



**Straus Park  
Environmental Control Committee  
AKA  
Architectural Review Committee/ARC**

**Design Manual**

**Guidelines  
Including Applications, Approvals, Construction Aspects,  
Policies and Procedures**

**March 2013 Edition**

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## Preface

This Environmental Control Committee (ECC) Design Manual is issued as an organic or living document receiving major revision and collective codification every 5 to 8 years with minor revisions occurring as deemed appropriate every 12 to 18 months. Changes are necessary as Straus Park experiences growth, build-out and maturing construction related technology. So as to be more user-friendly, your copy has a Table of Contents and may have major section tabbed separators.

The original edition, copyrighted in 1998, was prepared by local architect Al Platt and planning and landscape architect Scott R. Melrose with direction from William McKee, the Developer of Straus Park. The original edition was published by the Straus Park Development Company, which had the rights to amend from time to time parts of the original manual to accommodate change in a growing community. The amending function, as necessary, has now been taken over by the ECC. This edition has been reviewed by the above and is approved for distribution and usage.

Streetscapes at Straus Park vary to reflect each neighborhood's personality and to respect physical land constraints. Streets were intentionally depressed into the ground to create the illusion that the roads disappear and blend with the adjacent landscape. The street patterns were developed to interconnect and flow together generating neighborhood cohesion. Roads were also placed, whenever possible, with in previously cleared areas to minimize tree removal. Lastly, the streets are intended to be pedestrian friendly by using greenways or sidewalks whenever possible.

The ECC operates in a fashion with the prospective new residential owners and builder-architect-contractor that permits owner-builder options within wide latitude but within these guidelines and requirements. The ECC does not recommend nor endorse solutions to a problem, whether it is aesthetic or technical, but may from time to time suggest several corrective options from which the owner-builder may select an acceptable solution.

Further, the ECC reminds owners, licensed contractors and builders that they are responsible for meeting all necessary requirements of the latest edition of the North Carolina State Building Code, the permitting and inspection process of Transylvania County and the City of Brevard Planning Department.

Major new sections of this edition are Section 5 Fines and Section 6 Recently Adopted Policies.

Within this manual language conflict resolution is determined by position in a hierarchy with signed documents, e.g. Application to Review Plans at the highest level. The hierarchy in descending order is as follows: a) architectural plans and landscape plans, b) policies, c) design requirements, and d) guidelines and procedures.

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## **Section 1 Introduction and Visions**

### ***1.1 Planning Visions***

#### **1.1.1 Planning**

Preservation of Straus Park's existing natural beauty and heritage was the design team's first priority. Our "vision" was to preserve and enhance the best of the site while designing the finest planned community possible.

The second step in creating Straus Park was to seek public feedback on what the community wanted. Armed with public input and our initial vision of preserving Straus' best we examined examples of other successful communities. Neighborhoods from New England to Florida were studied to find the best elements being offered. The best elements were then applied to Straus.

The third step was to ensure that Straus Park was open to everyone that common areas felt public, and Straus was inviting from US 64.

The last step was to have the plan respond to the unique character of the site: Maintain the large open spaces for the public, allow higher density on gentle slopes and low density on steeper slopes, and lastly, avoid disturbance of sensitive ecological areas.

The design team made up of the owner and some of the finest planners, architects, and engineers went to work with the goal of creating the very best community possible. The final result is a community based upon sustainable principles of lasting ideas and materials while preserving and protecting the environment and ecosystems of Straus.

#### **1.1.2 Architecture**

The architecture sought after for Straus Park and described in this manual has been called Mountain Park Architecture due to the cultural context and the character of the Straus Park site. This architecture is the expression of the intent to integrate sensitively the buildings of Straus Park in the beautiful natural environment of the site and to relate them in an unaffected manner to the rich indigenous and formal architectural heritage of the region.

Mountain Park Architecture does not seek to repeat a historical style. It can be pointed out, however, that the English Arts and Crafts Movement and, especially, the early 20th century eclectic style, generally called "Tudor," but with much American Craftsman Style and Shingle Style borrowing, are its predecessors and best references. Many fine examples of these styles are represented in the estates and the neighborhoods of Asheville and its surroundings. A further source of reference is the indigenous Appalachian mountain culture of the region in particular; the "informal" and "romantic" character of these styles with their irregular shapes makes a sharp and important contrast with the contemporaneous and more formal American Colonial Revival Style.

Mountain Park Architecture is distinguished by its irregular, non-symmetrical shapes, the integrative relationships with the topography, and the tactile textures and contrasting colors of the applied natural materials. Buildings designed in this manner have connotations of medieval English imagery from rural cottages to manor houses most with prominent roof eaves. Although these cottages and houses emphasize the apparent mass of the exterior walls, there is by the design and formation of the windows a generous degree of transparency between the outside and the main interior spaces.

The irregular massing of Mountain Park Architecture, as opposed to symmetrical and formal massing, allows for flexibility in adaptation to the mountainous sites and also breaks the roof

profiles and creates differentiation and complexity of appearance. The resulting character of the volume treatment adds to the picturesque quality of the building silhouette. Irregular massing also provides the opportunity to create a hierarchy of interior spaces and makes them legible on the exterior of the building shape

Mountain Park Architecture is rural, domestic, and inclusive in character. It aspires, by the nature of the chosen points of reference and their application to the specifics of Straus Park, to create an environment which is evocative and rich in experience.

Many housing sites (land parcels) are situated between two approximately parallel streets or back up on adjacent properties. Therefore visual (aesthetic) characteristics for all sides of the house and attached garage are important.

### 1.1.3 Landscape Architecture

Mountain Park Landscape, as envisioned by the landscape architect, seeks to “create landscape without evidence of man’s role in its creation” using the timeless principles of natural design.

Native plants should be used whenever possible. No single plant or site element should draw attention to it but unify and enrich the whole scene. The use of bright colors, formal arrangements, exotic or foreign elements should be avoided. Informal, non-symmetrical arrangements with natural materials and colors should be used. Landscape architectural designs should emphasize and mirror the natural beauty of Straus Park and the Blue Ridge Mountain environment.

## Section 2 Design Requirements

### 2.1 Design Requirements Parkside, Lakeside and Mountain Park Homes

<i>Elements</i>	<i>Goals</i>	<i>Design and Configuration</i>	<i>Materials and Finishes</i>
1. <u>Exterior walls</u>	<ul style="list-style-type: none"> <li>◆To integrate the building in the existing topography and the natural environment.</li> <li>◆To create a variety of wall characters within each building and among buildings.</li> <li>◆To create a variety of wall characteristics within the building complex.</li> </ul>	<ul style="list-style-type: none"> <li>◆Foundations for porches on street-facing facades shall be continuous walls and/or a system of piers with continuous screening except when at second floor and habitable spaces below which require windows and doors.</li> <li>◆Walls shall be one-story or one-story and one-half high.</li> <li>◆More than one exterior wall plate height shall be provided.</li> <li>◆Overhanging walls shall be bracket supported.</li> <li>◆A minimum of two materials and finishes shall be applied.</li> </ul>	<ul style="list-style-type: none"> <li>◆Concrete-stucco</li> <li>◆Brick</li> <li>◆Stone</li> <li>◆Automatic vents and access panels shall be coordinated with wall finishes, trim and design patterns.</li> <li>◆Wood weatherboards with trim.</li> <li>Wood shingles</li> <li>◆Brick</li> <li>◆Stone</li> <li>◆Cement plaster</li> <li>◆Vinyl or aluminum siding shall not be permitted.</li> </ul>
2. <u>Roofs</u>	<ul style="list-style-type: none"> <li>◆To articulate and differentiate the massing and the profile of the building shape</li> <li>◆To accommodate upper floor rooms and/or changes in the main level spaces.</li> </ul>	<ul style="list-style-type: none"> <li>◆Roof pitch shall be 10 in 12. Shape: -shall be gable, hip, half-hip or combination thereof. Other roof slopes may be utilized based on integration into overall design.</li> <li>◆minimum of three gables shall be provided (not including dormers built entirely on the roof); if more than one gable is located on the front façade, one gable shall be at least 1.5 times larger than and may overlap the other gable.</li> <li>◆eaves and rakes shall be extended to protect walls and openings.</li> <li>◆soffits may be open or closed</li> <li>◆gable ends may overhang lower stories.</li> </ul>	<ul style="list-style-type: none"> <li>◆Architectural grade asphalt shingles.</li> <li>◆Metal roofing</li> <li>◆Wood shakes and shingles</li> <li>◆Concrete tiles.</li> <li>◆Composition shingles.</li> <li>◆Materials and treatment of eaves, rakes and soffits shall be complementary with exterior wall treatment.</li> <li>◆Roof accessories such as vents, flashing, gutters and down-spouts shall be of good quality and their coloring shall match with roofing materials, fascia, soffits and exterior wall treatment.</li> <li>◆Contrasting colors shall not be permitted.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
3. <u>Porches</u>	◆To integrate the porch within the building volume	◆Covered porches at the street façade shall be located under the main roof of the building. ◆Roof pitches of covered porches may break or sweep at the eaves. ◆Porch steps projected beyond the porch floor to grade shall be received by cheek walls constructed to match adjacent walls or foundation. ◆Porches at street façade shall be deep enough to accommodate furniture ◆Uncovered porches or deck shall not be permitted at street façade. Uncovered landings and ramps are permitted.	◆Columns, posts, rails, balusters, newels and stairs shall be constructed using simple, relatively unworked, large, solid or built-up members.
4. <u>Exterior Openings</u>	◆To provide a cohesive articulation and decoration of the building exterior.	◆Main entrances shall be heavy and combined with covered porches and may be arched with tabbed trim. ◆Windows: - shall be of tall and narrow proportions. -shall be of casement-type as opposed to double-hung. -shall be arranged in groups of three or more in inhabited rooms. -multi-story bays are recommended in ceremonial or representational spaces. -skylights shall be located away from street façade.	◆Wood and/or steel with broad stone or stone-like trim. ◆Wood or aluminum clad units with matching simulated true divided light muntins ◆Shutters shall be operable and of painted or stained wood. ◆Garage doors shall be of steel or painted or stained wood.

