
Glen-Harbor Business Park

Design Guidelines



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I. Glen-Harbor Business Park Philosophy

The design guidelines of Glen-Harbor Business Park emphasize three important thoughts. For the park to be understood as an entity composed of many pieces, each piece must exhibit some idea that is common to all the pieces. The guidelines set standards of consistency for certain concepts to ensure that each parcel is inferred as belonging to one park. To balance the uniformity, other concepts encourage development of individuality expressing the character of the industry and the proprietors.

High-technology and mass-production are important qualities in industry but often are allowed to invade the character of the workplace, inside as well as outside. Linking consistency and individuality together is the property of sensitivity that seeks to keep Glen-Harbor Business Park at a human scale and direct the individual parcels to develop responsiveness to users as well as visitors.

The guidelines should not be read as unbendable codes enforced by the Architectural Committee Police. The guidelines should be considered the base for design in Glen-Harbor Business Park. Good ideas that deviate from the guidelines should be presented to the Architectural Committee for review. The Architectural Committee should consider these ideas in the light of designs as solutions to individual problems, and approve them with the assurance they will be well-executed (controlled by the Design Review process) and enhance the existing character of Glen-Harbor Business Park (determined by the committee).

II. Design Review

All construction and site improvement plans must be reviewed and approved by the Architectural Committee before any construction commences. All changes to approved plans must be approved by the Architectural Committee. All changes to existing buildings, landscape, walls, and structures including color changes and deviations from already approved plans and specifications must have prior written approval of the Architectural Committee.

A. Procedure

1. Prior to initial submittal, applicant or applicant's representative should meet with Architectural Committee representative for introductory information and application. Applicants are advised to contact the Architectural Committee prior to the City of Glendale as the early concepts which exhibit the project's appearance are more restricted by Glen-Harbor Business Park than the City of Glendale.
2. Submit fee and 4 copies of plans required at each step to Architectural Committee.
3. 7 day maximum review period.
4. One set of plans will be returned with comments to applicant's representative, and one set of plans will be placed on permanent file with the Architectural Committee.
5. Approvals proceed to next review step.
6. Disapprovals make corrections as noted in comments and submit again.
7. Disapprovals may be appealed but only on the basis of comments made by Architectural Committee in review session.

B. Process Steps

By processing proposed plans through the three steps, problems are eliminated before the owner-developer is committed. Intent is broken down into understandable phases. The Architectural Committee will become familiar with each project in comfortable steps rather than being forced to digest all levels of design at one time.

1. Conceptual Schematic Plan

The Conceptual-schematic plan gives the Architectural Committee an overall understanding of the owner-developer's intent as well as the scale and relationship of project components. Drawings may be rough and use written explanations but must contain all required information. Quantitative data may be estimated but must be noted as such. Required information:

a. Site plan

- (1) Building footprints, overhangs and general dimensions.
- (2) Existing contours.
- (3) Setbacks and easements.

- (4) Site circulation--pedestrian and vehicular, ingress and egress points.
 - (5) Loading, service and trash bin locations.
 - (6) Landscape features such as fountains, signage, turf areas, and entry features.
 - (7) Conceptual drainage and retention areas.
 - (8) Location of regular and handicap parking spaces.
 - (9) Project Data
 - (a) Zoning
 - (b) Proposed use
 - (c) Total site area (net and gross)
 - (d) Site coverage
 - (e) Projected employee count
 - (f) Parking required and provided
- b. Building plan
- (1) Proposed elevations with colors and materials noted and drawn.
 - (2) Proposed heights.
 - (3) Proposed square footage.
- c. Landscape plan
- (1) Location and species of existing vegetation.
 - (2) Proposed location of trees, shrubs and groundcovers.
- d. Application and 15% of total fees

2. Design Development

The design development step describes and fixes the size and character of the project by finalizing quantitative values such as FAR, square footage, parking, etc. Required information:

- a. Site plan
- (1) Information required on previous site plan.
 - (2) Legal description.
 - (3) Tabulation of lot area, FAR, percent open space, parking required and provided. All calculations must be shown.
 - (4) Existing and proposed contours.
 - (5) Site lighting plan.
 - (6) Elevation of light standards drawn to scale with catalog data if available.
 - (7) Location of utility equipment such as transformers, electrical equipment, water meters, cleanouts, fire hydrants, off-site connections, etc.
 - (8) Adjacent roadways, medians, curbs and curb cuts.
 - (9) Civil engineering drawings, sections, and specifications pertaining to sewer, water, paving and drainage.

b. Building plan

- (1) Floor plans.
- (2) Building elevations and sections with dimensions indicating roof and wall materials.
- (3) Elevation with dimensions showing any object that exceeds roof high such as a tower or roof mounted antenna.
- (4) Locations of any roof-mounted mechanical equipment, showing necessary screening.
- (5) Mechanical, electrical, structural and architectural plans.
- (6) Color samples of exterior materials mounted on 24" x 36" board.

c. Landscape plan

- (1) Location, species and caliper size of existing trees.
- (2) Existing plant material to be relocated because of new construction.
- (3) Location and species of proposed vegetation.
- (4) Locations and color samples of materials of hardscape.
- (5) Location of all light sources.
- (6) Site furniture locations and catalog data.
- (7) Signage plans showing location, dimensions, color, materials, and method of illumination of all site signage.

d. Fee

25% of total fee charges

~~3. Construction Documents~~

These are the final documents of construction that incorporate all of the Architectural Committee's comments of previous steps. All Drawings must bear the appropriate stamp of an architect, engineer or landscape architect registered in Arizona.

