAR – 125 S.M. (1,350 sq. ft.)	
Two Story	R-NAR – 186 S.M. (2,000 sq. ft.)	
<u>West of Ranch Road</u>		
Bungalow (1,500 sq. ft.)	R-1AR – 158 S.M. (1,700 sq. ft.)	R-NAR – 139 S.M.
Two Story (2,100 sq. ft.)	R-1AR – 214 S.M. (2,300 sq. ft.)	R-NAR – 195 S.M.

**BUILDING FORMS & ARCHITECTURAL STYLES**

There are five Architectural Building Forms that will create the neighborhood theme for Okotoks Air Ranch; Georgian, Craftsman, Victorian, Tudor and Colonial. Duplication of the examples on the following pages is not required, examples of other architectural styles will be considered on a house-by-house basis at the sole discretion of the architectural coordinator.

## MASSING

Upper floor footprints that are smaller than the main floor by incorporating the floor plan into the volume of the roof creating a 1-½ storey cottage feel are encouraged. Dormers/false windows should be used whenever possible to spark curiosity regarding house plan layouts and designs. Steeper roof slopes may be required to better convey architectural styles. Entry covers and door designs must be appropriate for the selected style. All corner lots should be reserved for bungalows and 1-½ storey homes. A 2-storey house with 50% of the street side façade containing a 1-storey element will be considered on corner lots.

## MATERIALS & EXTERIOR FINISHES

### ROOF MATERIALS

All lots within Okotoks Air Ranch require architectural style asphalt shingles by IKO in the Chateau, Renaissance or Cambridge style (or equivalent by competitor). Concrete Tile and metal roofs will be considered at the discretion of the architectural coordinator. **Treated pine and Cedar Shake roofs will not be allowed. Roof slopes east of Ranch Road are to have a minimum pitch of 6/12 and west of Ranch Road a minimum pitch of 7/12.** Roof slopes steeper than 7/12 to better project some architectural styles will be considered at the discretion of the architectural coordinator. Rooflines are to be made as interesting as possible by means of a variation of roof forms and through the use of dormers and gable ends. Roof lines on all lots that require special side, front or rear elevation treatment should incorporate dormers or gable ends with additional battens or box outs to add character to the houses.

### SOFFITS & FASCIAS

Soffit overhangs, depending on architectural style, are to be a minimum of 450mm (1'6"), 150mm (6") fascia and 127mm (5") eaves trough. Materials of wood or aluminum are acceptable. The architectural coordinator will use their discretion and reserves the right to consider an overhang less than 450mm (18") if it is in keeping of the selected building form. All fascia, rainwater leaders and eaves troughs are to match the trim colour and be consistent with each other. All soffits are to be either white or ivory in colour unless an appropriate colour, in keeping with the desired colour selection, is specified.

## CHIMNEYS

Chimneys in prominent locations which include front elevations, side elevations on corner lots, rear elevations on lots backing onto municipal/environmental reserves, must be boxed in and covered with the appropriate predominate siding/accent material and carefully detailed incorporation corbelling, banding or batten accents. All furnace flue pipe over 900mm (3'0") must be boxed in as well the fireplace chase must be extended to the ground and become part of the foundation.

Direct vent fireplaces are acceptable. Where the vent of a direct vent fireplace is visible from a street (i.e. front or side of a house on a corner lot) architectural detailing is encouraged to hide the vents.

## EXTERIOR FINISHES

All exterior materials must match the selected building form.

General exterior materials include:

- The preferred exterior finishes are; brick, acrylic or knock down stucco in light medium or dark tones with masonry accents.
- Stucco colours will be reviewed on a lot-by-lot basis.
- Stucco battens and window trims will be permitted. Contrasting batten and trim colours will be reviewed on a lot-by-lot basis.
- Brick/stone must be used on a minimum of: east of Ranch Road 14 S.M. (151 sq. ft.) and west of Ranch Road 19 S.M. (205 sq. ft.) of the front elevation. Quantities must be consistent with the desired architectural style and will be reviewed on a house-by-house basis. Corner lots will still need extra stone/ attention to the side street.
- Brick/stone must have a minimum return of 610mm (2'0").
- Brick accent patterns like Herringbone, Garden Wall, English Cross and Dutch should be incorporated into brick applications. As well, details like soldier courses, sills and keystones must be used whenever possible.
- Types of stone will be reviewed on a lot-by-lot basis. River rock is undesirable.
- The use of "Stonetile" will also be acceptable.
- **Hardboard or Hardi-Plank by James Hardie is acceptable east of Ranch Road but is not acceptable west of Ranch Road.**
- **Half height stone/brick on the front corners of the garage is not acceptable.**

The architectural coordinator reserves the right to approve siding profiles and colours on an individual lot basis. Colours cannot be reserved prior to a complete architectural submission. Once submitted each lot is processed on first come, first served basis.

## **REPETITION**

The same house plan, with the same/similar elevations cannot be repeated within **4 lots** on the same side of the street and within **2 lots** on the opposite side of the street. This may be altered at the architectural coordinator's discretion if it can be shown that the two houses in question are located so as not to be visible together from any given angle. While similar house plans and elevations are inevitable; it is possible to vary the design by changing the rooflines, size and location of windows and doors, etc. If it is felt that the adjacent houses are similar, the architectural coordinator will suggest ways in which the house can be altered to make it suitable. Revised elevations will be required so that an accurate set of files can be kept for each lot.

All exterior colour schemes must be approved. Colours cannot be repeated within **3 lots** on the same side of the street wherever possible. The architectural coordinator reserves the right to approve or reject any colour scheme. The architectural coordinator has the authority to make changes in a colour scheme, so that it blends with adjacent homes. As siding styles and colour change on an ongoing basis, certain colours and/or styles may be unacceptable; therefore, samples of all new colour/styles will be required with the application.