Elements	Goals	Design and Configuration	Materials and Finishes
5. <u>Building Supplements</u>	♦To complement the overall design of the building.	<p>♦Chimneys:            -shall be massive, elaborated, tall and prominent            -patterning and articulation as multiple shafts is recommended.            -Terminations shall be elaborated.            -Chimney and fireplace masses on the exterior of houses, including porches, shall appear to be constructed of load bearing masonry with masses carried to the ground. Floating chimney and fireplace will generally not be acceptable.            ♦Hardware shall be operable and finished to complement associated elements.</p> <p>♦All mechanical, plumbing and electrical installations on pads or otherwise shall not be permitted on the street side of the building. In any case, they shall be hidden from view with screens or fences.</p> <p>♦Telecommunication receivers shall be sited on a roof reverse slope in a valley and hidden from street view, if at all possible.</p> <p>♦Individual mailboxes may not be permitted.</p> <p>♦Ancillary structures such as pools, gazebos, garden sheds, etc., shall be designed to be complementary to the house design and its siting.</p>	<p>♦Masonry with cement plaster or cladding over wood framing with masonry accessories, metal shrouds or other features.</p> <p>♦Constructed or landscaped screening.</p> <p>♦Vinyl lattice or diagonal lattice screening shall not be permitted.</p> <p>♦Only satellite dishes 39 inches in diameter or smaller shall be permitted.</p> <p>♦Identical to the materials and finishes of the main building.</p>



Elements	Goals	Design and Configuration	Materials and Finishes
6. <u>Grading Drainage Features</u>	♦To disturb existing landforms and drainage patterns as little as possible.	♦Storm drainage shall not be redirected upon adjacent properties.  ♦Maximize percolation of storm drainage by sheet flow and swales.	♦Encouraged: -Muted tones, rustic textures, organic colors. -Metal grates and drain covers. -Stone drainage material (or brick).  ♦Discouraged: -Precast or in situ concrete elements, above grade and visible rip rap.
7. <u>Landform Design and Retaining Walls</u>	♦Retaining walls to complement architecture  ♦To integrate berming with natural topography	♦Retaining walls to tie into architectural building features with similar material usage, e.g., a stone retaining wall tying into a water table or stone skirt of a building.  ♦Integrated landform shall be finished with grades.	♦Encouraged: -Stone/boulders -Brick -Stucco covered - concrete or CMU block. -Muted tones, rustic textures, organic colors -Berm planting  ♦Discouraged: -Pressure treated timbers and railroad ties for walls and steps -Mulch shall not become a predominant visual design element. -Large scale precast concrete blocks -Unit wall blocks

Elements	Goals	Design and Configuration	Materials and Finishes
8. <u>Pavement and Curbing</u>	♦To complement all plantings, buildings and existing landscape features.	♦Irregular, natural flows of circulation pavements is encouraged, except in some portions of Mountain Park Homes, Mixed use, and Special Use land areas.	♦Encouraged: ♦Gravel ♦Stone ♦Brick ♦Asphalt ♦Concrete with exposed aggregate ♦Muted in color and tone, and understated  ♦For Trails: ♦Gravel ♦Mulch Muted tones, rustic textures, organic colors.  Discouraged: ♦Decorative pavers.
9. <u>New Plantings</u>	♦To hold soil on steep slopes  ♦To complement site elements and architecture  ♦To provide visual screening  ♦To create variety within an overall planting theme.  ♦To blend naturalistic plantings with the surrounding landscape.	♦Plantings shall be coordinated with all other site design elements.	Required: ♦Native plant materials (see separate plant list, Appendix B, for recommended plants).  Discouraged: ♦Exotic non-native plants. ♦Formal planting arrangements or landscape designs

Elements	Goals	Design and Configuration	Materials and Finishes
10. <u>Parking</u>	<ul style="list-style-type: none"> <li>◆To reduce the visual impact of vehicles</li> <li>◆Minimize number of parking spaces</li> <li>◆Screen with plant materials and/or site elements</li> <li>◆Properly place parking space away from visual lines</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Curbing (stone or concrete)</li> <li>◆Muted tones, rustic textures, organic colors</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Railroad ties or concrete wheel stops</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Stone</li> <li>◆Wood (stained, rough, finished)</li> <li>◆Brick</li> <li>◆Stucco covered concrete or CMU block</li> <li>◆Any roofs to match related architecture regarding material selection.</li> <li>◆Organic materials, rustic look of mountain park architecture, muted colors, tones and textures.</li> <li>◆Pressure treated timbers or railroad ties shall not be permitted.</li> </ul>
11. <u>Landscape Structures and Site Amenities</u>	<ul style="list-style-type: none"> <li>◆Elements to harmonize with the environment</li> </ul>	<ul style="list-style-type: none"> <li>◆Sited to augment and complement overall design concept</li> <li>◆All elements shall be integrated with the buildings into finished grade and existing topography</li> <li>◆Lighting shall not be directed off-site.</li> <li>◆Elements shall not be seen from the street or by adjacent property owners.</li> </ul>	

**2.2 Design  
Requirements  
Mountainside  
Homes**

Elements	Goals	Design and Configuration	Materials and Finishes
1. <u>Exterior Walls</u>	<ul style="list-style-type: none"> <li>◆To minimize the impact of the building on the existing natural environment and to integrate the building with the existing topography.</li> </ul>	<ul style="list-style-type: none"> <li>◆Foundation walls shall be designed as part of the exterior wall materials scheme and shall be fitted to finished grade.</li> </ul>	<ul style="list-style-type: none"> <li>◆Concrete-stucco, Brick, or Stone</li> <li>◆Automatic vents and access panels should be coordinated with wall finishes, trim and design patterns</li> <li>◆Wood weatherboards with trim</li> <li>◆Wood shingles</li> <li>◆Board and batten and board on board siding</li> <li>◆Pre-approved brick</li> <li>◆Pre-approved stone</li> <li>◆Cement plaster</li> <li>◆Cementitious (Hardi or equal) lap siding, shingle siding, board and batten, or board on board</li> <li>◆Vinyl or aluminum siding shall not be permitted</li> <li>◆Architectural grade asphalt shingles</li> <li>◆Metal roofing</li> <li>◆Wood shakes and singles</li> <li>◆Concrete Tiles</li> <li>◆Composition shingles</li> <li>◆Materials and treatment of eaves, rakes and soffits shall be coherent and complementary with the exterior wall treatment and with the house design generally.</li> <li>◆Roof accessories such as vents, flashing, gutters and downspouts shall be of good quality and their coloring shall match with roofing materials fascia, soffits and exterior wall treatment. Roof vents should be located on the backside of the roof to reduce visibility to the greatest extent possible.</li> <li>◆Contrasting colors shall not be permitted.</li> </ul>
2. <u>Roofs</u>	<ul style="list-style-type: none"> <li>◆To integrate the building volume and profile in the existing natural environment.</li> <li>◆To accommodate upper floor rooms and /or changes in ceiling configuration of the main level spaces.</li> </ul>	<ul style="list-style-type: none"> <li>◆Roof pitch shall be a minimum 6 in 12.</li> <li>◆Roof shape shall be gable, hip, half-hip or combination thereof.</li> <li>◆Gables may overhang lower stories.</li> </ul>	

Elements	Goals	Design and Configuration	Materials and Finishes
3. <u>Porches</u>	<ul style="list-style-type: none"> <li>◆To be integrated in the building volume</li> <li>◆To be complementary to the building design</li> </ul>	<ul style="list-style-type: none"> <li>◆Covered porches shall be located under the main roof of the building.</li> </ul>	<ul style="list-style-type: none"> <li>◆Columns, posts, rails, balusters, newels and stairs shall be constructed to be coherent and complementary with the exterior wall treatment and with the house design generally.</li> </ul>
4. <u>Exterior Openings</u>	<ul style="list-style-type: none"> <li>◆To provide a cohesive articulation and decoration of the building exterior.</li> </ul>	<ul style="list-style-type: none"> <li>◆Main entrances shall be combined with covered porches or recessed in building volume</li> <li>◆Windows are preferably of tall and narrow proportions and arranged in groups of three or more <ul style="list-style-type: none"> <li>-multi-story bays are recommended in ceremonial or representational spaces</li> <li>-exterior door units are preferably of the French window style.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆Heavy entry doors of wood and/or steel</li> <li>◆Wood or aluminum clad units preferably with matching simulated true divided light muntins.</li> <li>◆Shutters shall be of painted or stained wood.</li> <li>◆Garage doors shall be of steel or painted or stained wood.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
5. <u>Building Supplements</u>	♦To complement the overall design of the building.	<ul style="list-style-type: none"> <li>♦Chimneys shall be patterned and articulated as multiple shafts and their terminations shall be elaborated. “Floating” fireplaces are very strongly discouraged.</li> <li>♦All mechanical, plumbing and electrical installations on pads or otherwise shall not be permitted on the street side of the building.</li> <li>♦Telecommunication receivers shall be hidden from street view, if at all possible.</li> <li>♦Whenever possible, ancillary structures, pools, gazebos, etc., shall be sited in close proximity to main house and their design shall be coherent and complementary to the house design and its siting.</li> </ul>	<ul style="list-style-type: none"> <li>♦Masonry with cement plaster or cladding over wood framing with masonry accessories, metal shrouds or other features.</li> <li>♦Constructed or landscaped screening, vinyl lattice and diagonal screening shall not be permitted.</li> <li>♦Shall be identical or complementary to the main building.</li> </ul>
6. <u>Grading and Drainage features</u>	<ul style="list-style-type: none"> <li>♦To design ditches so as to be both visually pleasing and easily maintained.</li> <li>♦To disturb existing landforms and drainage patterns as little as possible.</li> <li>♦To encourage percolation rather than increased surface or piped subsurface water flow.</li> </ul>	<ul style="list-style-type: none"> <li>♦Mailboxes shall be provided by the builder.</li> <li>♦Bank of ditches properly sloped and stabilized with grass or native stone.</li> <li>♦All swales, drains, culverts and drainage materials shall be designed to remove storm drainage efficiently.</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>♦Metal grates and drain covers</li> <li>♦Stone drainage material</li> <li>♦Muted tones, rustic textures, organic colors.</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>♦Precast or in situ concrete elements, above grade and visible</li> <li>♦Rip rap.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
7. <u>Landform Design &amp; Retaining Walls</u>	<ul style="list-style-type: none"> <li>◆Retaining walls to complement architecture.</li> <li>◆To integrate berming with natural topography.</li> </ul>	<ul style="list-style-type: none"> <li>◆Retaining walls shall tie into architectural building features with similar material usage, e.g., a stone retaining wall tying into a water table or stone skirt of a building.</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Stone/boulders</li> <li>◆Brick</li> <li>◆Muted tones, rustic textures, organic colors</li> <li>◆Berm planting</li> </ul>
8. <u>Pavement &amp; Curbing</u>	<ul style="list-style-type: none"> <li>◆To complement all plantings, buildings and existing landscape features.</li> <li>◆To minimize pavement and curbing.</li> </ul>	<ul style="list-style-type: none"> <li>◆Irregular, natural flows of circulation pavement is encouraged.</li> <li>◆Driveway and paths should be curvilinear and integrated with natural topography.</li> <li>◆Minimize guest parking spaces.</li> <li>◆Allow sheet flowing where practical.</li> </ul>	<p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Pressure treated timbers and railroad ties</li> <li>◆Stucco covered-concrete or CMU Block</li> <li>◆Large scale precast block retaining walls</li> <li>-Unit wall blocks</li> </ul> <p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Gravel</li> <li>◆Stone</li> <li>◆Brick</li> <li>◆Asphalt</li> <li>◆Concrete with exposed aggregate</li> </ul> <p>For Trails:</p> <ul style="list-style-type: none"> <li>◆Gravel</li> <li>◆Mulch</li> <li>◆Muted tones, rustic textures, organic colors</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Decorative pavers</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
9. <u>New Plantings</u>	<ul style="list-style-type: none"> <li>◆To hold soil on steep slopes.</li> <li>◆To complement site elements, building architecture and the existing landscape vegetation.</li> <li>◆To provide visual screening.</li> <li>◆To create variety within an overall planting theme.</li> <li>◆To blend naturalistic plantings with the surrounding landscape.</li> </ul>	<ul style="list-style-type: none"> <li>◆Plantings shall be coordinated with all other site design elements.</li> </ul>	<p>Required:</p> <ul style="list-style-type: none"> <li>◆Native plant materials. (See separate plant list for recommended plants.)</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Exotic non-native plants.</li> <li>◆Formal plantings or landscape designs</li> </ul>
10. <u>Parking</u>	<ul style="list-style-type: none"> <li>◆To reduce visual impact of vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>◆Parking should not be seen from the street or by adjacent property owners.</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Curbing (stone or concrete).</li> <li>◆Muted tones, rustic textures, organic colors.</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Railroad ties or concrete wheel stops.</li> </ul>
11. <u>Landscape Structures and Site Amenities.</u>	<ul style="list-style-type: none"> <li>◆Elements to harmonize with the environment.</li> </ul>	<ul style="list-style-type: none"> <li>◆Sited to augment and complement overall design concept.</li> <li>◆All elements shall be integrated with the buildings into finished grade and existing topography.</li> <li>◆Lighting shall not be directed off-site.</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Stone or Brick</li> <li>◆Wood (stained, rough, finished)</li> <li>◆Stucco covered concrete or CMU block.</li> <li>◆Any roofs to match related architecture regarding material selection</li> <li>◆Organic materials, rustic look of mountain park architecture; muted colors, tones, textures.</li> </ul> <p>Prohibited:</p> <ul style="list-style-type: none"> <li>◆Pressure treated timbers or railroad ties.</li> </ul>