- a. Architectural construction drawings and specifications.
- b. Civil construction drawings and specifications.
- c. Off-site construction drawings.
- d. Mechanical, electrical, and plumbing drawings and specifications.
- e. Landscape construction drawings and specifications including irrigation.

4. Final approval

When building permits are granted by the City of Glendale, the Architectural Committee will grant final approval when proof of such is given.

5. Construction Coordination

Before construction begins, applicant shall meet with Architectural Committee to coordinate and the construction schedule. Construction may not begin until approval of schedule is given. Changes in schedule during construction are inevitable but must be reported to Architectural Committee prior to occurrence of dates.

a. Dates to be scheduled include but are not limited to:

- (1) Start of construction.
- (2) Utility and water interruption and hook-up.
- (3) Completion of building.
- (4) Start and completion dates of landscape installation.
- (5) Occupancy.

b. Topics to be covered include but are not limited to:

- (1) Construction ingress and egress points.
- (2) Existing infrastructure that will be disturbed.
- (3) Existing landscape that will be displaced, method of storage and new location.
- (4) Damaged landscape that may need to be replaced.
- (5) Trash disposal.

C. Format

1. Title Block

Each drawing shall include the following information in the title block.

- a. Name of parcel owner.
- b. Name of project.
- c. Location of parcel.
- d. Name, address, and telephone number of person who will maintain communication with Architectural Committee. All review comments and approvals will be sent to this person from the Architectural Committee. Representative should be person with long-term responsibility for the project.

2. Drawings

Each drawing shall include the following information.

- a. North arrow.
- b. Scale.
- c. Sheet number.
- d. Designation of schematic-conceptual, design development, or construction drawings.

- e. Standard vicinity map of Glen-Harbor Business Park (to be developed by Architectural Committee) with parcel location darkened. This map shall be located in a standard corner on the front sheet of all packages submitted to the Architectural Committee.
- f. A 3" x 5" block located on the front of each package (site plan, architecture and landscape) in the lower right-hand corner for Architectural Committee's approval stamp and date of approval.

III. Design Standards

A. Site Development

1. All development will comply with City of Glendale setback requirements.
2. No structure or parking lot shall be located in the landscape easement.
3. All setbacks including right-of-way areas from curb to structure shall be landscaped and maintained in accordance with the landscape guidelines.
4. Setbacks at major and minor intersections shall comply with City of Glendale view-angle requirements.
5. Create building footprints which are in balance with parking, landscape and open spaces. Divide large masses of building, disperse great surface or structured parking facilities and carefully plan open spaces to relate well with each other.
6. Site buildings with consideration for pedestrian, automobile and service routes within Glen-Harbor Business Park. Developments should foster pedestrian connections and ease of automobile and service access.
7. Situate buildings individually or in groups to create focal points and unique plaza spaces. Buildings can create the edges that define these spaces.
8. Orient buildings to maximize views to and from the project. Building orientations must be sensitive to adjacent sites, developments and their view requirements. Building occupants should have short range views to plaza areas, middle range views to other developments on the site and long range views to the natural surroundings. View corridors can be respected and enhanced by framing significant views with building elements.
9. Examine adjacent structures and site features to determine siting patterns which will create a cohesive appearance for the development. Building footprints should respect natural topography as much as is feasible.
10. Energy Considerations
 - a. Avoid large, open unshaded, and paved people spaces on south and southwest exposures. Utilize eastern and northern exposures for cooler summer requirements and northwestern exposures for late afternoon sun.
 - b. Activities and materials located in depressions or adjacent to water channels should maximize cold-air drainage opportunities.

- c. To maximize shading effects, locate shading elements to the south and west of the area to be shaded.
- d. Understand the effects of reflected light and heat emanating from south and west facing building facades as well as horizontal paved surfaces.
- e. Utilize appropriate landscaping techniques for energy control. Create shade from high-angle summer sun with trellis structures, tree canopies and building envelopes. Allow low-angle winter sun to penetrate people spaces. Filtered shade is most appropriate for year around active space. Achieve this by using finely textured trees or trellis structures.
- f. Simple water elements with audible effects can psychologically and physically cool people spaces. Use them when appropriate in courtyards and plazas. When possible, locate water features in the path of summer breezes to maximize evaporative cooling effects. Water features should express the value of water in a desert through conservative expanses and small features.
- g. To the extent possible, design facilities which take advantage of shade and shadow cast by adjacent structures or landscape. When appropriate, use earth-integrated structures and berming to affect cooling, solar absorption and heat gain.

B. Architecture

1. Massing and Scale

- a. Building heights shall comply with City of Glendale and FAA restrictions.
- b. Create building massing which is sensitive to the human scale. Buildings should step down in height to pedestrian plazas and open spaces responding to a human scale that is desired in these areas. In one and two story buildings, massing and articulation that step out from the main building can form arcades, sunken plazas, special landscape areas or entry features.
- c. Design projects in which the buildings have a pleasing massing relationship to each other. The massing of structures should be treated as a visual composition where a sense of order and excitement is apparent.
- d. Floor Area Ratios (FAR) should dictate building square footage. Individual developments will be evaluated with regard to how they meet the FAR stipulations proposed in the master development plan. Exceptions may be granted on an individual basis on the merits of a particular submission.
- e. Arrange building massing to preserve and enhance views to and from projects. Massing should create view corridors and view framing. Consider heights and massing articulation of buildings in relation to one another.