## **FRONT ENTRANCES**

Builders should try whenever possible to incorporate the use of one or more sidelights or a transom above the door when a single door is used, otherwise additional glazing in the main entry door will be required. The use of an accent colour on the front door is strongly encouraged. Colours will be approved on a house-by-house basis. Door styles are encouraged to accent the building form and style of house. Exterior lights are to be pots or stovepipe on all houses and in particular on either side of the wall containing garage doors.

## **SPECIAL REQUIREMENTS**

### **HOUSE NUMBERS**

Street numbers on all houses are to be located beside the front door or garage (whichever is closer to the street), and a minimum height of 4 inches, so they are clearly visible from the street. This is important so that the house can be easily identified by visitors but **more importantly Emergency Services.**

## REAR YARDS

All rear decks shall be appropriately finished; unfinished wooden planks will **not** be allowed. Deck railings shall be porous with no half walls permitted. Railing materials shall be restricted to glass, wrought iron, PVC or wood. Pattern accents with the porch/deck spindles either a grouping or crossing pattern is strongly encouraged. All columns/pillars supporting decks that are more the 1.2m (4'0") off the ground, shall be a minimum of 300mm (12") in diameter and constructed with the appropriate detailing so that the columns blend with the house design (i.e. brick, battens, stone, etc.). Certain restrictions as to rear yard setbacks may be present they are noted earlier in the document and/or in the land use bylaw. Landscaping such as shrub and flowerbeds and coniferous and deciduous trees are strongly encouraged in rear yards. Garden sheds and other accessory buildings must adhere to setbacks established in the Okotoks Land Use Bylaws and constructed so that they are complimentary to the house elevations with respect to finishes and materials.

**No plantings or objects can be placed or constructed  
in the drainage swales that will interfere with the  
flow of storm water runoff.**

## REAR ELEVATIONS

All rear elevations of houses that back onto or are visible from municipal reserves, parks or other green spaces will require additional treatment. Every effort should be made to minimize the visual impact of all rear elevations along streets and pathways. No elevations will be allowed that are not broken up with the use of rooflines, banding, box outs, bay windows, decking with multiple levels, etc. **Extra detailing on these lots is mandatory and will be strictly enforced.** Contrasting 6-inch battens are required on all rear windows.

Walkout lots backing onto green spaces should have a maximum of ½ of the houses' rear elevation that is 3-storeys clear in height. Main floor elements that break up the façade are encouraged.

## CULS-DE-SAC

All houses located in a cul-de-sac should be sited in a radiating pattern, rather than parallel to a property line.

### **CORNER LOTS**

Bungalows and one and a half storey are desired for corner lots. Two storey designs will be considered. Special attention must be paid to side elevations and side yard setbacks on all corner lots. Attempts should be made to provide an angled entry on all such lots. Builders are encouraged to design units that have the main entry orientated to the side street to maximize the length of the side property line. The side elevations should have the same architectural treatment (i.e. box outs, 3 or more windows, detailed batten work, stone/brick accents) as the front elevation, as it is even more visible than the front elevation from the street. Principal roof planes should slope toward north street frontages.

### **FENCING**

All fences within the development must be consistent in design and must be 1.2m or 1.8m (4'0" or 6'0") high, black vinyl coated chain link. **Wood fencing will not be permitted in the Okotoks Air Ranch.** This will encourage the planting of hedge or shrub screens. Homeowners are encouraged to construct lattice screens with climbing vines or gazebo like structures to create private intimate spaces within the rear yards. A 1.2m (4'0") black vinyl coated chain link fence will be provided along the rear property line of all lots backing onto the Crystal Greens Golf Course and open fields north of the subdivision.

### **APPEARANCE DURING CONSTRUCTION**

The builder/owner is required to keep their lot clean and orderly during construction and dispose of all garbage, construction rubble and excess excavation material or **all builders will be charged equally.** There will be no burning of garbage on site. Builders are **required** to provide bins on each property.

### **LANDSCAPING**

All front and rear yards should be landscaped with grass, planting beds, shrubs and trees within the first year of occupation. Okotoks Air Ranch provides raw loam to all builders/owners in the subdivision as long as it is available and they are not responsible for the quality. It is the obligation of the builder/owner to ensure that all their lots are properly graded and loamed.

## **SUBDIVISION HARDWARE**

The builder is responsible to establish the precise location of any subdivision hardware (i.e. electrical transformers, telephone pull boxes, fire hydrants, light standards, postal boxes, cable TV. boxes, etc.), which may occur on lots, or in a significant proximity, in order to avoid conflict with driveways or other design elements.

## **RECREATIONAL EQUIPMENT**

Commercial vehicles in excess of 1-ton capacity, trailers and recreation equipment (i.e. motor-homes, boats, etc.) shall not be stored on residential property.

## **OBJECTS PROHIBITED OR RESTRICTED**

A motor vehicle, which is in a dilapidated condition, shall not be allowed to remain outside a building in a residential district. A commercial vehicle of gross weight in excess of 4,000 kilograms or a recreational vehicle or trailer that cannot collapse below a height of 5 feet (from the ground to the top of its roof) shall not be allowed to remain on a lot except while actively engaging in loading or unloading. Any commercial motor vehicle or recreational vehicle (as noted above) shall not be parked for longer than 24 hours for the purposes of loading or unloading. On street parking is permitted in designated areas only.

## **DEVELOPMENT CONTACTS**

### **DEVELOPER:**

Okotoks Air Ranch Inc.  
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Bryce Medd

### **ARCHITECTURAL CONTROL:**

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### **SITE DESIGN & CONSTRUCTION:**

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