### 2.3 Design Requirements, Mixed Uses

Elements	Goals	Design and Configuration	Materials and Finishes
1. <u>Exterior Walls</u>	<ul style="list-style-type: none"> <li>◆To create a variety of wall character within each building and among buildings.</li> </ul>	<ul style="list-style-type: none"> <li>◆Foundation walls shall be designed as part of the exterior wall materials scheme and shall be fitted to finished grade.</li> <li>◆Walls shall be one-story or one and one-half story high.</li> <li>◆More than one exterior wall plate height shall be provided.</li> <li>◆Overhanging walls shall be bracket supported</li> <li>◆A minimum of two materials and finishes shall be applied.</li> </ul>	<ul style="list-style-type: none"> <li>◆Stone or Brick</li> <li>◆Cement plaster</li> <li>◆Cemenisious (Hardi or equal) lap siding, shingle siding, board and batten, or board on board</li> <li>◆Wood weatherboards with trim on the street façade shall be used as accent material.</li> <li>◆Board and batten and board on board siding</li> <li>◆Wood shingles on the street façade shall be used only as accent material.</li> <li>◆Vinyl or aluminum siding shall not be permitted.</li> </ul>
2. <u>Roofs</u>	<ul style="list-style-type: none"> <li>◆To create a uniformity of building profiles.</li> <li>◆To articulate and differentiate the massing of the building.</li> <li>◆To accommodate upper floor rooms and/or changes in the main level spaces.</li> </ul>	<ul style="list-style-type: none"> <li>◆Roof pitch shall be 12 in 12. Other roof slopes may be utilized based on integration into overall design.</li> <li>◆Roof pitches of entrances may break or sweep at the eaves.</li> <li>◆Shape: <ul style="list-style-type: none"> <li>- shall be gable, hip, half-hip or combination thereof.</li> <li>- a minimum of one gable shall be facing street and parking.</li> <li>- if more than one gable is located on a façade, one gable shall be at least 1.5 times larger than and may overlap the other gable.</li> <li>- gable ends may overhang lower stories.</li> <li>- eaves and rakes shall be extended to protect walls and openings.</li> <li>- soffits may be open or closed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆Wood shakes or shingles.</li> <li>◆Concrete tiles.</li> <li>◆Metal roofing.</li> <li>◆Materials and treatment of eaves, rakes and soffits are to be complementary to exterior wall treatment.</li> <li>◆Roof accessories such as vents, flashing, gutters and down-spouts are to be of good quality and their coloring is to match with roofing materials fascia, soffits and exterior wall treatment.</li> <li>◆Contrasting colors shall not be permitted.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
3. <u>Entrances</u>	<ul style="list-style-type: none"> <li>◆To provide a weather protected zone of transition between the street and the interior of the building.</li> </ul>	<ul style="list-style-type: none"> <li>◆Entrances at the street façade shall be located under a gable and/or main roof of the building.</li> <li>◆The size and design of entrances and lobbies shall be appropriate to their semi-public function.</li> <li>◆Entry doors shall have pronounced trim, which may be arched and/or tabbed.</li> </ul>	<ul style="list-style-type: none"> <li>◆Columns, posts, rails, balusters, newels shall be constructed using large, solid or built-up members otherwise, same as exterior walls and roof applies.</li> <li>◆All structural steel members at street and/or parking facades shall be clad with materials complementary to the exterior wall and roof materials.</li> <li>◆Entry doors shall be of wood and/or steel.</li> </ul>
4. <u>Exterior Openings</u>	<ul style="list-style-type: none"> <li>◆To provide a cohesive articulation and decoration of the building exterior.</li> <li>◆To establish visibility of the building interiors to the pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>◆Windows: <ul style="list-style-type: none"> <li>- shall be of tall and narrow proportions and preferably of casement-type as opposed to double-hung.</li> <li>- shall generally be arranged in groups of three or more in public rooms</li> <li>- multi-story bays are recommended in representational spaces</li> <li>- a major portion of the street façade on the main level shall be opened with windows to create a high degree of transparency</li> <li>- top of rough opening for all windows on main level of street and parking facades shall be 8 (eight) feet.</li> <li>- skylights shall be located away from the street façade.</li> </ul> </li> <li>◆On street facades, it is encouraged to provide bracketed bay windows and/or window boxes.</li> </ul>	<ul style="list-style-type: none"> <li>◆Window units shall be of wood or aluminum clad with matching tone simulated divided light muntins.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
5. <u>Building Supplements</u>	<ul style="list-style-type: none"> <li>◆To complement the overall design of the building.</li> <li>◆To integrate with the existing and planned built environment</li> </ul>	<ul style="list-style-type: none"> <li>◆Chimneys:               <ul style="list-style-type: none"> <li>- shall be massive, elaborated, tall and prominent and shall be characterized also by bottom to top contrast in wall materials</li> <li>- shall be patterned and articulated as multiple shafts</li> <li>- terminations shall be elaborated</li> </ul> </li> <li>◆Hardware shall be operable and where visible, be large and finished to complement associated elements</li> <li>◆All mechanical, plumbing and electrical installations on pads or otherwise shall be permitted only on the alley side of building. In any case, they shall be hidden from public view.</li> <li>◆Telecommunication receivers shall be hidden from public view, if at all possible.</li> <li>◆Mailboxes shall be located within the covered street entrance area on the exterior wall.</li> <li>◆Ancillary structures shall not be permitted</li> <li>◆Non-static or mobile signage shall not be permitted.</li> <li>◆Signage shall not be permitted above roof line of building.</li> </ul>	<ul style="list-style-type: none"> <li>◆Masonry with cement plaster or cladding over wood framing with masonry accessories, metal shrouds or other features</li> <li>◆Constructed screening materials and finishes shall be complementary with the exterior walls.</li> <li>◆Vinyl lattice or diagonal screening shall not be permitted.</li> <li>◆Only satellite dishes 39 inches in diameter or smaller shall be permitted.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
6. <u>Grading &amp; Drainage Features</u>	♦To minimize disturbance of existing landforms and drainage patterns	♦All swales, drains, culverts and drainage materials shall be designed to remove storm drainage efficiently.	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>♦Metal grates and drain covers</li> <li>♦Stone drainage material</li> <li>♦Muted tones, rustic textures , organic colors</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>♦Precast or in situ concrete elements, above grade and visible</li> </ul>
7. <u>Landform Design &amp; Retaining Walls</u>	<p>♦Retaining walls to complement architecture.</p> <p>♦To integrate berming with natural topography.</p>	♦Retaining walls to tie into architectural building features with similar material usage, e.g. a stone retaining wall tying into a water table or stone skirt of a building.	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>♦Stone/boulders</li> <li>♦Brick</li> <li>♦Stucco covered-concrete or CMU block</li> <li>♦Muted tones, rustic textures, organic colors</li> <li>♦Berm planting</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>♦Railroad ties and pressure treated timbers are discouraged for walls or steps</li> <li>♦Mulch shall not become a predominant visual design element</li> <li>-Unit wall blocks</li> </ul>

<b>Elements</b>	<b>Goals</b>	<b>Design and Configuration</b>	<b>Materials and Finishes</b>
8. <u>Pavement &amp; Curbing</u>	<ul style="list-style-type: none"> <li>◆To create a cohesive streetscape</li> </ul>	<ul style="list-style-type: none"> <li>◆Paving and curbing shall complement other site elements and architecture</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Flagstone</li> <li>◆Brick</li> <li>◆Asphalt</li> <li>◆Concrete</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Decorative pavers</li> </ul>
9. <u>New Plantings</u>	<ul style="list-style-type: none"> <li>◆To hold soil on steep slopes</li> <li>◆To complement site elements, architecture and the existing landscape vegetation</li> <li>◆To provide visual screening</li> <li>◆To provide cohesive landscaping</li> </ul>	<ul style="list-style-type: none"> <li>◆Plantings shall be coordinated with all other site design elements</li> </ul>	<p>Required:</p> <ul style="list-style-type: none"> <li>◆Native plant materials</li> <li>◆See separate plant list for recommended plants</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆Exotic non-native plants</li> </ul>
<b>Elements</b>	<b>Goals</b>	<b>Design and Configuration</b>	<b>Materials and Finishes</b>
10. <u>Parking</u>	<ul style="list-style-type: none"> <li>◆To reduce the visual impact of vehicles.</li> <li>◆To coordinate with pedestrian circulation flow.</li> </ul>	<ul style="list-style-type: none"> <li>◆Sited to augment and complement overall design concept</li> <li>◆All elements shall be integrated with the buildings into finished grade and existing topography</li> <li>◆Lighting shall not be directed off-site</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Stone</li> <li>◆Wood (stained, rough, finished)</li> <li>◆Brick</li> <li>◆Stucco covered concrete or CMU block</li> <li>◆Any roofs to match related architecture regarding material selection.</li> <li>◆Organic materials, rustic look of mountain park architecture, muted colors, tones and textures.</li> <li>◆Pressure treated timbers or railroad ties shall not be permitted.</li> </ul>
11. <u>Landscape Structures and Site Amenities</u>	<ul style="list-style-type: none"> <li>◆Elements to harmonize with the environment.</li> </ul>		