2. Energy Consideration

- a. Building massing should be designed for climatic and solar conditions. The massing of structures should consider the impact of shadows on neighboring buildings and open spaces as well as the preservation of solar access for passive and active solar design. Building designs should maximize use of the sun for building energy needs, while avoiding excessive solar gain. Buildings can also shade plaza areas to create comfort zones for pedestrians to protect them from the intense summer sun.
- b. Utilize natural daylight to reduce artificial lighting demands for office space. This will reduce the energy required to produce the light as well as reduce the heat generated by the artificial lights that in turn must be removed from the interior. Atriums, lightwells and varied window treatments are encouraged.
- c. Active solar energy design features may be incorporated into buildings with written approval from the Architectural Committee. Equipment must comply with screening and roof-treatment standards.
- d. Select building materials which are energy efficient.

3. Design

- a. All buildings shall comply with City of Glendale Building Code and pertinent FAA restrictions.
- b. Any accessory buildings and equipment whether attached to or detached from the main building, shall be of similar or compatible design and materials.
- c. All buildings shall be designed and constructed so that all visible sides are equal in attractiveness and quality rather than placing emphasis on only the front of the building.
- d. Buildings with lake frontage should acknowledge their relationship to the lake with such devices as entries, plazas, courtyards, pedestrian circulation, and view preservation.
- e. Create well defined entries to building complexes. These should be easily viewed from streets, parking lots and plaza areas. The entry point should be appropriate in scale to the building proportions and dominant in its architectural disposition.
- f. Create pedestrian linkages between buildings and throughout the site. Weather protected pedestrian passages between buildings in the form of integral arcades can be both a practical and attractive design element.
- g. Develop architectural detailing which is appropriate to building function and character. Simplicity and durability is encouraged.

4. Roof Tops

- a. Create visually interesting building roof treatments. These will be viewed from many angles, including overhead.
- b. Rooftop mechanical equipment, vents and ducts shall be screened, covered and installed so as to be perceived as integral part of the building. Such equipment shall be screened at a height equal to the height of the equipment being screened and in scale with the building or a parapet shall be used to screen equipment from a line of site at any adjacent property or street.
- c. Rooftop solar collectors, skylights and other potentially reflective rooftop building elements shall be designed and installed so that reflective glare is prevented.
- d. Rooftop radio, TV and microwave antennas, satellite receivers and transmitters, and towers must be reviewed and specifically approved by the Architectural Committee as to their height and location.

5. Materials

- a. Utilize material colors and textures appropriate to Glendale, Arizona. Colors and textures should reflect the natural flora, climate and character of Glendale.
- b. All exterior materials including type, color, texture and durability and the extent of use of any single material or combination of materials shall be reviewed by the Architectural Committee.
- c. Changes to an approved palette of colors and materials must be approved in writing by the Architectural Committee.
- d. Exterior materials shall be compatible with the external design of neighboring structures and the overall design of buildings as described in these Guidelines.
- e. Incorporate building materials into project designs which are chosen for their suitability and permanence. Given the long term development phasing of the park, materials used should be of high quality and durability. The designer should refer to the approved selection of materials provided by the Architectural Committee.
- f. Highly reflective glazing is discouraged. Should some reflection be necessary based upon insulation requirements, this could occur on the second or third surface of the glazing unit. This will prevent the effects of highly reflective surfaces, such as disorientation, excessive glare and micro-climates caused by reflected solar energy.

C. Landscape

1. Design

- a. All landscaping must comply with City of Glendale requirements.
- b. All landscaping must be approved before installation by the Architectural Committee.

- c. All applicants must submit a landscape plan prepared by a registered landscape architect with experience in Arizona.
- d. Landscaping must be installed within 30 days from completion of the building shell improvements or before building occupancy, whichever occurs first. Excessive lateness may be penalized by the Board. The City of Glendale will not issue building occupancy permits until landscape is installed.
- e. Energy considerations
 - (1) Locate all plant materials in their required micro-climates. Understand the micro-climatic considerations in designing exterior site features.
 - (2) To maximize cooling effects and to reduce glare, use dark gray, dark blue-green, dark green or dark gray foliage material. Flowering materials in combination with darker foliage also tends to reduce glare.
 - (3) Use vegetative envelopes around building and parking structures for attenuation of solar radiation.
 - (4) Reduce albedo and heat reflection by treating ground plane surfaces with shade, transpiring vegetative ground covers and faceted ground cover such as rock and earth forms.
 - (5) Use integrated planters to reduce heat gain and loss by shading building surfaces. Hanging planters along building facades can accomplish similar effects, but must be planted with materials tolerant to harsh conditions and shall be architecturally compatible.
- f. Landscape designs should minimize use of turf. Lawn areas should be located in highly visible or heavily used areas and not used as a groundcover for vast, unutilized spaces.
- g. All landscaping must be designed and installed so that all visible sides are equal in attractiveness and quality rather than placing emphasis on only the front.
- h. Landscaping at intersections shall comply with City of Glendale view-angle requirements.
- i. All rights-of-way along Glen-Harbor Boulevard shall be landscaped by Glen-Harbor Joint Venture to the landscape easement line.
- j. Additional landscaping installed by members must compliment and enhance the character of the landscaping initially installed by Glen-Harbor Joint Venture.
- k. The space between public streets and parking lots shall be fully landscaped. Berming and/or walls shall be used to screen parking areas.
- l. All rights-of-way along secondary streets shall be landscaped by the street's master developer. Each street shall have a consistent character and uniform materials for the length of that street. Streetscape master plan shall be approved by the Architectural Committee through the design review process. *
- m. Amount of landscaping shall exceed the amount required by the City of Glendale. Landscaping in the landscape easement and right-of-way may not be used as a credit toward the required landscaping.