## 2.4 Design Requirements, Special Uses

Elements	Goals	Design and Configuration	Materials and Finishes
1. <u>Exterior Walls</u>	<ul style="list-style-type: none"> <li>◆To integrate the building in the existing topography.</li> <li>◆To establish a building envelope which is in scale and configuration appropriate to the building function and its siting.</li> <li>◆To create a variety of wall characteristics within the building complex.</li> </ul>	<ul style="list-style-type: none"> <li>◆Foundation walls shall be designed as part of the exterior wall materials scheme and shall be fitted to finished grades.</li> <li>◆Foundation walls shall enclose crawl spaces.</li> <li>◆Foundations for porches and terraces shall be continuous walls and/or a system of piers and continuous screening.</li> <li>◆A minimum of two materials and finished shall be applied for exterior walls.</li> </ul>	<ul style="list-style-type: none"> <li>◆Concrete-stucco</li> <li>◆Brick</li> <li>◆Stone</li> <li>◆Automatic vents and access panels shall be coordinated with wall finishes, trim and design patterns.</li> <li>◆Brick</li> <li>◆Stone</li> <li>◆Cement plaster</li> <li>◆Wood weatherboards with trim</li> <li>◆Wood shingles</li> <li>◆Vinyl or aluminum siding shall not be permitted</li> </ul>
2. <u>Roofs</u>	<ul style="list-style-type: none"> <li>◆To establish a scale and hierarchy of the building's massing which is appropriate to building functions and siting.</li> <li>◆To accommodate upper floor rooms and/or changes in the main level spaces.</li> </ul>	<ul style="list-style-type: none"> <li>◆The overall roof design shall articulate the building volume in distinctive parts with hip, half-hip or combination thereof with multiple large scale gables.</li> <li>◆The use of parapeted gables is recommended at prominent locations.</li> <li>◆Gables may overhand lower stories.</li> </ul>	<ul style="list-style-type: none"> <li>◆Wood shakes and shingles</li> <li>◆Architectural grade asphalt shingles</li> <li>◆Metal roofing</li> <li>◆Concrete tiles</li> <li>◆Materials and finishes of eaves, rakes and soffits shall be coherent and complementary with the exterior wall treatments.</li> <li>◆Roof accessories such as vents, flashing, gutters and down-spouts shall be of good quality and their coloring is to match with roofing materials fascia, soffits and exterior wall treatment.</li> <li>◆Contrasting colors shall not be permitted.</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
3. <u>Porches and Terraces</u>	<ul style="list-style-type: none"> <li>◆To provide generous places for social functions which converge the interior of the building with the natural environment and the public realm.</li> </ul>	<ul style="list-style-type: none"> <li>◆The scale and design of porches and terraces shall be appropriate to their function as well as their location relative to the building volume, the topography and the natural environment.</li> <li>◆Porch and terrace steps shall be closed riser type and shall be inset within porch floor area.</li> <li>◆Porch and terrace steps projected beyond the porch floor to grade shall be received by check walls constructed to match adjacent walls or foundations.</li> </ul>	<ul style="list-style-type: none"> <li>◆Columns, posts, rails, balusters, newels and stairs shall be constructed to be coherent and complementary with the exterior wall treatment and with the house design generally.</li> </ul>
4. <u>Exterior Openings</u>	<ul style="list-style-type: none"> <li>◆To create formal entrances which are in scale and location appropriate to the function and siting of the building complex.</li> <li>◆To provide articulation and hierarchy of scale for the exterior of the building volume.</li> </ul>	<ul style="list-style-type: none"> <li>◆Entrances shall be combined with covered porches and/or porte-cocheres.</li> <li>◆Windows: <ul style="list-style-type: none"> <li>-shall be preferably tall and narrow proportions</li> <li>-shall be arranged in groups of three or more in inhabited rooms</li> <li>-in ceremonial or representational spaces windows shall be arranged in multi-story bays</li> <li>-skylights shall be located away from the public view</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆Doors shall be of steel and/or painted or stained wood.</li> <li>◆Aluminum or vinyl clad units with matching simulated true divided light muntins</li> <li>◆Shutters shall be operable and of painted or stained wood</li> </ul>

Elements	Goals	Design and Configuration	Materials and Finishes
5. <u>Building Supplements</u>	♦To complement the overall design of the building and its exterior spaces	♦Chimneys: -shall be massive, elaborated, tall and prominent -patterning and articulation as multiple shafts is recommended -terminations shall be elaborated  ♦All mechanical, plumbing and electrical installations on pads or otherwise shall be hidden from public view with constructed or landscaped screening.  ♦Telecommunication receivers shall be hidden from public view, if at all possible.  ♦Signage: -shall be appropriate in design and scale to overall design of building -non-static or mobile signage shall not be permitted -signage shall not be permitted above roof-line of building -signage for directions on site shall be coordinated with overall signage concept for the development	♦Masonry, cement plaster or cladding over wood framing with masonry accessories, metal shrouds or other features.  ♦Materials and finishes shall be identical with the exterior walls of the building complex.  ♦Vinyl siding, vinyl lattice work or diagonal lattice screening shall not be permitted.  ♦Only satellite dishes 39 inches in diameter or smaller shall be permitted.  ♦Shall complement exterior wall and roof finishes.



Elements	Goals	Design and Configuration	Materials and Finishes
6. <u>Ancillary Structure</u>	♦To complement the design of the building complex in a cohesive manner.	♦Ancillary structures, pools, etc. shall be placed on a side away from the main entrance and street  ♦Service facilities/waste disposal: - should these not be integrated within the main building volume, such facilities shall be sited and designed to be protected from public view and access. - the design shall be such that these facilities are perceived as an integral part of the building complex.	♦Shall be identical to the main building  ♦Shall be identical to the main building
7. <u>Grading &amp; Drainage Features</u>	♦To minimize disturbance of existing landforms and drainage patterns.	♦All swales, drains, culverts and drainage materials shall be designed to remove storm drainage efficiently.	Encouraged: ♦Metal grates and drain covers ♦Stone drainage material ♦Muted tones, rustic textures, organic colors  Discouraged: ♦Precast or in situ concrete elements, above grade and visible

Elements	Goals	Design and Configuration	Materials and Finishes
8. <u>Landform Design &amp; Retaining Walls</u>	<ul style="list-style-type: none"> <li>◆ Retaining walls to complement architecture</li> <li>◆ To integrate berming with natural topography</li> </ul>	<ul style="list-style-type: none"> <li>◆ Retaining walls shall tie into building features with similar material usage, e.g. a stone retaining wall tying into a water table or stone skirt of a building</li> <li>◆ Shall be integrated with finished grades</li> <li>◆ Berming shall be naturally planted</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆ Stone/boulders</li> <li>◆ Brick</li> <li>◆ Stucco covered-concrete or CMU block</li> <li>◆ Muted tones, rustic textures, organic colors</li> <li>◆ Berm planting</li> </ul>
9. <u>Pavement &amp; Curbing</u>	<ul style="list-style-type: none"> <li>◆ Materials to complement all other site elements, plantings, architecture</li> <li>◆ To minimize pavement area</li> </ul>		<p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆ Railroad ties and pressure treated timbers are discouraged for walls or steps</li> <li>◆ Mulch shall not become a predominant visual design element</li> <li>-Unit wall blocks</li> </ul> <p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆ Flagstone</li> <li>◆ Brick</li> <li>◆ Asphalt</li> <li>◆ Concrete</li> </ul> <p>For Walks:</p> <ul style="list-style-type: none"> <li>◆ Flagstone</li> <li>◆ Concrete</li> <li>◆ Muted tones, rustic textures, organic colors</li> </ul> <p>Discouraged:</p> <ul style="list-style-type: none"> <li>◆ Decorative pavers</li> </ul>

<b>Elements</b>	<b>Goals</b>	<b>Design and Configuration</b>	<b>Materials and Finishes</b>
10. <u>New Plantings</u>	<ul style="list-style-type: none"> <li>◆To hold soil on steep slopes</li> <li>◆To complement site elements and architecture</li> <li>◆To provide visual screening</li> <li>◆To create variety within an overall planting theme.</li> <li>◆To blend naturalistic plantings with the surrounding landscape.</li> </ul>	<ul style="list-style-type: none"> <li>◆Plantings shall be coordinated with all other site design elements.</li> </ul>	<p>Required:</p> <ul style="list-style-type: none"> <li>◆Native plant materials</li> <li>◆See separate plant list for recommended plants</li> </ul> <p>Discouraged:</p> <p>Exotic non-native plants</p>
11. <u>Parking</u>	<ul style="list-style-type: none"> <li>◆To reduce the visual impact of vehicles.</li> <li>◆To coordinate with pedestrian circulation.</li> </ul>		

<b>Elements</b>	<b>Goals</b>	<b>Design and Configuration</b>	<b>Materials and Finishes</b>
12. <u>Landscape Structures and Site Amenities</u>	<ul style="list-style-type: none"> <li>◆Elements to harmonize with the environment.</li> </ul>	<ul style="list-style-type: none"> <li>◆Sited to augment and complement overall design concept.</li> <li>◆All elements shall be integrated with the buildings into finished grade and existing topography.</li> <li>◆Lighting shall not be directed off-site.</li> </ul>	<p>Encouraged:</p> <ul style="list-style-type: none"> <li>◆Stone</li> <li>◆Wood (stained, rough, finished)</li> <li>◆Brick</li> <li>◆Stucco covered concrete or CMU block</li> <li>◆Any roofs to match related architecture regarding material selection</li> <li>◆Organic materials, rustic look of mountain park architecture, muted colors, tones and textures</li> <li>◆Pressure treated timbers or railroad ties shall not be permitted</li> </ul>

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## Section 3 Environmental Control Committee Guidelines and Procedures

### 3.1 Introduction

#### 3.1.1 Authority

The Straus Park Environmental Control Committee (hereinafter referred to as the ‘Committee’) was established by the Developer/Declarant in accordance with the Declaration of Covenants of Straus Park. The covenants stipulate that

“No improvements to, modification of, or construction of any kind on any Lot shall occur, unless the same shall have been previously approved in writing in the manner set forth herein by the Environmental Control Committee. The foregoing approval is required for any disturbance of or construction on a Lot (collectively, “Construction”), including but not limited to the following types of Construction; buildings, houses, signs, fences, parking areas, lighting, pools, gazebos, sports equipment and landscaping. The Committee shall publish, and may amend, from time to time, architectural and construction guidelines (the “Guidelines”) in connection therewith. Without limiting what the Guidelines shall address, it is anticipated that the same shall set forth design and building requirements, plans review procedures, compliance requirements, administration and impact fees to reimburse the cost of review and/or to defray the anticipated damage to be done to roadways which *may* be charged by the Committee for payment to the Property Association, and compliance deposits (subject to assessment in case of non-compliance) which must be paid prior to the commencement of any construction on a lot. No construction on a lot shall commence or continue if the plans have not been approved in writing by the Committee, and the required fees paid.”

#### 3.1.2 Purpose

The Committee’s purpose is to assure the orderly development of an aesthetically pleasing and harmonious community while preserving the natural beauty of Straus Park. This will be accomplished by reviewing all proposed projects for compliance with rules for design and construction as described herein.

#### 3.1.3 Scope

Plans for any product of construction to be implemented within Straus Park must be submitted to, and approved by, the Committee. Such products include all construction, modification, and landscaping, including but not limited to:

- a. Buildings, garages, sheds, roads, driveways, parking areas, signs, patios, decks, external antennas, fuel tanks, fixed sporting equipment, wells.
- b. Grade modification including cutting, filling, regrading, or any drainage modification work;
- c. Altering the exterior of existing structures in any way including *repainting, staining, re-roofing*, replacing windows or doors, etc.
- d. Alteration or removal of any vegetation/live trees. See also Paragraph 6.1, Tree Trimming and Removal Policy.

- e. Landscape features: water features, additional plantings, walls, fences, walkways, outdoor lights, statuary, or any decorative structure.

### 3.2 *Review Procedure*

The plan approval process<sup>4</sup> is the principal controlling aspect of orderly construction that produces aesthetically coherent development.

#### 3.2.2.1 Application

The Application for plans review and Building Permit is to be completed and submitted to the Administrator with the required fee together with complete plans.

#### 3.2.2.2 Review/ Permit Fees<sup>5</sup>

A non-returnable review fee must be submitted with application.

- a. Any new construction \$1,500
- b. Addition or (physical alteration of the exterior footprint of the structure, including swimming (pools) \$200. This also includes decks.

#### 3.2.2.3 Compliance Deposit

The following Compliance Deposits must be submitted when the Straus Park Environmental Control Committee Approval/Agreement Letter-Contract is signed. The deposit will be held without interest to the owner; any interest accrued shall be for the benefit of the Committee function. These Compliance Deposits are to assure that the project is completed in accordance with the approved plans and specifications including landscaping; that the job site is maintained in accordance with the Design Manual and that any property damaged by the contractor is repaired. The deposit (less any administrative fee) will be returned to the owner upon satisfactory completion of all work.

	Compliance Deposit
<u>New Construction –</u> <u>Residential or Commercial</u>	- \$2,000
<u>Additions/Alterations</u>	- \$1000

If an existing home is razed or substantially stripped to foundation and framing, the project will be charged as new construction.

#### 3.2.2.4 Permits

After satisfactory plans review and approval, the Administrator will issue a Straus Park Building Permit. Please note that the Straus Park permit does not supplant in any way the requirement for a Brevard/Transylvania County building permit. The permit, in addition to other required building permits, is the authority to proceed with clearing, grading and foundation forms placement.

#### 3.2.2.5 Changes

If any changes to the approved plans and specifications involving the exterior of the structure or the site are desired during construction, documentation of such changes must be submitted to the Administrator for approval.

#### 3.2.2.6 Appeals

The applicant may resubmit amended plans to comply with the Committee's letter.

If the applicant believes the Committee has not adequately considered the issue, the applicant may petition the Straus Park Master Association by letter for a final hearing and decision.

### 3.2.4 Preliminary Review

If the applicant is concerned about the acceptability of the project design, a preliminary review may be requested by submitting an Application for plans review, with the appropriate box checked, along with the full fee. The submission must include a site plan, at an appropriate scale showing; the required setbacks; the footprint of all structures dimensioned to the property lines; the tree survey; existing grade elevations; and sketches of the building elevations. The preliminary review will be conducted at a regularly scheduled Committee meeting. The written response to the preliminary review is for information purposes only, and is in no way binding on the Committee to subsequently approve the final plans.

The preliminary plans should be conceptual in nature. The ECC is not looking for full construction documents, but rather an indication of the homeowner's (applicant's) understanding of the site, the massing of the house, and the impact of the house and drive on the site. Hand-drawn plans are encouraged.

The planting plan at the preliminary submittal needs to show intent of planting scheme, areas intended for open space, and a preliminary plant list.

### 3.2.5 Final Review

#### 4.2.5.1 Submittal Requirements

One copy of the documentation described below must be submitted to the Committee. This copy will be retained by the Committee. If applicant wishes a marked-up copy, two complete sets of plans should be submitted. **In addition to paper plans, a complete set of plans needs to be submitted in digital format**

**(PDF) on CD. Such digital plans will be exclusively for the use of the ECC review and will not be available to any other party for review or duplication so as to protect the intellectual property rights of the creator.**

#### 3.2.5.1.1 Site Plan

A site plan at an appropriate scale (at least 1:20, 1:10 preferable and sealed by a registered surveyor) is required that clearly indicates the following;

- a. Topographical two-foot (2') contours showing existing and finished grades.
- b. All trees over six-inch (6") diameter measured at four feet (4') above the ground or DBH; groups of three or more trees within three feet (3') of each other, each of which exceeds three inches (3") in diameter measured four feet (4') above the ground, the tree species, those trees which are to be removed marked with an "X" and delineated clearing limits. Specimen trees requiring protective barriers must be so marked.
- c. Major stands or groupings of vegetation, such as massings of rhododendron.

**Note:** Clearing limits must be clearly marked; no trees or vegetation outside this area can be removed without written ECC approval. Areas requiring a protective barrier must be identified. This barrier must be constructed of wood and remain in place during construction.

- c. The required setback lines along with the extreme edges of all proposed vertical construction {over eighteen inches (18") above final grade} including, but not limited to, the building and its roof overhangs, porches, decks, service yards, fences, heating/air conditioning equipment, etc., dimensioned to the property line;
- d. Major site features on the near edges of adjacent properties including the edges of vertical construction, roads, paths, waterways, drainage features, sewer or collection basins or culverts (with sizes and inverts), etc.;
- e. All proposed horizontal construction {less than eighteen inches (18") above final grade} including driveways, parking areas, paths, walkways, planters, pools, decks, patios, etc.;
- f. The location of any other fixed structures, not directly related to the residence, sited on the property;
- g. Grading and drainage plan including erosion control measures (on separate sheet if necessary) indicating all planned changes from original grade (with contour



lines), swales, tree protection, culverts (with material sizes and inverts), and connections to off-site drainage ditches, retention ponds, etc., including culverts and swales (with sizes and inverts); and

- h. Proposed clearing or corridor for utility services to lot for water, electricity, telephone, cable TV and sanitary sewer.

#### 3.2.5.1.2 Landscape Plan

In general the landscape plan should reflect an attempt to preserve, as much as possible, the indigenous vegetation, removing only those trees necessary for construction; some clearing or thinning will be acceptable for the health of the remaining trees, view, and breeze. Under-story should be cleared judiciously, keeping in mind the need for reasonable screening from adjoining properties. Clearing of large areas will not be approved, and the Committee must approve removal of any tree in writing.<sup>8</sup>

The object of the plan (design) will be to “integrate” the house/hardscape into the existing landscape, preserving as much as possible, per the above and adding materials, variety, size and textures to provide an interesting design and to soften the intrusion of construction by blending it with the natural environment. All bare and scarred areas *must* be covered by mulch or groundcover, lawn or other plant material.

The required plan includes a landscaping diagram (overlay of site plan) showing the size, species and location of all existing (retained) trees and shrubs, species and size at planting with indication of size at maturity of proposed individual trees, shrubs and plant materials; grass and mulched areas; gardens; along with the footprint of buildings and horizontal construction, and the location and type of all exterior lights.

#### 3.2.5.1.3 Architectural Plans

Fully dimensioned and annotated architectural plans at a scale of 1/4 inch per foot are required including;

- a. Floor plans with computation of heated/air conditioned area (in sq. ft.) by floor and for the total building.
- b. Elevation views of all sides showing treatment of all exterior surfaces, finished main floor elevation, other floor elevations, maximum building roof height above the main floor, original and final grade levels;
- c. Construction details appropriate for understanding architectural detailing and structural sections including dimensioned roof/wall section(s), chimney treatment, trim, lattices, service yard,

posts/columns, railings, balusters, stair tread/riser and landing details; etc.

- d. Complete definition of any other structures (planters, decorative posts, pole lights, flagpole, sport equipment, pool, waterfall, etc.), and signage in the commercial area, to be erected whether attached or separate from the main building.

#### 3.2.5.1.4 Exterior Materials and Finishes (also see Section 3)

Complete definition (including samples) of all exterior materials and finishes is required including but not limited to, siding, soffits, fascia, trim, roof; window frames, mullions, doors, chimneys, roof projections exposed foundation, etc.<sup>9</sup> Samples of acceptable materials and finishes may be seen at the office of the Committee Administrator. A material/color palette specimen board shall be erected on the site and generally face the roadway.

#### 3.2.5.1.5 Variances

Variance approval will be based on architectural merit, the positive impact of the item to the property owner, the street, neighborhood and natural environment. The Committee may seek input from neighbors, where appropriate.

If, during its review of the Application for Building Permit data, the Committee discovers a variance that was not requested, the Committee will take no further action pending clarification or variance request by the applicant.

**Note:** All external *alterations and additions* shall conform to the same contractor-builder responsibilities and issues. Such projects shall also follow the same review process with review and compliance deposit. Design Requirements (Section 3) shall guide all alterations and additions submitted for approval.