- n. All areas not paved or built on must be landscaped.
- o. Areas set aside for future expansion including temporary access drives shall have a dust free surface. Complete landscape treatment is encouraged.
- p. Any building walls adjacent to future expansion areas shall be landscaped similar to the other building elevations. All perimeter landscaping must be installed with the completion of phase one.

2. Materials

- a. Architectural Committee shall ensure adherence to the recommended plant material palette.
- b. Landscape must reflect arid environment through native vegetation, drought resistant plant material, water conserving irrigation, and low use of turf.
- c. Architectural Committee shall maintain consistency in the use and location of turf throughout the park.
- d. Fifty-percent of all trees planted must be 24" box; the remaining 50% must be 15 gallon.
- e. Each application of chemicals to soils other than fertilizer must be approved by the Architectural Committee to prevent unintentional sterilization of soils through use of inappropriate chemicals.

3. Hardscape

a. Water Features

- (1) Water features shall comply with pertinent governmental requirements.
- (2) Water features must be approved by Architectural Committee.
- (3) Water features must be maintained in a clean, working state. Broken or unclean water features will be considered in violation of maintenance restrictions by the Board and may be returned to optimum state at owner's expense.

b. Public Art

X% of the construction budget of each development should be used for the purchase of public art to be displayed on the parcel. Choice and location of art shall be approved by the Architectural Committee through the Design Review process.

c. Sidewalks

- (1) All sidewalks shall comply with City of Glendale requirements.

- (2) On-site pedestrian circulation systems shall be provided to meet the circulation needs of the on-site user. Such systems should provide safe, all-weather, efficient, and aesthetically pleasing means of serving each site, connect parking areas with building entries, connect buildings to each other, and connect buildings with on-site amenities as well as overall site amenities.
- (3) All sidewalks shall be a minimum of 5 feet wide.
- (4) Canopies or shade trees in pedestrian zones are encouraged for shading and scale.
- (5) All sidewalks shall be paved in reinforced concrete or enriched paving.

d. Walls and Fences

- (1) All walls and fences shall comply with City of Glendale requirements.
- (2) No fence or wall of any kind shall be constructed unless written approval is secured from the Architectural Committee.
- (3) Joint walls between subdivisions shall be governed by party wall agreements.
- (4) Walls between subdivisions shall generally be required by the Architectural Committee to be masonry.
- (5) Fences or walls within or bounding the side or rear yard shall not exceed 6 feet.
- (6) Materials and colors for fences and walls shall be compatible with adjacent building architecture.
- (7) Chain link fencing or concertina wire is not permitted in areas visible from adjacent sites, streets, sidewalks and pedestrian zones.

4. Screening

- a. No object shall exceed City of Glendale and FAA height restrictions.
- b. Objects such as water towers, storage tanks, processing equipment, cooling towers, vents, microwave dishes and solar equipment shall be compatible with the building architecture and screened from adjacent properties, parking areas, public streets and pedestrian walkways by using landscape, fences, or walls. Articles, goods, machinery, equipment, vehicles, central plants, trash or similar items shall be screened from adjacent properties parking areas, public streets and pedestrian walkways. The Architectural Committee must approve erection of such equipment and related screening devices.
- c. Height of screens shall be equal to materials being screened. Extreme heights which cannot be literally screened from view shall use additional landscaping, especially trees. Fences or walls shall be of a height at least equal to that of the materials or equipment being stored. Walls above 8 feet in height must be terraced or articulated to minimize impact.

- d. Screen parking areas from public streets.
- e. Screen fences or walls within or bounding the front yards shall not exceed 3 feet.

5. Site Furniture

- a. All site furniture, including any man-made or natural object used on a site for decorative purposes (including flagpoles, fountains, statues, benches, tables and decorative walls) require Architectural Committee approval.
- b. The use of such items is encouraged in people spaces. All furniture must be contextually compatible, easily maintained and well designed.

6. Irrigation

- a. All irrigation systems are to be below ground and fully automated in compliance with all applicable building codes.
- b. Water conserving irrigation such as drip irrigation for tree and shrubs is encouraged.
- c. All backflow control devices, meters, and controllers are to be located or screened so that they are not visible from public streets or parking lots.
- d. All parking areas, drives and walks are to be "trimmed" to minimize spray onto pavement.
- e. Centralize irrigation system controls wherever possible. Obtain maintenance instructions and controller program from installer.
- f. Backflow preventers are to be located 5 feet minimum from all curbs.

7. Lighting

a. Design

- (1) All site lighting shall comply with City of Glendale and FAA restrictions.
- (2) Any lighting which glares or inhibits visibility of pilots operating aircraft is expressly prohibited.
- (3) Lighting shall not cause glare or excessive spillage on neighboring parcels. Intensity shall be no greater than required for vehicular and pedestrian safety.
- (4) Accent illumination is encouraged at building entries, driveways, etc.
- (5) Lighting of pedestrian walkways and plazas is encouraged. Exterior lighting should be designed to enhance the atmosphere and safety in pedestrian zones, public parking, walkways and entrances.
- (6) Lighting of building facies is permitted.
- (7) Light standards shall be located a safe distance from the curbs in the right-of-way. Light standard location shall be consistent throughout the site.
- (8) Placement of lighting fixtures should coincide with major walkway areas.