#### 3.2.5.2 Project Approval

After receipt of the Application for Plans Review Building Permit with all required documentation, the Administrator will examine all material for completeness appropriate to level of approval requested, notify applicant if additional information is required and schedule it for review at the next Committee meeting.

If the project is approved, the and Building Permit (Paragraph 4.2.2 4) which authorizes the start of construction. The permit must be prominently posted at the site, along with the Transylvania County Building Permit (see Paragraph 4.5.1 Approved Contractor Signs). Construction work must start within ninety (90) days of the date of the Building Permit, and unless additional time is requested at time of plans approval be completed within one (1) year of the permit date.

If the project is disapproved, a letter citing the reasons for disapproval shall be

sent to the applicant. The applicant may resubmit revised plans, which are in accord with the Committee's letter. No additional fee is required for this submittal. The applicant may, if necessary, appeal in accordance with Paragraph 4.2.2.6.<sup>10</sup>

#### 3.2.5.4 Stake Out Review

After project approval, Compliance Deposit payment and Building Permit Agreement signing, the applicant must have stakes and strings placed to indicate property lines as determined by a North Carolina Registered Land Surveyor and the location of the horizontal limits of all proposed vertical and horizontal construction including the driveway. (See also paragraph 4.2.6.) On a case-by-case basis, the Administrator may require stake-out and string lines for on-site review during the review process, before final approval.

Trees to be removed must be tagged in red, with no markings on the other trees. **Note:** No other clearing will be allowed without Committee approval. The applicant must contact the Administrator for an inspection of the site layout. After approval, when the string lines layout is established and trees tagged, the Building Permit validated for site clearance and batter board or forms placement will be issued.

#### 3.5.2.1 On-Site Color/Specimen Board and Wall Mock Up

A material/color palette specimen board shall be erected on the site and generally face the roadway. The purpose of this board is to allow natural lighting conditions to illuminate real materials and finishes as opposed to pre-printed color swatches on cardboard. Materials and finishes to be incorporated include foundation material and color, major bann board or trim and color, wall material and finished color, and roofing material and color. Minimum size of samples shall be 8-in. by 12-in. This board shall be erected within 3 weeks of the final sign off of the Application to Review Plans.

Mock ups of any site walls visible from adjacent lots or the public roadway shall be installed for ECC review and approval prior to completion of the wall.

#### 3.5.2.2 Gutters and Outflow Terminations

Gutter downspouts shall be terminated into underground ducts with outflow water discharged into dissipaters on the owner's property. Splash blocks at the base of downspouts are not encouraged.

#### 3.2.8 In Progress Inspections

During the course of construction, the Administrator and Committee may routinely inspect the site to ensure that work is proceeding in compliance with approved project plans and documents, and that construction site requirements are met. If deficiencies or non-compliance areas are noted, the builder or applicant, as appropriate, will be notified of needed corrective actions. Failure of noting deficiencies or non-compliance areas does

not relieve the owner, architect or builder of their ultimate obligations.

### 3.2.10 Final Inspection

When the applicant has completed the project, including landscaping in accordance with the Straus Park Environmental Control Committee Approval/Agreement Letter-Contract the applicant shall submit a letter to the Committee signed by the owner (or owner's agent) and the builder, certifying that all SP ECC permitted work has been completed in accordance with the plans and specifications, and any amendments thereto, approved by the Committee. A copy of the Transylvania County Certificate of Occupancy and final as-built land survey must also be submitted to the Committee.

If the Committee concurs that all SP ECC permitted work has been completed in accord with approved plans and specifications, the Compliance Deposit, less any administrative fees or fines assessed, shall be returned to the applicant.

If the Committee finds that the permitted work was not in compliance with the approved plans and specifications, the Committee will issue a letter to the applicant stating the reasons for noncompliance. The applicant must correct the deficiencies and resubmit a letter certifying completion.

## ***3.4 Contractor-Builder Rules***

All Contractors who wish to build in the Straus Park project must be registered with and approved by the Committee. Contractors must be licensed by the State of North Carolina and hold a license commensurate with the proposed project. The procedure for acceptance is explained herein below. The purpose of this approval is simply to facilitate a successful program for the developer and insure a high quality end product for the owner(s) instilling quality control in the building process. Approved contractor-builders will be expected to be thoroughly familiar with all the Committee guidelines, procedures etc. and to follow them carefully. Those who do not perform to the expectations of the process will be reminded of the requirement(s) and asked to comply. Repeated lapses may result in removal from the approved builders list. Any questions about registration or performance requirements should be directed to the Committee Administrator.

### 3.4.1. Contractor-Builder Responsibilities

#### 3.4.1.5 Control of Subcontractors

The Contractor-Builder is responsible for insuring all subcontractor and tradesman compliance with these guidelines and requirements.

#### 3.4.1.6 Exercise Due Care

The Contractor-Builder will be held financially responsible for damage to common areas or any property that is beyond normal wear and tear to the roads caused by normal traffic.

### 3.4.2 Builder Compliance Areas

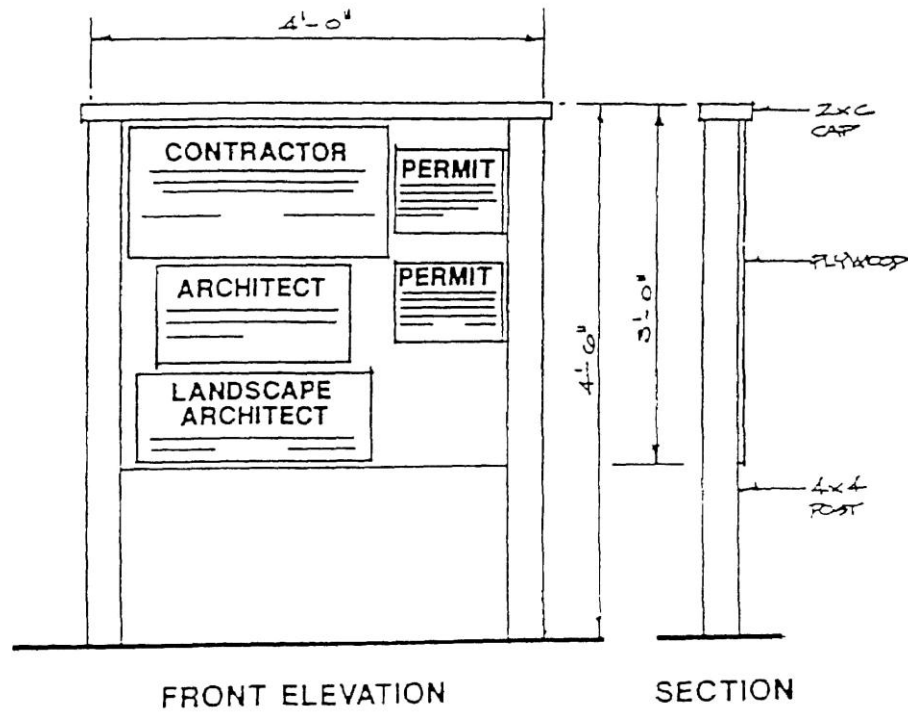
The following is a brief list of items checked regularly for compliance:

- a. Site work may not begin until the permit is issued;
- b. Permits and builder identifications must be posted for easy visibility from the street
- c. Trash containers (dumpsters) and portable toilets must be on site prior to any construction;
- d. Job site to be organized and free from litter and trash container(s) emptied regularly;
- e. Disposal of paints, chemicals or other substances harmful to the environment must be in accordance with state and local laws. They may not be disposed of on site;
- f. The lot may be cleared only to the extent of the approved construction area.
- g. All construction activity, materials, etc. must be located within the property boundaries, and only within the approved cleared limits;
- h. Installation of a barrier fence for the protection of specimen trees as identified by the Committee.
- i. Job sites are to be free from nuisance behavior i.e. loud radios; loud, objectionable behavior or language by workers;
- j. Hunting or fishing on Straus Park property is not permitted by contractor or sub-contractor personnel;
- l. Burning on job sites is prohibited;
- m. Loitering on job site after work hours is not permitted,
- n. Roads and private drives may not be blocked for any reason;
- o. Personal pets of contractor or sub-contractor personnel are not permitted on job sites;
- p. Work hours are to be followed: M-F 7:30am to 6:30pm, Saturday 8:30am to 4:30pm. Work is not permitted on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas Day;
- s. Erosion control measures must be installed prior to any excavating work. These measures must be in effect and maintained during all Construction until disturbed surfaces are stabilized;
- t. Drainage may not be impeded ... temporary culverts may be installed in drain ways during construction;
- u. Construction or finish work at variance with the Committee approved plans must cease until approval is granted. Restorations may be required; and
- v. All contractor personnel are expected to comply with the listed OSHA safety

regulations.

### 3.5.1 Approved Contractor Signs

Signs identifying the General Contractor, Architect, and Landscape Architect are permitted during construction provided they are mounted on a single earth tone color sign board facing the roadway. The sign board shall conform to the illustration below. The sign may not be placed until all building permits are granted and must be removed prior to final inspection.



## **Section 4 Fines**

### **4.1 Fines**

The fine schedule being imposed shall be one hundred dollars (\$100) per day (\$600 per week) for each cited occurrence. A grace period of five (5) working days, for remedial repair and/or compliance action, will be granted from the day of citation. During this same period, the lot Owner or Contractor-Builder may request a hearing with the Committee's Administrator, either professional (discipline dependant, and one Committee member serving as an adjudicator panel.<sup>11</sup> Such fines shall accrue for each day more than five days after the decision that the violation occurred.

Further, the builder may appeal for just cause or hardship cases the specific citation with the ECC within fourteen (14) calendar days. Such appeal shall not be considered as prejudicial against the builder.

The lot owner may appeal the decision of an adjudicatory panel to the Master Association Board of Directors by delivering written notice of appeal to the board within fifteen (15) days after the date of the decision.

Levied fines will be deducted from the project's compliance deposit. When the compliance account reaches or approximates an eighty five (85) percent level, reimbursement must be made within seven (7) business days. Failure to do so may initiate a stop work order.

When fines reach one thousand dollars (\$1000) in the aggregate per building site the City of Brevard's Planning Department, 151 West Main Street, Brevard, NC 28712 and the North Carolina Licensing Board for General Contractors, P. O. Box 17187, Raleigh, NC 27619 will be notified with a listing of infractions.

If any provision of this policy is declared unconstitutional, such action shall not affect the validity of any other provision thereof.

The effective date of this schedule shall be the first of the calendar month immediately following formal issuance of this Design Manual.

## **Section 5 Tree Trimming and Removal**

The Straus Park Homeowners Association encourages the preservation of trees to the greatest extent feasible. The protection of healthy mature hardwood and evergreen trees throughout Straus Park is a high priority to the overall design concept. Individual homeowners or builders must be aware of this goal of the Association and their individual responsibilities to protect and enhance tree growth within individual lots whenever feasible.

Tree removal or trimming of trees that are greater than 6 inches in diameter at breast height (48 in.) without ECC approval, may result in fines being levied by the Master Association to include, but limited to, costs to remove and /or replace damaged or downed trees.

Each application for tree removal or tree trimming shall be reviewed by the ECC with a decision rendered on approval or denial (in whole or in part)

No fees are required for standard ECC review of tree removal requests by individual homeowners.

Trees removed without ECC approval must be replaced at the discretion of the ECC. Such replacement may require planting of multiple replacement trees and multiple locations. Locations shall be determined by the ECC. Location of replacement trees may be indicated on common Straus Park property with the intent of enhancing the natural habitat of the community.

### **Section 6 Permanent Fence Standard**

The ECC requires that above ground fences shall be reviewed on a case-by-case basis. Each site is unique and requests for approval of fences shall be reviewed based on the project's site-specific conditions and its compliance with general objectives and site planning concepts and goals of Straus Park.

Approval of any fence does not establish precedence or have bearing on future requests.

Generally, Straus Park is intended to be a natural, open landscape, reinforcing the natural over the manmade.

Fences shall not be permitted in front yards or side yards.

Functional fences shall be as unobtrusive as possible and shall be allowed only when they are not visually prominent. Setbacks shall be at least equal to the required building setbacks.

Maximum height shall be sixty (60) inches.



## Section 7 Sedimentation and Erosion Control <sup>13</sup>

### **There exists a zero tolerance for erosion and sedimentation in Straus Park.**

Straus Park has a strict policy regarding Sedimentation and Erosion Control. It is the responsibility of the Lot Owner and the Licensed Contractor to demonstrate to the ECC knowledge and understanding of current Best Management Practices (BMP's) and current, applicable local and state laws. This understanding should be demonstrated in the required plans for review.

For the purposes of this section, we offer the following definitions taken from the North Carolina General Statutes, Chapter 113A, Article 4.

“Erosion” means the wearing away of land surface by the action of wind, water, gravity, or any combination, thereof.

“Land-disturbing activity” means any use of the land by any person in residential, industrial, educational, institutional, or commercial development, highway and road construction and maintenance that results in a change in the natural cover or topography and that may cause or contribute to sedimentation.

“Sediment” means solid particulate matter, both mineral or organic, that has been or is being transported by water, air, gravity, or ice from its site origin.

Additionally, the ECC has the following guidelines that must be addressed in the required plans and carried out during construction; **PRIOR TO ANY LAND DISTURBANCE ACTIVITY.**

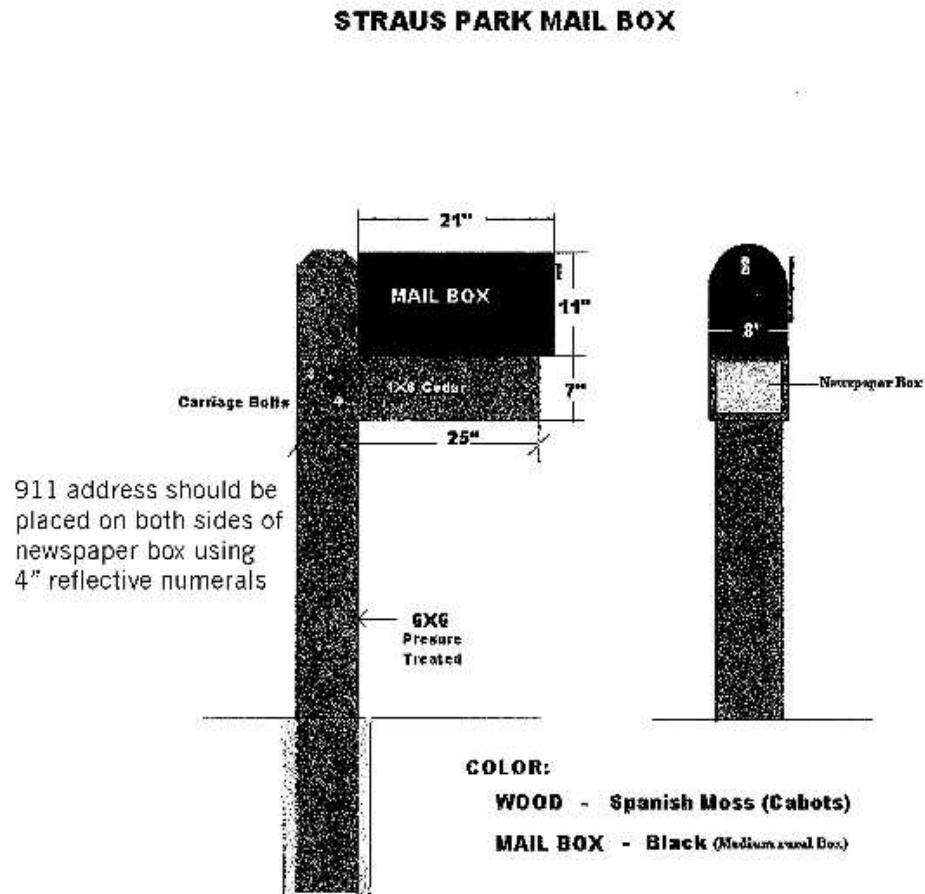
- a. All sites must contain all erosion or movement of sediment within the approved limits of disturbance. The areas affected by any sediment outside of these approved limits must be restored immediately to pre-construction form.
- b. All erosion control measures must be maintained and monitored on a regular basis, especially after storm events.
- c. All areas disturbed by construction must be stabilized as these areas are brought to finished grade.
- d. All temporary erosion control measures must be maintained and in-place until final inspections are complete. All of these measures must be removed prior to return of the compliance deposit.
- e. All erosion control measures shall be constructed in accordance with the N.C EROSION AND SEDIMENT CONTROL PLANNING AND DESIGN MANUAL.
- f. Contractor is responsible for inspection and maintenance of all erosion and sedimentation control practices on a weekly basis and after appreciable rain events. Needed repairs are to be completed within 24 hours. Failure to do so will result in fines and a “stop-work” order will be issued.

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<sup>13</sup> See also City of Brevard Unified Development Ordinance, Chapter 6, subsection 5, adopted 3 April 2006. For educational material refer to [www.bae.ncsu.edu/progrqms/extension/publicat/wqwm/L30/](http://www.bae.ncsu.edu/progrqms/extension/publicat/wqwm/L30/).

## Section 8 Straus Park Standard Mail Box Design

For separate houses prior to final inspection, a USPS approved mailbox will be erected at the proper height and setback as defined by the postal service. The design format is illustrated below.



Note: The FCC has approved secure mailboxes provided they closely match this design standard. Variations of this design standard must be submitted to the FCC for approval before installation.

**Section 9 Exhibits**

*Exhibit 1 Application*

***New Construction, Additions, and Alterations***

*Send to: Straus Park—ECC c/o IPM Corp.,*

*P.O. Box 580, 2602 Hendersonville Rd, Arden, NC 28704*

Date \_\_\_\_\_ File Number \_\_\_\_\_  
 Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

**Owner**

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Architect/Designer**

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Builder**

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Landscape**

Address \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Architects must be registered with the ECC; builders must be approved by the ECC (Para. 4.3); and applicants must comply with all requirements of the ECC Design Manual (applicable Manual paragraphs are cited).**

1. Project Type (paragraph 4.2.2.2):

- New Residence**
- Addition** (Any change to an existing home which alters the external envelope of the structure, or any addition of horizontal construction such as decks, pools, patios, etc.)
- Alteration** (Any change to an existing home with visible external effect but no envelope change or extensive internal remodeling.)
- Minor Change** (An addition or alteration of minor nature/cost, such as external repainting, roof, window or door replacement, added or expanded service yard, tree removal or any major landscaping changes. Minor landscaping changes, minor tree pruning and internal remodeling not requiring a County Permit do not require Committee approval.)

**Commercial**

5. **Fee enclosed** (paragraph 4.2.2.2): \$ \_\_\_\_\_

6. **Proposed Building Data**

- a. Lot "usable" area \_\_\_\_\_sq. ft. (area within setbacks for this lot).
- b. Total building footprint (including decks, garage, etc.) \_\_\_\_\_sq. ft.
- c. Heated area: Main floor \_\_\_\_\_sq. ft.; second floor \_\_\_\_\_sq. ft; total: \_\_\_\_\_sq. ft.

7. **Exterior Finishes** (paragraph 4.3.4.6)

Note: All of the following items must be specified and samples included for final approval.

Item	Material	Color	Manufacturer
Roofing	....		
Siding	....		
Fascia/trim	....		
Soffits	....		
Front door	....		
Garage door	....		
Other ext. doors	....		
Windows/frames	....		
Mullions	....		
Shutters	....		
Chimney	....		
Decks/porches	....		
Driveway	....		
Walks/patio	....		
Exposed foundation			
Other	....		

9. *I hereby certify that I have read the current, July 2008, Design Manual (guidelines and procedures), that I have complied with all applicable parts of those guidelines and that the information presented above is true and correct to the best of my knowledge. (Application must be signed by owner, architect and builder)*

Applicant Signature

Print Name

Date

**Exhibit 2 BUILDING PERMIT**  
*Straus Park Environmental Control Committee*

Lot (#, subdivision, street)\_\_\_\_\_

Owner\_\_\_\_\_

Builder/Contractor\_\_\_\_\_

### ***Exhibit 3 Plant List and Information***

#### **General Intent**

The general intent is to use native or native compatible plants. While there are always exceptions, due to historical or special affect, generally native type plants should be favored. Specialized or over-theme used gardens should be avoided along the trails or streets. Plants with blue, yellow or red foliage should be avoided.

#### **Straus Park–Unacceptable Plant List**

This list is comprised of plants that the ECC (Environmental Control Committee) does not believe will work with the intended design “feel” for Straus Park. This list is not intended to cover all unacceptable plants. The ECC reserves the right to reject any plant for any reason deemed necessary to protect the integrity of the design feel. Even if a plant has been planted elsewhere on the project this does not mean that it will be acceptable everywhere. Please refer to the design guidelines for additional guidance.