- (9) Security lighting is restricted to loading and storage locations or other service areas. Exterior wall-mounted floodlights are expressly prohibited except for service and security lighting.
- (10) Security lighting should not project above the fascia or roof line of the building and should be screened. The screens shall be integrated into the fixture or architecture.
- (11) Security lighting shall not be a substitute for parking lot or walkway lighting fixtures.
- (12) Parking lot and driveway fixtures shall be located within planting islands or landscaped areas.
- (13) Architectural Committee can require illumination of signage when appropriate.

b. Materials

- (1) Choice of standards and fixtures should reflect the materials, shapes and colors used in buildings.
- (2) Parking lot and driveway fixtures shall have non-visible sources. They shall be scaled and compatible with the architecture. Fixtures shall be mounted on a maximum 25 foot pole. The pole finish shall match the luminaire in color and materials.
- (3) Low-level sidewalk, roadway and parking area lighting shall be sufficient to ensure minimum safety standards. Landscape lighting will be limited to down lighting. All lamps shall have shielded fixtures.
- (4) Mercury vapor lights are prohibited. Low pressure sodium is preferred.
- (5) High pressure sodium lighting must be fully shielded so that rays are projected beneath the horizontal plane which runs through the lowest point of the fixture where the light is emitted.
- (6) All luminaires shall be fully shielded.
- (7) All light fixtures are to be concealed source fixtures except for pedestrian accent lights.
- (8) Utilize 90 degree angle, urban light standards. Avoid classical, ornamented standards.
- (9) Street lights should be incorporated with traffic signals as a modular system.

D. Sign Standards

Sign standards establish coordinated graphics that provide consistent identification and directional communication. Four types of signs are employed in the park: identification, directional, vehicular control and temporary. Any other type of sign is considered site furniture and requires approval from the Architectural Committee.

1. Design

- a. All signs must comply with City of Glendale sign codes.
- b. All signage must be approved by the Architectural Committee.

- c. Signs must be legible at the speed and distance at which they are to be seen.
- d. Businesses are allowed one sign each unless noted otherwise.
- e. The identity of businesses should be expressed in the logo, typeface, and colors of the signage.
- f. Wall signs and monument signs are the only types of signs permitted. Pole mounted signs are prohibited.
- g. Entry signage for Glen-Harbor Business Park may be more sculptural and is encouraged to incorporate water features, planters and illumination.
- h. Signs should employ extensive use of symbols where applicable in place of text. Internationally recognized symbols are encouraged.
- i. Wall signs shall not extend above the parapet, soffit or building roof line.
- j. Wall signs on two-story buildings shall not extend above the window sill of the second story.
- k. Signable area for all signs shall not exceed 25 square feet per sign. Only the total area of the letters and symbols is assessed against the allowable signable area.
- l. Monument signs shall be placed in the landscape easement and 5 feet minimum from any curb.

2. Materials

- a. No letters, logos, or graphics shall exceed 12 inches in height.
- b. Monument signs shall be similar in materials and character as architecture of that parcel.
- c. Unless noted otherwise, monument signs shall be 3 feet in height throughout the park.
- d. Wall signs shall be composed of one of the following:
 - (1) Reverse pan channel letters with halo illumination.
 - (2) Pan channel letters with acrylic plastic covering and internal illumination.
 - (3) Cut polyurethane foam letters, primed and painted with approved paint. Type of illumination, if desired, to be approved by the Architectural Committee.
 - (4) Box wall signs are prohibited.
- e. Monument signs shall use the same type of materials for lettering as wall signs.
- f. No conduits or wiring shall be visible from the street.
- g. All lettering on identification signs shall have a return of 2 inches.

3. Identification Signs

- a. Glen-Harbor Business Park identification sign.
 - (1) Provided by Glen-Harbor Business Park.
 - (2) Located at major entry points in the landscape easement.
 - (3) Signs shall be consistent in materials, typeface, illumination, and form.

- (4) Glen-Harbor Business Park logo should be prominently displayed on each sign.
- (5) Must be installed before any buildings are occupied in the park.

b. Office, Commercial, Commercial-Office and Industrial Tenant Identification

- (1) All tenant identification shall be wall signs.
- (2) Multi-tenant structures are encouraged to provide consistently located space for tenant signage. Suggested areas include above windows and below roof lines contained by trim or change in materials or near entries.
- (3) Single- and two-tenant buildings shall be allowed two wall signs per tenant. Otherwise, tenants are allowed one sign each.
- (4) Wall signs shall contain only the tenant name and/or logo.
- (5) Maximum signage area shall be 25 square feet per sign.

c. Commercial Center Identification

- (1) Commercial centers (neighborhood and community) shall use a monument sign to identify the complex.
- (2) Sign shall only exhibit center's name, logo, street address and, if desired, tenant directory.
- (3) Tenant directory must be calculated in sign's maximum signage area of 25 square feet.
- (4) Typeface of tenant directory shall be consistent and compatible with typeface used for complex name. Only tenant's names may be placed in the directory. Logos and graphics are not permitted.
- (5) External illumination is permitted.
- (6) Commercial centers are allowed one sign per street frontage.

d. Hotel Identification

- (1) Hotels shall use monument signs or wall signs or a combination of both.
- (2) Hotels are allowed one sign per street frontage.

4. Directional Signs

Directional signs guide vehicular circulation and orient pedestrians to specific areas within the site or individual parcels.

a. Site Directional Signs

- (1) Provided by the Glen-Harbor Business Park.
- (2) All street directional signs shall be monument signs, double-faced and placed perpendicular to the street.

- (3) Streetscape directional signs shall be non-illuminated. The use of reflective material is prohibited.
- (4) Materials and letter type shall be the same as the Glen-Harbor Business Park entry signage and compatible with architectural and landscape context.
- (5) Placement must be a minimum of 5 feet from the curb of the driveway and conform to setback requirements.
- (6) Overall dimensions shall be limited to 3 feet in height and 24 square feet in surface area.

b. Street Address Signs

- (1) Each building is permitted one street address sign. Parcels with several buildings should combine no more than 2 numbers per sign. These signs should be located as "psychologically" close to the building they name as possible.
- (2) Street address signs shall be mounted on parking lot screen walls or on monument signs in the landscape easement.
- (3) Street address signs shall only exhibit the building street number.
- (4) Typeface for street numbers shall be of consistent size and typeface throughout the park. Typeface should be similar or compatible to typeface used for park's entry signs.

c. Parcel Directional Signs

- (1) Parcel directional signs given directions to points on the parcel. Examples would be entrance and exit signs, and tenant directories.
- (2) All parcel directional signs may be wall signs or monument signs.
- (3) Materials and letter type shall be compatible with architectural and landscape context.
- (4) The use of reflective material is prohibited.
- (5) Overall dimensions shall be limited to 3 feet in height and 6 square feet in surface area.

5. Vehicular Control Signs

- a. All vehicular control signs shall be of aluminum or galvanized steel construction and have panel faces and heights which meet the requirements of the U.S. Highway Transportation Standards.
- b. Use of internationally recognized symbols in vehicular control is encouraged.
- c. Vehicular control signs should be integrated with light poles as much as possible.

6. Temporary Signs

- a. All temporary signs must be approved by the Architectural Committee prior to installation.
- b. Architectural Committee shall develop standard temporary development and future tenant signs. Glen-Harbor Business Park logo shall be prominent part of sign's composition. Overall design shall be simple and subtle.
- c. Temporary signs shall be non-illuminated and constructed of painted and sealed wood with no reflective materials.
- d. Temporary development sign
 - (1) Installed by Glen-Harbor Business Park.
 - (2) This sign immediately reinforces the Glen-Harbor Business Park's image as well as indicating new development within the park. No other sign shall be used during construction.
 - (3) Information permitted on sign includes: text indicating a new development, name of the new development (if any), planned date of completion and names and logos of the developer, contractor, architect, and financial institution.
 - (4) Overall dimensions shall not exceed 4 feet by 8 feet.
 - (5) Provide groundplace landscape treatment around sign base.
 - (6) Placement.
 - (7) Temporary development signs shall be erected no sooner than 30 days from starting date of construction and shall be removed no later than one week from date of construction completion.
- e. Future tenant site sign
 - (1) This sign, located with a specific building site, announces the new project. It will be installed by the parcel developer.
 - (2) Information on sign shall include only the text indicating a new tenant, name of tenant, type of business and expected date of opening.
 - (3) Overall dimensions shall not exceed 4 feet by 8 feet.
 - (4) Placement.
 - (5) Future tenant signs shall be erected no sooner than 90 days from expected opening date of new office. It must be removed within one week of the opening date.

E. Circulation

1. Parking

- a. All parking shall comply with City of Glendale restrictions for layout, retention and drainage.
- b. Handicap parking spaces shall comply with City of Glendale and State of Arizona requirements.
- c. Parking lots shall not be located on lake fronts.
- d. Multiple-use buildings shall determine parking requirements for each use separately.
- e. On-street parking shall be discouraged.

- f. All parking shall be screened from public streets by appropriate landscaping, berms, and walls.
- g. No parking area shall be allowed within 15 feet of any building front or within 8 feet of any building side or rear with the exception of loading areas.
- h. Covered parking or carports are encouraged. Covered parking structures shall be compatible with the building architecture.
- i. Vehicles shall be stored in designated areas only. Vehicles that are stored for longer than 48 hours shall be stored in an area screened from adjacent properties, parking areas, public streets and pedestrian walkways.
- j. Parking aisles should be located perpendicular to building entries.
- k. Regular parking spaces shall be 10' x 20'. Handicap parking spaces shall be 12' x 20' when adjacent to other handicap spaces, and 14' x 20' when placed singly.
- l. Ninety degree parking is encouraged with a minimum driveway width of 24 feet.
- m. Adjacent units may share a driveway with Architectural Committee approval.
- n. Landscaped islands must be provided at intervals of every 20 parking spaces and at the ends of all rows of parking.
- o. Parking islands shall have a minimum width of 6 feet measured from back of curb to back of curb.

2. Materials

- a. All parking lots shall meet City of Glendale requirements for materials.
- b. Parking lots are to be paved in concrete or asphalt, curbed, and internally drained.
- c. All parking spaces must be designated by painted lines or other method approved by the Architectural Committee.
- d. A continuous poured in place or extruded concrete curb shall be placed at all paved edges and around parking islands to prevent vehicular intrusion. The use of parking bumpers instead of curbing is prohibited.

3. Service Areas

- * a. No loading or servicing areas shall be visible from public streets, building entries or lake fronts.
- b. Loading and servicing areas shall be designed as an integral part of the building design and architecture.
- c. No loading or servicing shall be conducted between a building and any street unless approved by the Architectural Committee where appropriate.
- d. Loading and servicing areas shall be designed so that the entire operation is conducted within the confines of the site. No loading vehicles may extend beyond the site boundary line.

- e. The maneuvering of trucks and trailers shall be confined insofar as possible to the rear parking area of the site.
- f. Concrete pads shall be provided at all loading and servicing bays.

F. Construction

1. Units and parcels shall be kept in a clean and organized condition during construction periods; trash and debris shall not be permitted to accumulate, and supplies of brick, block, lumber and other building materials and equipment will be piled in such a way as to minimize any visual or other nuisances.
2. All trash shall be kept in enclosed containers and removed frequently.
3. Applicants must minimize soil erosion by water and wind by:
 - a. Removing no more vegetation than necessary.
 - b. Installing temporary mulching or fire-resistant hydroseed in areas to be left bare for an extended time.
 - c. Providing temporary ditches, dikes, distilling basins and/or vegetation to remove sediment from run-off water during development.
 - d. Installing permanent landscaping as soon as practical.
4. The applicant is responsible for identifying and protecting existing utilities during construction.
5. Construction access shall be approved by and coordinated with the Architectural Committee.
 - a. Special care should be taken to protect existing landscape. Damaged landscape must be replaced by the applicant when potential for damage ceases or the applicant shall face penalties by the Board.
 - b. Service interruption (irrigation, water, cable-TV, utilities, etc.) shall be approved by and coordinated with the Architectural Committee.
6. As-built irrigation and landscape plans for park right-of-way and landscape easements shall be kept on file with the Architectural Committee for reference.
7. Plant material affected by new construction, for example, plants in the right-of-way or landscape easement, shall be relocated through coordination with the Architectural Committee.

G. Maintenance

1. Vacant and undeveloped lots shall be kept clean and weed free.
2. Application of chemicals to soils other than fertilizer must be approved by the Architectural Committee to prevent unintentional sterilization of soils through use of inappropriate chemicals.

3. All owners or occupants of property shall maintain all buildings, drives, parking lots, or other structures located upon said property in good and sufficient repair and shall keep such premises painted, swept and otherwise maintained in an aesthetically pleasing manner.
4. No building, structure, or wall on any unit or parcel shall be permitted to fall into disrepair and each building and structure shall at all times be kept in good condition and repair and adequately painted or otherwise finished. If a building or structure is damaged or destroyed, the building shall be repaired, rebuilt, or demolished within a reasonable time.
5. The owner shall be responsible for maintaining any portion of the landscape easement area which is used for roadways, paths, walkways, or improvements other than landscaping.
6. All landscaping on units or parcels must be maintained at the same standard set by the Association in maintaining those landscaped areas for which it is responsible.
7. Landscape will be maintained as required to provide a neat and attractive appearance.
 - a. Dead shrubs, trees, groundcover, trash and debris shall be removed as promptly as possible.
 - b. Dead plant material shall be replaced within 30 days of removal.
 - c. Tree stakes should be adjusted on a regular basis to prevent damage to trees and maintain a neat appearance.
 - d. Establish program for landscaped areas that includes fertilization, pruning, clipping, litter removal, plant replacement and upkeep of water features.
 - e. Minimize the rotation of seasonal plantings to areas of maximum impact such as building entries, people places and atriums.
8. Irrigation systems should be adjusted, repaired and cleaned on a regular basis.
9. The Board may determine that the Association shall have the right to maintain parts of units or parcels directly adjacent to public or private rights-of-way at the expense of the Association to benefit all members of the Association.
10. The Association will have the right to require any owner to landscape, maintain landscaped areas or maintain natural areas in their natural state on any right-of-way between a unit or parcel and a sidewalk, street, or path which is immediately adjacent to a unit or parcel.

11. The Architectural Committee will be the sole and final judge as to whether or not installed landscaping has met the approved criteria and whether or not it is, at any given time, maintained properly to the standards established by the CC&R's and demonstrated by the maintenance level of common area landscaping.

In the event that maintenance is not properly done after a minimum of 14 days notice by the Association, the Association shall have the right to perform the required landscape and/or landscape maintenance and charge all costs, including administrative costs to the owner of the property designated to perform the landscape maintenance. The cost for such landscape and landscape maintenance shall be added to the assessment lien created by the CC&R's until paid.

H. Waste and Refuse

1. No rubbish, debris, or odor emitting substances of any kind shall be placed or permitted to accumulate upon or adjacent to any unit or parcel.
2. No garbage or trash shall be kept on any unit or parcel except in covered containers of a type, size and style which are approved by the Architectural Committee. No outdoor incinerators will be allowed on any parcel.
3. All waste or refuse containers shall be screened from view by permanent structures or walls compatible with the building's design and landscaping. All waste and refuse shall be frequently and regularly removed from the site. Provisions shall be made to mitigate any odors.

I. Utilities

1. All lines, wires, or devices for communication or transmission of electric current or power, including telephone, television, and radio signals, shall be contained in conduits or cables installed and maintained underground or concealed in, under or on buildings.
2. No cesspool, septic tank or sewage disposal facility shall be erected or maintained upon any part of the project, with the exception of the central treatment facility.
3. All utility appurtenances including telephone pedestals, utility meters, transformers, etc. shall be screened.

IV. Appendix

A. Definitions

1. Architectural Committee

The Architectural Committee reviews and approves all building construction, site improvement, landscape plans. Members of the committee need not be architects, Owners, or lessees and do not need to possess any special qualifications of any type.

2. Association

The Glen-Harbor Business Park Property Owners Association is a corporation organized to administer and enforce the Covenants, Conditions and Restrictions of Glen-Harbor Business Park which have been recorded and shall apply to all property owners.

3. Building

Any structure intended for shelter including all projections, extensions, garages, outside platforms and docks, carports, canopies, enclosed malls and porches.

4. Common Area

All land and improvements held by the Association; land which is to be dedicated within Glen-Harbor Business Park until such dedication occurs; land which is available for use by Members of the Association for landscaping, drainage or public use for the benefit of Glen-Harbor Business Park and is to be dedicated to the public or the City of Glendale; areas on a unit or parcel within easements granted to the Association or its members for placement, construction, maintenance, repair and replacement of a wall, monument, or sign.

5. Driveways

Vehicular pavement on private property used for access to parking lots, building entries, loading and servicing areas.

6. Architectural Rules

Rules established by the Glen-Harbor Business Park Architectural Committee which are enforceable through Glen-Harbor Business Park CC&R's.

7. Land Use Classification

Land use established by Glen-Harbor Joint Venture which designates the type of improvements which may be constructed on a unit, parcel or Association land and the purposes for which such improvements and surrounding land may be utilized.

8. Landscape Easement Area

Strip of land parallel to the streets on the front of side unit or parcel lines extending 10 feet from the unit or parcel line into the private units and parcels.

9. Master Development Plan

The Glen-Harbor Business Park Development Plan initially approved by the City of Glendale and Glen-Harbor Joint Venture which may be amended from time to time. A copy of the plan shall be on file at all times in the office of the Association.

10. Owner

The holder of legal title to any unit or parcel including contract sellers.

11. Parcel

An area of real property within Glen-Harbor Business Park limited to one of the following Land Use Classifications:

- a. Shopping Center
- b. General Commercial
- c. Commercial Office
- d. Commercial Condominium
- e. Neighborhood Commercial
- f. Light Industrial
- g. Industrial Park
- h. Association (common areas)
- i. General Public
- j. Hotel
- k. Well-site

12. Private Roads or Private Streets

Any street, roadway, drive, sidewalk, walkway, path or other right of way within the project which comprises a portion of the common area or which is internal to the approved use of a unit or parcel on an area which is not dedicated to the public.

13. Setback

a. Building

The distance between the property line of a lot any point on the exterior face of a building. Setbacks for streets shall be measured from the street right-of-way line with a minimum setback extending continuously from side lot line to side lot line.

b. Parking

The distance between the property line of a lot and the back of curb line of an area for the parking of vehicles.

14. Tenant

Any person who occupies or is designated use of property located on Glen-Harbor Business Park under any type of rental or letting arrangement.

15. Unit

Any area within Glen-Harbor Business Park resulting from the subdivision of any parcel shown on the Master Development Plan.

16. "Visible from Neighboring Property"

Any given object or affect of an object that would be visible to a person 6-feet tall, standing at ground level on any part of a neighboring property.

17. Yard

a. Front

The yard extending across the full width of the lot, between the curb and the front wall of the principal building.

b. Side

The yard extending from the front yard to the rear yard, between the side lot line and the side foundation wall of the principal building.

c. Rear

The yard extending across the full width of the lot between the rear lot line and the rear foundation wall of the principal building.

B. Plant Materials

1. Recommended Plant Materials

a. Street Trees

As per master street tree plan (to be installed by developer) Acacia, Australian Willow, Brazilian Pepper, Date Palm, Eucalyptus, Mesquite and Olive.

b. Site Trees

Acacia, Ash, Australian Pepper, Brazilian Pepper, Date Palms, Eucalyptus, Evergreen Elm, Evergreen Pear, Ficus, Jacaranda, Mesquite, Olive, Purple Leaf Plum, and Sumac.

c. Cactus Accent

Barrel, Saguaro, and Ocotillo

d. Massing Shrubs

Bush Lantana, Carissa, Mexican Honeysuckle, and Pyracantha.

e. Screening Shrubs

Bougainvillea, Cassia and Dwarf Oleander.

f. Accent Shrubs

Bougainvillea, Purple Fountain Grass, Red Bird of Paradise, and Yucca

g. Groundcovers

Acacia Redolens, Asparagus Fern, Hall's Honeysuckle, Myoporum, Trailing Lantana, Verbenä.

h. Turf

(1) Lawn areas may be seeded or sodded.

(2) Seeded lawns should be mulched after seeding, especially on slopes, to prevent wind and water erosion.

(3) Summer Lawns

Lawns planted from April 15th to September 15th shall be common bermuda grass (*Cynodon dactylon*). Minimum percentages of purity and germination shall be 94% and 88% respectively, with a weed seed content of not more than 35%.

(4) Winter Lawns

Lawns planted from September 15th to April 15th shall be winter rye (*Lolium multiflorum*). Minimum percentages of purity and germination shall be 95% and 88% respectively.

2. Recommended Plant Sizes and Spacing

a. Trees

Acacia	15 gallon
Ash	15 gallon
Australian Willow	15 gallon
Brazilian Pepper	24" box
Date Palm	10' x 20' trunk
Eucalyptus	15 gallon
Evergreen Elm	24" box
Evergreen Pear	24" box
Ficus	24" box
Jacaranda	24" box
Mesquite	15 gallon
Ocotillo	8 arms minimum
Olive	24" box
Purple Leaf Plum	24" box
Saguaro	3'-7' trunk
Sumac	24" box

b. Shrubs

Bougainvillea	5 gallon	5' o.c.
Bush Lantana	5 gallon	5' o.c.
Carissa	5 gallon	5' o.c.
Cassia	5 gallon	5' o.c.
Dwarf Oleanders	5 gallon	5' o.c.
Purple Fountain Grass	5 gallon	
Mexican Honeysuckle	5 gallon	5' o.c.
Pyracantha	5 gallon	4' o.c.
Red Bird of Paradise	5 gallon	5' o.c.
Yucca	5 gallon	

c. Groundcovers

Acacia Redolens	1 gallon	8' o.c.
Asparagus Fern	1 gallon	3' o.c.
Green Carpet Carissa	1 gallon	3' o.c.
Hall's Honeysuckle	1 gallon	4' o.c.
Trailing Lantana	1 gallon	3' o.c.
Myoporum	1 gallon	3' o.c.
Verbena	1 gallon	3' o.c.