Acer palatum/japonicum —Japanese/Fullmoon Maple “Red leaf cultivars”  
 Acer saccharinum — Silver Maple  
 Berberis — Barberry “All Types”  
 Betula - Birch “White Bark types”  
 Camellia — Camellia “All types”  
 Cedrus — Cedar “Blue Needle varieties”  
 Chamaecyparis — False cypress “All types”  
 Cryptomeria - Cedar “All”  
 X Cupressocyparis — Leyland Cypress “All”  
 Euonymus fortunei — Winter Creeper  
 Hedera helix — English Ivy (allowable in certain situations)  
 Hibiscus — Rose-of-Sharon  
 Ilex cornuta — Chinese Holly “All”  
 Ilex crenata — Japanese Holly “MI”  
 Ilex x meserveae — Meserve Hybrid Hollies  
 Ilex - Yaupon Holly  
 Juniperus — Juniper “All”  
 Lagerstroemia — Crepe myrtle “All”  
 Ligustrum — Privet “All”  
 Lonicera — Honeysuckle “All invasive types”  
 Mahonia — Oregon Grape Holly “All”  
 Malus — Crabapple “All”  
 Magnolia grandiflora — Southern Magnolia  
 Nandina — Nandina “All except straight species”  
 Osmanthus — False-holly “All”  
 Photinia — Photinia “All”  
 Picea — Spruce “All blue color and dwarf varieties”  
 Pieris — Pieris “All red leaf varieties”  
 Pinus mugo — mnugo pine “All other dwarf types”  
 Prunus — “All except cherry laurel varieties”  
 Pryus — Pear trees “All including Bradford”  
 Rhododendron — Azalea “All expect natives”  
 Rosa — Roses “Except in area not viewed from streets and trails”

Salix — Willow “MI”  
 Thuja — Arborvitae “All” Tsuga — Hemlock “Due to pest loss potential?”  
 Vinca — Periwinkle “Variegated varieties”  
 Wisteria — Wisteria “All”  
 Yucca — Yucca “All”

#### Grasses

All types should be used with care and not over used.

#### Perennials/Ground covers

Liriope — “All”  
 Artemisia — “All”  
 Ophiopogon — Mondo grass “MI”

### **Straus Park – Acceptable Plant List**

This list (and the unacceptable list) is a guide for planting at Straus Park. Some of these plants, while acceptable, may not be acceptable in every site condition or location. For example, for revegetation in the areas along the roadways or in existing natural areas, native species and/or species that blend in well with the adjacent natural vegetation will be strongly encouraged. There are other species (or cultivars / hybrids) that may (or may not) be acceptable at Straus Park. These species should be submitted to the ECC for review.

#### TREES

Red Maple  
 Sugar Maple  
 Katsuratree  
 American Yellowwood  
 Ginkgo  
 Black Gum  
 Tulip Poplar  
 American Sweet gum  
 Saw tooth Oak  
 White Oak  
 Willow Oak  
 N. Red Oak

#### FLOWERING TREES

Yellow Buckeye  
 Serviceberry  
 Eastern Redbud  
 White Fringe tree  
 Flowering Dogwood  
 Kousa Dogwood  
 Sweet bay Magnolia  
 Common Sassafras  
 Mountain Ash  
 Japanese Stewardia  
 Japanese Snowbell

#### EVERGREEN TREES

American Holly  
 Norway Spruce

Serbian Spruce  
 Oriental Spruce  
 Eastern White Pine  
 Canadian Hemlock \*not currently recommended

#### EVERGREEN SHRUBS

Glossy Abelia  
 Common Boxwood  
 Inkberry Holly  
 Mountain Laurel  
 Dog hobble  
 Japanese Pieris  
 Cherry laurel  
 Catawba Rhododendron  
 Rosebay Rhododendron  
 Dexter Hybrid Rhododendron  
 Yaku Princess  
 Anglojap Yew  
 Hicks Anglojap Yew  
 Prague Viburnum

#### DECIDUOUS SHRUBS

Bottlebrush Buckeye  
 Butterfly-bush  
 Blue Spirea  
 Summer sweet Clethraa  
 Burning bush  
 Dwarf Fotherfilla  
 Panicle Hydrangea

Shrubby St. Johnswort  
 Oakleaf Hydrangea  
 Virginia Sweetspire  
 Pinkshell Azalea  
 Bumald Spirea  
 Meyer Lilac  
 Japanese Spirea  
 Double Viburnum

EVERGREEN GROUNDCOVERS

Ajuga reptans  
 Galax  
 Hidcote St. John's wort  
 Japanese Pachysandra  
 Allegheny Spurge  
 Common Periwinkle

DECIDUOUS GROUND COVER

Slender Deutzia  
 Aarons beard St. Johnswort  
 Foamflower

VINES

Crossvine  
 Trumpet vine  
 Clematis  
 Climbing Hydrangea  
 Trumpet Honeysuckle  
 Boston Ivy  
 Climbing Rose

FERNS

Northern Maidenhair Fern  
 Lady Fern  
 Japanese Painted Fern  
 Leatherwood Fern  
 Cinnamon Fern  
 Christmas Fern  
 New York Fern

PERENNIALS

Frikart's Aster  
 New England Aster  
 Yarrow Hybrid

Anemone  
 New York Aster  
 Tatarian Aster  
 Astilbe  
 Blue Wild Indigo  
 Plumbaago  
 Shasta Daisy  
 Tickseed  
 Threadleaf Coreopsis  
 Crocosmia  
 Cheddar Pink  
 Purple Coneflower  
 Joe-pye Weed  
 Blanket flower  
 Sweet Woodruff  
 Bloody Cranesbill  
 Swamp Sunflower  
 Lenten Rose  
 Daylily  
 Coral Bells  
 Siebold Hosta  
 Hosta 'Francee'  
 Crested Iris  
 Siberian Iris  
 Cardinal Flower  
 Bee-balm  
 Siz Hills Giant  
 Bearded Tongus  
 Russian Sage  
 Wild Sweet William  
 Garden Phlox  
 Solomon's Seal  
 Fragrant Solomon Seal  
 Blackeyed Susan  
 Three-lobed Coneflower  
 Meadow Sage  
 Autumn Joy Sedum  
 Goldenrod  
 Lamb's ear  
 Stokes Aster  
 Trillium  
 Creeping Thyme  
 Verbenabonariensis



***Exhibit 4 Plans Checklist***

Date \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Lot \_\_\_\_\_

File Number \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 Street Address \_\_\_\_\_

**Prelim. Final Site Plan (scale to be at least 1:20; 1:10 is preferable)**

- Topographical plan with two-foot contours and benchmark surveyed by a licensed NC land surveyor with seal shown on survey.
- Location and type of trees over six inches (6") in diameter measured one foot (1') above existing grade and large groupings of rhododendron (mountain laurel). Indicate which are proposed to be removed, using an "X."
- Clearing limits clearly delineated. No grading or vegetation removal within the side or rear yard set-backs.
- Property lines, with metes and bounds, and building setback lines identified.
- Major features on adjacent properties within forty feet (40') of the property line including road paths, impoundments, culverts, vertical construction of buildings, porches, decks, patios, pools, gazebos, driveways, etc.
- Finished first floor elevation, garage or carport finished floor elevation, terraces, patios, gazebos, pool and deck elevations.
- Roof plan, accurately showing the extent of overhang from the outside face of the exterior walls of the building(s), including roofs for covered decks, porches, screened porches, etc.
- All proposed horizontal construction properly dimensioned, including driveways, parking areas, paths, walkways, terraces, pools, patios, or hardscape of any kind.
- Location of service court, mechanical equipment and pool equipment as appropriate.
- Location and description of any landscape features such as waterfalls or fountains.
- Outside face of all vertical construction, including but not limited to the building, porches, decks, service yards, walls or revetments, dimensioned perpendicular to the property line at the closest point.
- Location and size of any propane gas tanks.
- Grading drainage and erosion control plan indicating all planned changes from existing grade with 2'-0" contour lines, tree protection, culverts and swales with flow direction. Location and details of erosion control measures must also be indicated.
- Exterior lighting plan along with associated wattage.

Note: No yard art sculptures, statuary, etc., shall be placed or located where it can be seen from adjacent property or public right of ways, i.e., roads, paths, greenways, etc.

### **Prelim. Final Architectural Plans (scale to be 1/4" to 1")**

- Computation of heated floor space and covered area (excluding attics) for each floor including the total heated floor space and covered area.
- Exterior elevation drawings (all sides 1/4" = 1').
- Typical building sections.
- Indication of exterior building materials from finished grade to roof.
- Indication of existing and finished grades on all elements.
- Fully dimensioned floor plans including decks, terraces, pools, porches, and patios.

### **Final Typical Construction Details (scale not less than 1" = 1')**

- Roof / wall sections including eave and rake sections.
- Corner detail.
- Privacy fence / wall detail.
- Service court fence / wall detail.
- Porch and deck handrail sections.
- Chimney detail(s).
- Entry step and handrail detail.
- Details necessary to explain all architectural features, materials and finishes to be used on the exterior of the building.
- Details keyed to the elevations.

### **Final Exterior Materials and Finishes**

- All exterior materials and colors noted on the application (including colors for siding, band boards, fascia, trim, accent, chimney, roof, columns, railings, support decks, walks, driveways, fountains, pools, planters, etc.). Samples for all required and should be submitted on actual samples of materials proposed for use. For review and archive purposes, 8-1/2" x 11" color board (e.g., foam core with small samples applied). See also paragraph 4.5.3.5 of the Design Manual.
- Exterior colors chosen have not been used on adjacent homes.

### Final Planting Plans (scale to be at least 1:20; 1:10 is preferred)

- Plant massing and/or groupings, specimen trees, screening, buffering, planting scheme (individual plant species not necessarily required)
- Preliminary proposed plant list
- Existing features, i.e., trees, property lines, setbacks, utilities, etc.
- New features, i.e., driveways, walks, walls, drainage, house, etc.
- Proposed features, i.e., walks, walls, steps, water features, lighting, etc.
- Proposed site elements, i.e., benches, sculptures, arbors, fences, etc.
- Proposed landscape materials, i.e., trees, shrubs, groundcovers, perennials, mulched beds, lawn, etc.
- Proposed additional clearing, grubbing, or tree removal.
- A separate plant list associating the plant symbol with the specified plant size, in heights, spread, root environment (container, caliper, potting, cutting, etc.), botanical name, common name and quantity used.

Note: All plans shall be clearly drawn using plant symbols of plants at a minimum of 5-10 year size.

### Final Site Inspection

- Site surveyed and stakes and strings placed to indicate the location of the proposed vertical and horizontal construction. All concrete corner monuments visible.
- All trees proposed for removal are flagged in RED.
- Property lines are strong and clearing limits identified.
- Appropriate protective fencing in place where the committee has identified sensitive areas.
- Committee approved construction sign on property.
- Armoring / fill required to protect road shoulders at points of access / egress.
- Culvert with head wall required.
- Special concerns / site conditions noted: