



# PINE FOREST

Truckee

DESIGN GUIDELINES, CONSTRUCTION  
REGULATIONS, AND FINE SCHEDULE 2025

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# I. INTRODUCTION

## A. USE AND NEED

The PINE FOREST Design Review Committee [DRC] has adopted these updated Guidelines, Construction Regulations, and Fines per the Covenants, Conditions and Restrictions [CC&Rs] for PINE FOREST. These Guidelines are for PINE FOREST property Owners and their design and construction professionals while planning and building homes and other improvements in PINE FOREST. These guidelines embrace the principles of PINE FOREST, which include an environment that is authentic and respectful of all.

It is not the purpose of these Guidelines to create similar looking homes or to suggest that they have the same materials, details, colors or evoke a certain period of home design. The goal is to provide continuity in the site planning, massing, details, materials, and colors of houses planned in PINE FOREST.

The DRC embraces current designs but does so only with the applicant's understanding that strong contrasts with the appearance of the rest of the homes cannot be approved. Evolution of designs reflecting a desire for relevancy in today's marketplace wished by Owners will be accommodated if they complement existing projects in PINE FOREST.

Project reviews will be based partly on the prescriptive requirements of these guidelines but also on subjectivity. This will allow for approval of the best designs while also protecting the community from projects that do not meet, in the sole discretion of the DRC, the minimum level of design quality needed.

These Guidelines provide broad direction and specific limitations for design and construction in PINE FOREST. They are organized with topic headings followed by a statement of the desired outcome of the guideline. The Guidelines list specific criteria and limitations that must be adhered to by owners, architects, engineers, landscape designers and contractors undertaking projects.

These guidelines set up minimum quality and aesthetic standards for projects. Some requirements are Conditions of Approval required by the Town of Truckee Planning Department and cannot be amended. Not all requirements for a project's approval can be covered in this document. The final authority for providing approvals stays with the DRC.

## B. COMPLIANCE WITH TOWN CODES, CC&RS, AND DESIGN GUIDELINES

Prior to beginning a home design, it is the Owner's and Architect's responsibility to obtain and be familiar with PINE FOREST's CC&Rs [particularly Articles V – Design Review and Approval and VI – Minimum Construction Standards] as well as the requirements of the Town of Truckee, authorities having jurisdiction and serving utilities. Understanding these requirements will help Owners and their architects in developing homes in PINE FOREST.

This document does not address restrictions other than design and construction related items. Please refer to the CC&Rs for all items about issues beyond the scope of these Guidelines, such as restrictions relating to the use and enjoyment of Lots and Common Areas of PINE FOREST.

It is the intent of these Guidelines to supplement and further explain the restrictions on construction activities and the minimum standards for improvement projects set forth in the CC&Rs. In case of a conflict between these Design Guidelines and the CC&Rs, the provisions of the CC&Rs will prevail.

This document does not cover all design requirements. Items not specifically mentioned in these Guidelines will be reviewed by the DRC. All properties within PINE FOREST are within a Local Fire Responsibility Area. All Homesites are subject to ordinances created and enforced by the Truckee Fire Protection District. These regulations have provisions applicable to the design and construction of homes and accessory structures as well as the development of the site surrounding the home. Compliance with these requirements is the responsibility of property Owners.

## C. DESIGN REVIEW OVERVIEW

Owners or their Architects must submit the proposed project to the DRC for reviews and approvals. The Committee's review process includes a Conceptual and Preliminary Submittal prior to engineering, and a Final Submittal prior to construction. Preliminary approval must be completed before the plans are sent to the Town of Truckee Community Development Department. Final Approval is needed prior to receiving a Building Permit and starting work of any kind.

Unless a variance is requested and granted by the DRC, all plans submitted must satisfy the minimum requirements set forth in these Guidelines, all applicable codes, and regulations and the CC&Rs.

PINE FOREST requires all projects except interior remodels to be designed and stamped by a California Architect

No notices of proposed projects are provided to adjacent Property Owners however any member that believes they will be affected by a proposed project are able to view a copy of the proposed Site Plan and Exterior Views of the home. Members who have concerns can provide comments to the DRC in writing. Concerns by existing members about proposed development will be considered by the DRC, however perceived impacts may not result in revisions to the plans submitted.

Once Final Design Approval has been granted to begin construction, no modifications may be made to the plans or specifications and no subsequent alteration, relocation or addition may be undertaken until the change has been approved by the DRC.

Contractors are required to notify the Property Management Company [PMC] and provide the Town of Truckee Building Permit Number to the PMC no less than 14 days prior to the scheduled construction start date. No site or construction work may begin until this requirement is fulfilled. Upon receiving the 14-day notice, the PMC will notify all neighbors within 300 feet of the property boundaries within three days including the Contractor-specified start date in the communication.

Should any Owner or Contractor fail to adhere to the requirements imposed by these Guidelines or the CCRs [including specific conditions of project's approval], the DRC has the authority under the CC&Rs to order a stop to the work until all requirements have been met.

The CC&Rs vest the DRC as the only authority to change or relax requirements noted in these Guidelines. This is done if the DRC concludes that the approved plans will result in construction of a quality improvement that is consistent with the existing quality of PINE FOREST, considering best practices and the interests of the neighborhood. Decisions of the DRC may be appealed to the Board of Directors.

## D. DESIGN REVIEW PROCEDURES

There are three phases of the Design Review Process prior to beginning construction.

**1] CONCEPTUAL DESIGN SUBMITTAL:** Projects begin with the Applicant opening a dialogue with the DRC through a Conceptual Plan.

**2] PRELIMINARY DESIGN SUBMITTAL:** The second phase begins with a Preliminary submission as outlined in these Guidelines. This step must be completed and approved by the DRC prior to submitting the project to the Town of Truckee Community Development Department.

**3] FINAL DESIGN SUBMITTAL:** This step must be acknowledged as complete by the DRC prior to permit issuance and prior to any work starting on the project site.

All projects must be designed and built per these Design Guidelines as well as all Town of Truckee codes and regulations in effect at the time of submittal. All proposed work, including site disturbance of any scope, must be constructed, and completed following the plans approved by the DRC.

These are the required deliverables for each Design Review Phase. It is the applicant's responsibility to ensure that all documents noted below are included in each submittal. Incomplete submittals or those that are not legible or correct cannot be presented for approval to the DRC.

All submittals must be provided electronically, and a non-refundable Design Review Fee of \$2,000 must be paid with the Preliminary Submittal. The Fee covers a total of five reviews across the three phases. A fee of \$500 will be required for each additional review required.

The Conceptual, Preliminary and Final Design Submittal Checklists follow. Submittals that follow these checklists are likely to be considered complete and can be sent to the DRC for review.

### **CONCEPTUAL DESIGN SUBMITTAL CHECKLIST:**

- SITE ANALYSIS - BASED ON THE LAND SURVEY**
- SUMMARY NARRATIVE OF THE DESIGN GOALS – THESE CAN BE INCLUDED ON THE SITE PLAN IF DESIRED**
- CONCEPTUAL SITE PLAN INCLUDING PROPERTY LINES, SETBACKS AND EASEMENTS**
- CONCEPTUAL FLOOR PLANS**
- CONCEPTUAL EXTERIOR MODEL IMAGES - FOUR TO SIX VIEWS REPRESENTING ALL SIDES OF THE PROJECT**

## **PRELIMINARY DESIGN SUBMITTAL CHECKLIST:**

### **SITE PLAN**

- ENTIRE PARCEL SHOWN
- ALL PROPERTY LINES WITH METES AND BOUNDS
- ALL BUILDING SETBACKS
- ALL EASEMENTS
- ALL UTILITY STUBS TO THE PROPERTY AND THEIR PROPOSED CONNECTIONS TO THE HOUSE
- NORTH ARROW
- CONTACT INFORMATION OF ARCHITECT AND PROPERTY OWNER
- HOMESITE NUMBER OF PARCEL AND ALL ADJACENT PARCELS
- EXISTING AND PROPOSED TOPOGRAPHIC CONTOURS – 2 FEET MINIMUM
- SHOW TREES TO BE RETAINED AND THOSE TO BE REMOVED – 5 INCHES DBH AND LARGER
- ADJACENT PARCEL BUILDING SETBACKS AND STRUCTURES WHERE APPLICABLE
- PAVEMENT EDGE
- BUILDING FOOTPRINT
- IDENTIFY PROPOSED HARDSCAPE AND LANDSCAPE AREAS
- SNOW STORAGE AREA
- SITE COVERAGE CALCULATIONS OF IMPERVIOUS COVERAGE
- LIMITS OF CONSTRUCTION ACTIVITY ZONE
- DRIVEWAY INCLUDING WIDTH, SLOPE, MATERIAL, AND RADIUS FROM STREET
- FINISH FLOOR HEIGHT OF MAIN LEVEL
- RETAINING WALLS INCLUDING MATERIALS AND EXPOSED HEIGHT

### **FLOOR PLANS**

- ALL LEVELS INCLUDING TERRACES, DECKS, PORCHES, AND BALCONIES
- FINISH FLOOR HEIGHTS OF ALL LEVELS
- AREAS IN SQUARE FEET FOR EACH FLOOR; ALL EXTERIOR SPACES AND TOTAL

### **ROOF PLAN**

- ALL PITCHES AND DIRECTIONS
- ALL MATERIALS

### **BUILDING HEIGHT SECTIONS**

- SHOW COMPLIANCE WITH BUILDING HEIGHT LIMITS
- SHOW NATURAL AND FINISHED GRADE AT BUILDING PERIMETER

### **EXTERIOR ELEVATIONS**

- ALL ELEVATIONS WITH COMPASS ORIENTATION [N, S, E, W]
- MATERIALS NOTED AND PROPOSED FINISH GRADE

### **ELECTRONIC MODEL**

- EACH ELEVATION AS VIEWED STRAIGHT ON WITH MATERIAL COLORS
- MINIMUM OF FOUR COLOR PERSPECTIVES SHOWING ALL SIDES
- HEIGHTS OF ALL RIDGES ABOVE ADJACENT NATURAL GRADE

### **DESIGN REVIEW FEE - \$2,000**

## **FINAL DESIGN SUBMITTAL CHECKLIST:**

### **SITE PLAN**

- ENTIRE PARCEL SHOWN
- ALL PROPERTY LINES WITH METES AND BOUNDS AND NORTH ARROW
- ALL BUILDING SETBACKS AND EASEMENTS
- ALL UTILITY STUBS TO THE PROPERTY AND THEIR CONNECTIONS TO THE HOUSE
- CONTACT INFORMATION OF ARCHITECT AND PROPERTY OWNER
- HOMESITE NUMBER OF PARCEL AND ALL ADJACENT PARCELS
- EXISTING AND PROPOSED TOPOGRAPHIC CONTOURS - 2 FEET MINIMUM
- SHOW TREES TO BE SAVED AND THOSE TO BE REMOVED – 5 INCHES DBH AND LARGER
- ADJACENT PARCEL BUILDING SETBACKS AND STRUCTURES WHERE APPLICABLE
- PAVEMENT EDGE
- BUILDING FOOTPRINT
- SNOW STORAGE AREA
- SITE COVERAGE CALCULATIONS OF IMPERVIOUS COVERAGE
- LIMITS OF CONSTRUCTION ACTIVITY ZONE
- DRIVEWAY INCLUDING WIDTH, SLOPE, MATERIAL, AND RADIUS FROM STREET
- FINISH FLOOR HEIGHT OF MAIN LEVEL
- RETAINING WALLS INCLUDING MATERIALS AND EXPOSED HEIGHT

### **LANDSCAPE / HARDSCAPE PLAN**

- PROFESSIONALLY PREPARED LANDSCAPE PLAN
- HARDSCAPE PLAN

### **FLOOR PLANS**

- ALL LEVELS INCLUDING TERRACES, DECKS, PORCHES, AND BALCONIES
- FINISH FLOOR HEIGHTS OF ALL LEVELS
- AREAS IN SQUARE FEET FOR EACH FLOOR; ALL EXTERIOR SPACES AND TOTAL

### **ROOF PLAN**

- ALL PITCHES AND DIRECTIONS
- ALL MATERIALS

### **BUILDING HEIGHT SECTIONS**

- SHOW COMPLIANCE WITH BUILDING HEIGHT LIMITS
- SHOW NATURAL AND FINISHED GRADE AT BUILDING PERIMETER

### **EXTERIOR ELEVATIONS**

- ALL ELEVATIONS WITH COMPASS ORIENTATION [N, S, E, W] – CAN BE MODEL SHOTS
- ALL MATERIALS NOTED WITH PROPOSED FINISH GRADE

### **ELECTRONIC MODEL**

- EACH ELEVATION STRAIGHT ON SHOWING PROPOSED MATERIALS AND COLORS
- MINIMUM OF FOUR PERSPECTIVES SHOWING ALL SIDES
- HEIGHTS OF ALL RIDGES ABOVE ADJACENT NATURAL GRADE
- INCLUDE ALL WINDOW / DOOR TRIM, FASCIA, ROOF ELEMENTS, EXPOSED STRUCTURAL MEMBERS, GUARDS, UTILITY AND REFUSE ENCLOSURES, SCREENING, AND OTHER RELEVANT DETAILS

### **BUILDING MATERIALS AND COLORS SAMPLE BOARD**

- ELECTRONIC [OR PHYSICAL IF REQUIRED BY DRC] SAMPLE BOARD SHOWING MATERIALS AND COLORS
- PHYSICAL MOCK-UP OF SOME AREAS OR DETAILS MAY BE REQUIRED BY THE DRC FOR SOME DESIGNS
- PROPOSED EXTERIOR DOOR AND WINDOW MANUFACTURER INCLUDING PRODUCT LINE SPECS

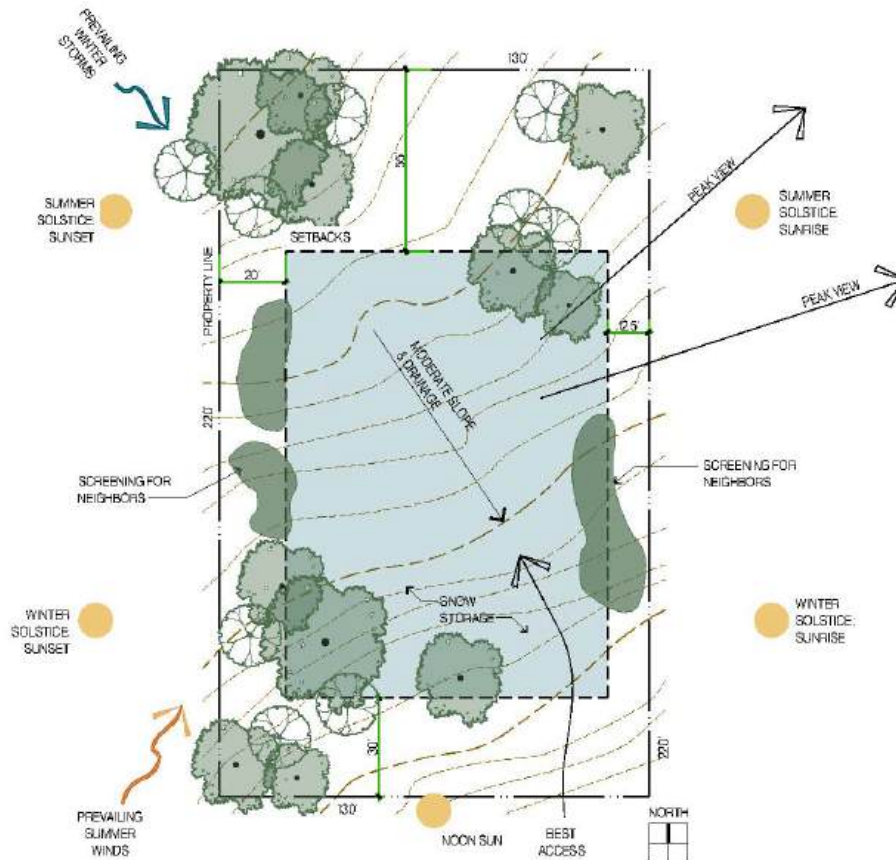
### **SITE STAKING**

- STAKE AND STRING PROPERTY LINES AND SETBACKS AND STAKE BUILDING CORNERS

## II. HOMESITE PLANNING

### A. SITE CONDITIONS

AFTER A THOROUGH UNDERSTANDING OF EACH SITE'S CHARACTERISTICS, OPPORTUNITIES, AND CONSTRAINTS HAVE BEEN ASSESSED, THE BEST DESIGN RESPONSE CAN BE PROVIDED.



Each house design must respond to the existing topography and existing site features as well as the Owner's program. A Land Survey by a Professional Land Surveyor is necessary prior to beginning the planning process. A Geotechnical Investigation and Report for each Homesite shall also be provided by a Geotechnical Engineer unless an exception is granted by the Town of Truckee.

Preparation of a Site Analysis based on the Land Survey is required as a part of the Conceptual Submittal. The Site Analysis shall include:

- Name and License Number of Land Surveyor
- Property boundary dimensions, headings, scale and North Arrow
- Total Homesite area [for coverage calculations]
- Contours should be at 1-foot intervals for low-slope sites with grades of less than 5% and at 2-foot intervals for sites with grades exceeding 5%
- Trees 5 inches diameter at breast height and larger
- Other significant vegetation [Manzanita, etc.]
- Significant features such as rock outcroppings
- Areas with greater than 20% slope



- Building Setbacks
- Solar access
- Best vehicular access to the site
- Views onto and away from the site including existing and potential houses
- Snow storage areas for site-generated snow removal
- Existing surface and engineered storm water drainage
- Utility easements and installed utilities with connection points

## B. VIEWS AND ORIENTATION

**THE FULL VALUE OF EACH HOMESITE IS REALIZED THROUGH CAREFUL CONSIDERATION OF ITS ORIENTATION AND THE POTENTIAL VIEWS IT OFFERS.**

Some views are desirable, others are not. For example, a view of the neighbors' homes should be avoided while views of the mountains are desirable. The Site Analysis should consider the existing or potential neighbors' houses as well as the ability to take advantage of solar access and distant vistas.

The view impacts that a proposed house has on another that has already been constructed will be considered by the Design Review Committee, however these impacts might not result in limitations on the neighbor's right to build homes on their Homesites.

Early planning should prioritize identifying the optimal location for photovoltaic panels and other solar collectors.

## C. PROTECTION OF SITE FEATURES

**MINIMIZE RECONTOURING LANDFORMS WHEREVER POSSIBLE. PROTECTING THE SLOPES AND SIGNIFICANT FEATURES FOUND ON HOMESITES WILL MAINTAIN THE NATURAL LANDSCAPE FOUND IN PINE FOREST.**

Protection of significant site features, where possible, will strengthen the values of the neighborhood as new homes are developed. Identify and protect existing topography, rock outcroppings, mature trees, other vegetation that have significance and provide aesthetic value.

## D. SETBACKS [BUILDING ENVELOPES]

**TO PROVIDE FOR PRIVACY AND TO SOFTEN THE IMPACT OF BUILDINGS ON THE LANDSCAPE, DESIGN ALL BUILDING ELEMENTS TO BE INSIDE OF BUILDING SETBACK LINES. KEEP IN MIND THAT STAGGERING THE FRONT SETBACK OF STRUCTURES FROM THE STREET IS DESIRABLE. VARIETY AND INDIVIDUALITY WITH REGARDS TO THE SITING OF HOMES IS THE GOAL.**

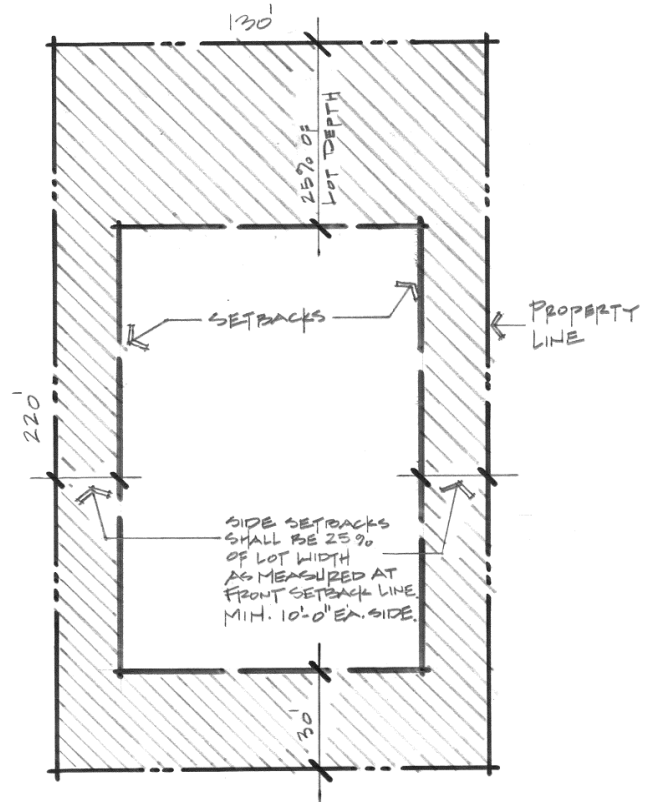
The dimensions noted below are the minimum setbacks that may be encountered. Consult the property's Development Notebook Sheet for specific parcel setbacks. Each parcel will have a unique building envelope due to the features that will be found on each Homesite.

Minimum setback distances are measured from the property line. For single parcels, the setbacks are generally:

**FRONT:** 30 feet. Front yard setbacks will be given to all portions of a Homesite that face any street.

**SIDES:** Total of 25% of the lot width measured at the front setback line. In no case can any side setback be less than 10 feet. For example, a 100 foot-wide rectangular Homesite would have side yard setbacks totaling 25 feet with a minimum of 10 feet on each side.

**REAR:** 25% of the lot depth measured along the shortest full property line next to the rear. For example, a rectangular Homesite measuring 100 feet wide by 200 feet deep would have a rear setback of 50 feet.



Setback requirements apply to all grading except as needed for the driveway. Roof overhangs may encroach into the setbacks to the extent allowed by the Town of Truckee. Porches, decks, detached garages, accessory buildings, and other items with structural components must remain within the building envelope.

When combining two or more Homesites, the Front Setback increases to a minimum of 40 feet, Side Setbacks remain constant at 25% of the combined Homesite width but with a minimum dimension of 20 feet. Rear Setbacks stay as noted above.

For Homesites with streets on two sides and only one side setback, it will be set at 10 feet. Where Homesites have more than one possible rear setback, only one has been designated as such. This designation will be found in the Development Notebook Maps. In these cases, there may be more than two side setbacks, and the total side setback requirement will be divided by that number of side setbacks with a 10-foot minimum.

Allowances for Accessory Dwelling Units [ADUs and JADUs] may be allowed when in compliance with the Town of Truckee regulations.

It is recommended that any questions the applicant has be addressed by the DRC prior to beginning any design work to minimize expensive and time-consuming revisions required later.

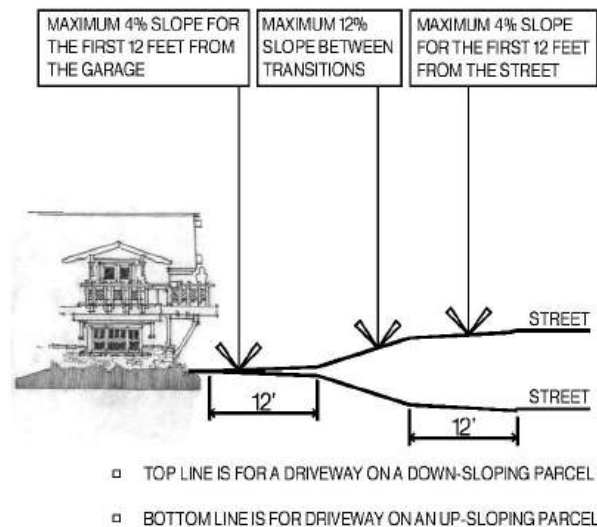
## E. SITE COVERAGE

**LIMIT IMPERVIOUS COVERAGE TO THE MINIMUM POSSIBLE TO ENCOURAGE RAINWATER AND SNOWMELT TO INFILTRATE INTO THE GROUND RATHER THAN CARRY SURFACE POLLUTANTS AND SEDIMENT OFF SITE.**

The maximum total impervious coverage for any site or combination of sites is 40% of the gross Homesite area. Coverage includes all items that prohibit infiltration of stormwater.

## F. VEHICLE ACCESS, PARKING, AND STORAGE

**LIMITING THE VISUAL IMPACT OF VEHICLES AND DRIVEWAY AREAS WILL MAINTAIN A GREATER AMOUNT OF THE NATURAL LANDSCAPE.**



All homes must have a minimum of two enclosed parking spaces and shall be able to allow three additional cars to be parked in the driveway.

Parking on the street is allowed when consistent with Town of Truckee regulations.

Driveway slopes are limited as follows:

- At the Street, a maximum slope of 4% is allowed in the first 12 feet from the edge of the Street pavement.
- At the Garage entrance, a maximum slope of 4% is allowed in the first 12 feet from the face of the Garage. Be certain that water is sloped away from the Garage slab for the area immediately in front of the doors.
- Between the low slope Street and the Garage transitions, the slope shall not exceed 12%.

Minimize the width of paving where it crosses the front Setback and the Street's Right-of-Way. Keeping the driveways narrow at this point will limit the negative visual impact of paved surfaces and will allow for more on-street parking spaces being available for the overflow parking needs of residents and their guests as well as more areas for snow storage. Driveways may be no more than 12 feet wide where they cross the front property line. The driveway where it passes through the front setback may not extend beyond lines coplanar to the side setbacks. The radius of the flair at the connection to the street is limited to five feet unless specific approval for an alternative is granted for the Homesite by the DRC.

Each Homesite is limited to one driveway encroachment. However, if two or more adjacent Homesites are legally combined into a single parcel, a single driveway may feature a loop with two street connections. Loop driveways are not permitted for single Homesites. For Homesites bordered by two streets, the driveway encroachment must be placed on the less-travelled street and be at least 50 feet from the intersection.

All vehicles must be parked on the paved driveway or in the Garage. Parking on unpaved portions of the property or right-of-way is not permitted. Recreational vehicles such as motor homes, boats and similar items must be stored inside of Garages. Storage of these items outside of the Garage is not allowed. Refer to Section IV - Temporary Structures and RV Parking for more details.

Do not design the driveway to allow surface runoff to be discharged onto the street. All surface waters must be contained within the Homesite. A subsurface drainage pipe is required where driveways cross a drainage culvert.

Consider alternatives to asphalt paving for driveways outside of the right-of-way such as concrete pavers to reduce surface water runoff and improve the visual quality of the home.

The initial 2 inch base course of asphalt should be installed early in the construction process. This provides a clean and stable surface for work during construction and minimizes the tracking of dirt and mud onto the street. The final asphalt lift should be applied near project completion. For details on liabilities associated with construction debris tracking, refer to the Fine Schedule.

Entry gates on individual parcels are not allowed.

Also see the requirements for Garages and Garage Doors in the Building Design Section.

## **G. SNOW COUNTRY DESIGN**

**WHILE IMPORTANT IN ANY BUILDING PROJECT IN THIS REGION, CAREFUL CONSIDERATION OF THE IMPACT OF ROOFS ON SNOWFALL IS ESPECIALLY IMPORTANT.**

A snow storage area must be identified on the Site Plan that is no less than 30% of the on-site paved area. Snow from individual parcels may not be stored off site. The minimum snow storage area should be 10 feet in any dimension.

Consider the following when planning for snow storage

- Snow accumulation from street removal operations
- Snow cleared from the project's driveway and walkway
- Snow and ice unloading from roofs
- Snow storage must not be planned within the front setback of the property

Most driveways are cleared today with blowers, either from small homeowner-operated machines or from larger, commercial operators. When showing a location for snow storage on site, be mindful of the need to blow snow to a location downgradient and away from the areas of the site that need access.

Due to the potential for property damage and potential personal injury, roofs that could allow snow to affect a neighbor's parcel must be constructed with a design that inhibits the sliding action of built-up snow and ice. Roof ice melt and roof snow retention systems are two options to consider. The Applicant bears sole responsibility for designing projects that prevent damage to neighboring properties caused by intrusion of snow or ice unloading or any snow removal operations.

## H. UTILITIES

**TO AVOID THE VISUAL IMPACT OF OVERHEAD UTILITIES, ALL MUST BE ROUTED BELOW GRADE.**

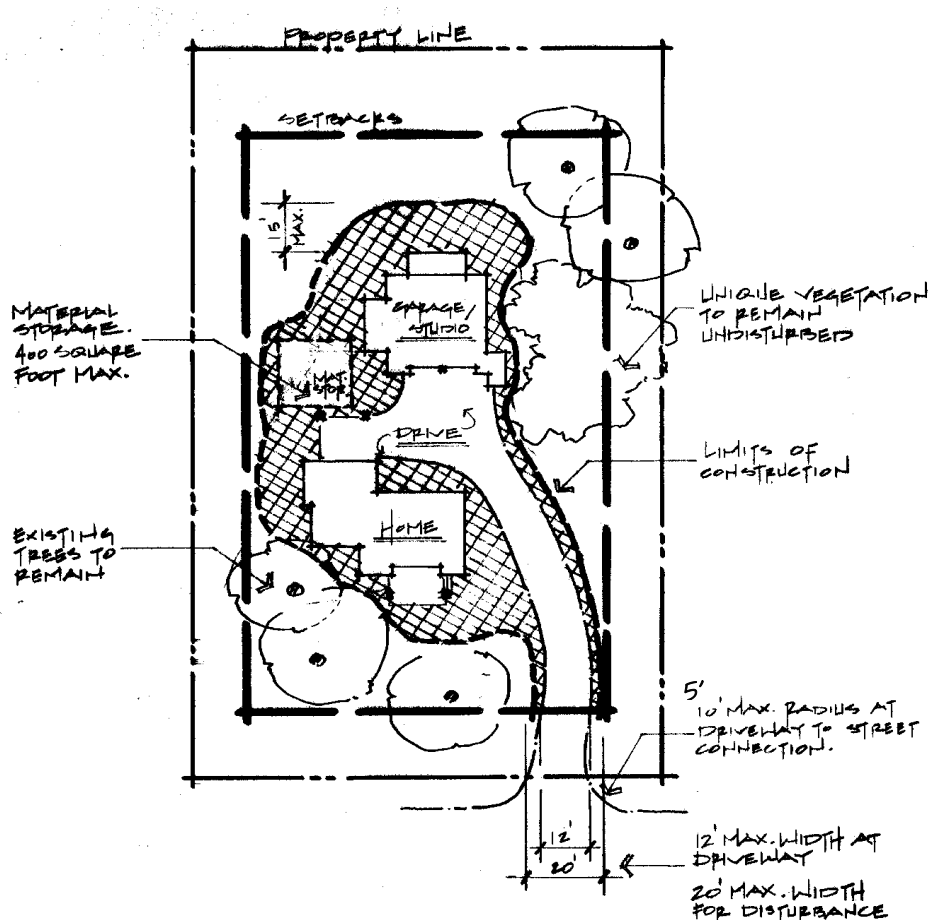
All utilities serving Homesites shall be routed below grade following the Town of Truckee and the serving utility company's requirements.

Utility connections, meter boxes, generators, air conditioning condensers, and similar electrical and mechanical devices must be screened from view or placed on a side of the structure that is not easily viewed from the streets or public areas. Screening devices must be integrated into the architecture using similar materials and colors. These items must be graphically shown and noted on plans submitted for approval.

If natural gas is being utilized, the approved location for the meter must be specified and include appropriate covering and screening. This location must receive approval from the governing utility authority, and proof of this approval must be submitted with the final documentation.

## I. LIMITS OF CONSTRUCTION

**THE PURPOSE OF LIMITING CONSTRUCTION ACTIVITY TO CERTAIN PORTIONS OF THE SITE IS TO MAINTAIN THE NATURAL AREAS THAT PRESERVE THE EXISTING NATURAL LANDSCAPE WHERE POSSIBLE.**



On the Site Plan, designate only one area for construction access. This must be in the same place where the driveway is planned. Other portions of the front setback will be designated as a no-access zone and must be kept in their natural state except for utility connection purposes.

A Construction Zone shall be designated on the plans and maintained during construction. This Construction Zone shall not extend more than fifteen feet beyond the eave lines and must have a 4-foot-high fence that shall remain in place for the duration of the project. An additional area, not exceeding 400 square feet, may be designated for material storage. All material storage must remain within the construction limits and be located to minimize impact on existing vegetation. Designate a location for temporary toilets within the construction zone as these may not be placed in Setbacks. Refer to Section V – #25 for additional requirements.

All trees within the limits of construction that are indicated to be saved must have protection fencing installed at the drip line to protect the roots from compaction during construction. Where drip line fencing is not possible due to the canopy of the tree extending into the construction zone, provide dimensional lumber or equivalent protection strapped to the trunk extending from the ground to ten feet high or to the bottom of the lowest overhanging branches whichever is lower. All trees noted to remain must be conspicuously banded prior to any tree removal or other sitework activities.

Areas disturbed during construction for utilities must be protected from erosion as soon as possible after the areas no longer require access. This can be in the form of replanting these areas or by way of a ground cover or mulch.

## **J. PROTECTION OF ADJACENT PROPERTIES**

### **MEASURES MUST BE TAKEN TO MINIMIZE THE POSSIBILITY OF IMPACTING AREAS OUTSIDE OF THE BUILDING ENVELOPE AND ADJACENT PROPERTIES.**

Potential negative impacts could be as simple as construction equipment encroaching onto adjacent unimproved parcels to as serious as construction debris or equipment affecting a neighboring house that is under construction or that has been completed.

No encroachment or trespassing onto a neighboring property is allowed except to access and connect to existing utility boxes. This work should be completed in the shortest amount of time that is practical. See Construction Regulations for further details.

## **K. EROSION PREVENTION STANDARDS | BMPs**

### **EROSION PREVENTION STANDARDS, ALSO KNOWN AS BEST MANAGEMENT PRACTICES, ARE REQUIRED TO PROVIDE LOW IMPACT DEVELOPMENT.**

Temporary Erosion Prevention Standards, [Best Management Practices or BMPs] must be installed prior to site disturbance of Homesites and must be maintained until all soil is stabilized. Once the project's soil has been stabilized, permanent measures must be constructed to end soil erosion.

For further information on this subject and the requirements, reference the requirements noted on the Town of Truckee's website by searching for 'Best Management Practices'.

## L. FENCES AND DOG ENCLOSURES

**FENCES ARE NOT APPROVABLE IN PINE FOREST. DOG ENCLOSURES ARE DISCOURAGED. LIMITING THE VISUAL IMPACT OF THESE ENCLOSURES WILL CREATE A BETTER NEIGHBORHOOD.**

Fencing is not allowed in PINE FOREST.

Dog enclosures are generally discouraged; however, they may be approved if thoughtfully designed to minimize the visual impact. This can potentially be achieved by placing them beneath a part of the structure or at the back of the house. If placement beneath a structure is not feasible, the dog run should be attached to the structure and remain largely concealed from view from the street and neighboring properties.

If proposed, dog runs must be designed and constructed with low-visibility materials that complement the principal structure, and the enclosure must not exceed three feet above the adjacent grade.

Free standing dog runs are prohibited.

All proposed dog runs will be reviewed by the DRC on a case-by-case basis.

## M. OUTSIDE STORAGE

**STORAGE OF ITEMS AROUND A HOME IS DETRIMENTAL TO THE VISUAL QUALITY OF A NEIGHBORHOOD.**

Exterior storage enclosures must be constructed in a way to be of low visual impact, architecturally compatible with the rest of the structures and shall fully enclose the materials being stored.

If storage is proposed underneath a deck or balcony, that area must be fully enclosed so that the stored items are not visible from the exterior.

The exception to the above is the storage of neatly stacked firewood not exceeding five cords at a time. Firewood must be screened from view from rights-of-way and public areas and shall conform to the Truckee Fire Protection District ordinances. Firewood may not be stored on a terrace or deck however firewood may be stored on a front or rear porch from November 1 to April 30. Firewood may not be stored on front or rear porches between May 1 to October 31.

Also see the requirements for Storage Structures in the Building Design Section.

## N. SIGNS

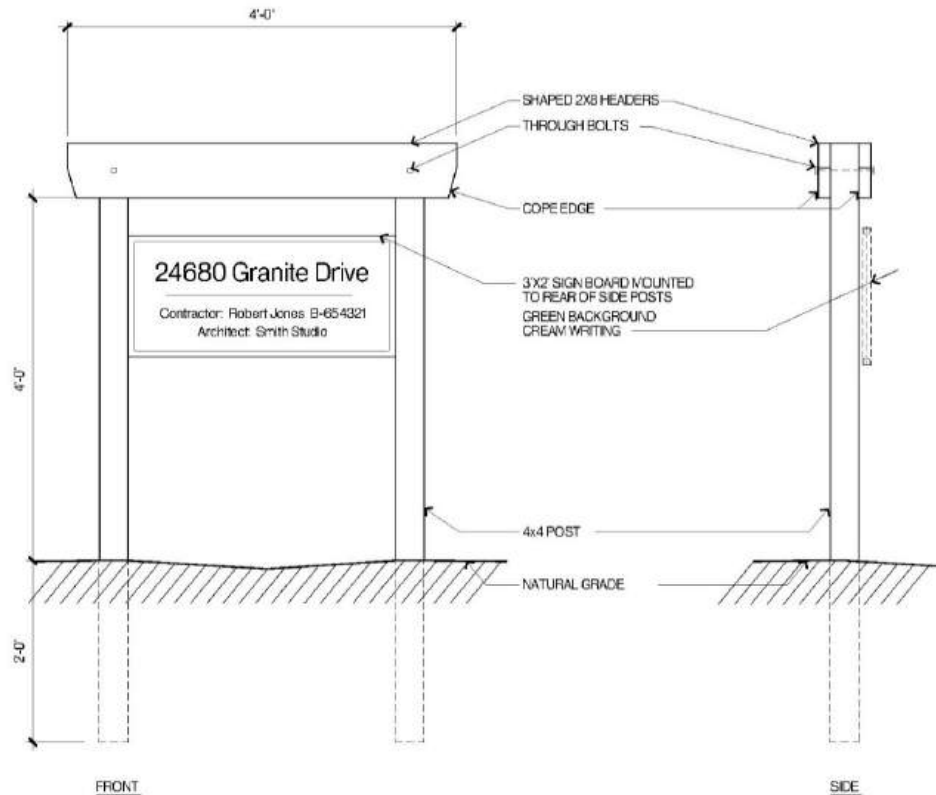
**SIGNS OTHER THAN NEEDED TO IDENTIFY THE STREET ADDRESS SHOULD BE DISPLAYED ONLY AS NECESSARY TO PROVIDE REQUIRED INFORMATION AND FOR A LIMITED DURATION.**

Signs may not be placed within any setback. Signs must be supported on their own posts and placed parallel to the street. Signs may not be attached to trees.

All signs shall use the colors listed here. Other colors are not allowed for signs. The green [PMS 336] is for the background and the cream [PMS 468] for text and graphics.

### ❑ CONSTRUCTION SIGNS:

During periods of active initial construction, signs may be placed identifying the project address, the Architect, and the Builder only. Signs shall be one sided and not exceed six square feet. Refer to the details shown below. Construction signs may only be posted during periods of active construction and must be removed once the project is substantially complete.



### ❑ FOR SALE SIGNS:

FOR SALE signs shall be one sided and not exceed six square feet. These signs may be in addition to the identification signs noted above. These signs may only be posted when the property is actively marketed and must be removed upon the close of escrow.

### ❑ HOUSE NUMBERS AND HOMESITE ENTRANCE MARKERS:

House numbers must be a minimum of 6" and a maximum of 8" high, shall visibly contrast from the background and comply with the Truckee Fire Protection District's requirements.

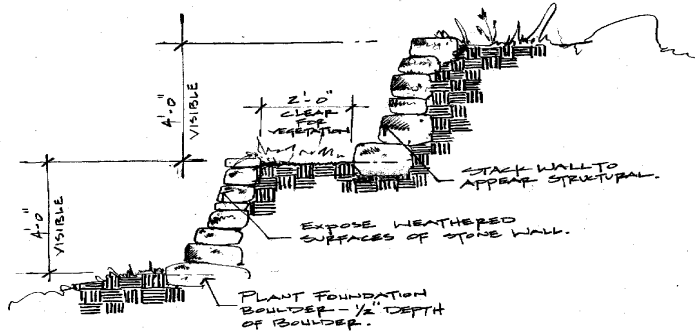
House numbers may have fully shielded, low intensity lights that project the lighting downward. Uplighting or lights that create light trespass are not allowed. Dark Sky compliant fixtures or a DRC approved equal are allowed.

Homesite Entrance Markers for identifying the house numbers near the street must not exceed 30 inches in height as measured from the lowest point of surrounding grade. These markers may only display the house numbers with numerals no larger than 8 inches in height. The color of the numerals must harmonize with the surrounding landscape while providing contrast with their background as required by Truckee Fire.



## O. RETAINING DEVICES

RETAINING WALLS THAT ARE TOO HIGH CREATE AN UNPLEASANT AND UNNATURAL EFFECT. WHERE RETAINING WALLS ARE REQUIRED, BE CERTAIN TO OFFSET THEM AT FOUR FOOT INTERVALS VERTICALLY TO REDUCE THE APPARENT HEIGHT UNLESS THEY ARE A PART OF A STRUCTURE.



Retaining devices exposed to view, whether concrete walls, landscaping block walls, stone walls, or wood walls, can have no more than 4 feet of visible vertical rise [not including below grade portions of the walls] without a horizontal offset of at least 2 feet clear for planting vegetation between the retaining devices.

## P. GRADING

MINIMIZE GRADING AS IS ABSOLUTELY NECESSARY. GRADING PLANS THAT PROPOSE EXCESSIVE AREAS OF VEGETATION REMOVAL OR STEEP SLOPES ARE UNWISE IN TERMS OF SLOPE STABILITY AND EROSION OF SOILS.

Limit soil and vegetation disturbance to the minimum necessary for construction activities. Site access is restricted to a single designated location. All grading and utility trenching must occur within the approved construction zone unless it is proven that no alternative method of construction is possible.

All areas of the project that have been graded, altered or disturbed during construction in any way must be revegetated.

Grading shall also be designed and performed to minimize the disturbance of rock outcroppings, natural drainage courses, trees shown to be saved as well as all other distinctive or unique site features.

Grading of Homesites shall not increase or divert surface drainage in a way that will be detrimental to any adjacent or down-gradient lot, rights-of-way, or common areas. Provide positive drainage away from the foundation walls at the perimeter of all structures.

Grading on Homesites shall not leave slopes more than 2:1 [horizontal to vertical]. Where steeper slopes are proposed, use a retaining device. If a slope steeper than 2:1 cannot be avoided, a professional engineer will have to design and stamp the plans for such a project.

In areas of a Homesite where the existing gradient is greater than 20 percent, extra diligence must be exercised in the design and construction of homes to minimize the negative visual and environmental impacts.

Fill areas and excavation that exceed ten feet in depth from the original grade must be engineered by a professional engineer and must be specifically approved by the DRC prior to beginning construction.

With a Variance proving hardship, grading may encroach into Side or Rear Setbacks no more than ½ the distance of the setback. Grading may not occur in the front setback other than the minimum required for driveway access.

See additional requirements under LANDSCAPE DESIGN.

## **Q. TREE REMOVAL AND LIMBING**

**REMOVAL OF ANY VEGETATION IS PROHIBITED UNLESS IT IS DEAD, DISEASED, REQUIRED BY A THIRD PARTY FOR DEFENSIBLE SPACE, OR IN THE AREA REQUIRED TO BUILD A HOME. IT IS THE INTENT OF THESE GUIDELINES TO KEEP THE NATURAL LANDSCAPE AS THE DOMINANT IMAGE.**

No trees larger than 5” diameter at breast height [DBH] may be removed from any lot without prior specific approval from the DRC. Approval will be granted by the Design Review Committee to remove specific trees and other vegetation if they are in the immediate area required to build a home or comply with other criteria listed above. When trees larger than 5” DBH are found by the DRC to be dead or diseased they may be removed after permission is granted.

Removal of dead tree limbs up to 25 feet above grade and live tree limbs up to 12 feet above grade, measured at the point of attachment to the tree is allowed without DRC approval. Removal beyond these heights requires DRC approval.

Remove trees within ten feet of proposed structures or trim tree canopies to provide ten feet minimum clearance between tree limbs and structures. Trees noted for removal on the periodic forestry report must be removed by property Owners within 90 days unless an extension is secured from the Property Management Company.

# III. LANDSCAPE DESIGN

## A. GENERAL GUIDELINES

**KEEPING THE EXISTING NATURAL LANDSCAPE AS THE PREDOMINANT VISUAL IMAGE IS CRITICAL TO MAINTAINING PINE FOREST'S BEAUTY. WHERE POSSIBLE, USE NATIVE PLANTS THAT ARE TOLERANT OF INTENSE YEAR-ROUND SUN, HEAVY SNOW AND LENGTHY DROUGHT CONDITIONS.**

Landscape plans must be prepared by a Landscape Professional and be approved by the DRC. Plans shall include the species and sizes of all plants, shrubs, and trees.

All projects must revegetate all areas where the native ground surface has been disturbed and has not been covered by buildings or hardscape.

Cluster planted materials in groupings that emulate natural settings. Follow the Town of Truckee and the Truckee Fire Protection District's current codes for defensible space including Zone Zero which prescribes what is allowed within five feet of structures.

Maintain the natural landscape as the predominant visual image at PINE FOREST. Landscape plans that delineate property lines such as a row of plantings near a property line will not be approved.

Natural and organic fertilizers are encouraged. Use of these materials consistently offers greater effectiveness, less effort, less plant disease, and fewer environmental hazards.

Irrigation systems are required for the initial establishment of trees and shrubs. These may eventually be unnecessary, however supplemental water during periods of natural drought has been shown to be of great benefit to even long-established vegetation.

## B. TURF

**TURF CAN HELP BLUR THE LINES BETWEEN INSIDE AND OUTSIDE BY EXTENDING USABLE SPACE.**

Grass mixes shall be installed per the following guidelines:

Turf should only be proposed in areas near structures. and may not extend more than 50% into any setback. Edges shall have an organic shape rather than emphasizing setback and property lines or the edges of the home.

Be responsible when applying fertilizers that pollute surface and ground water. Natural, biodegradable materials can be used with equal effectiveness.

Turf must be watered by an automatic irrigation system.

Synthetic turf may be approved by the DRC where it is not visible from the street and has limited visibility to the neighboring parcels. A sample of synthetic turf must be reviewed and approved by the DRC prior to installation.

## C. PLANT LISTS

**TO MAINTAIN THE NATURAL APPEARANCE OF PINE FOREST, PLANT MOSTLY NATIVE SPECIES.**

Newly planted trees and shrubs must be watered by an automatic irrigation system which may be removed after they have become established.

Landscape elements should have a cohesive palette that complements the native environment found nearby and that is tolerant to the extremes of our climate.

### BOTANICAL NAME

### COMMON NAME

#### **TREES**

ABIES conolor	WHITE FIR
ALNUS tenuifolia	MOUNTAIN ALDER
ACER grandidentatum	ROCKY MOUNTAIN BIGTOOTH MAPLE
BETULA occidentalis var. fontinalis	WATER OR WESTERN RIVER BIRCH
CRATEGUS species	HAWTHORNE
JUNIPERUS occidentalis	SIERRA JUNIPER
JUNIPERUS scopulorum	ROCKY MOUNTAIN JUNIPER
MALUS species	APPLE & CRABAPPLE
PICEA abies	NORWAY SPRUCE
PINUS contorta murrayana	LOGEPOLE PINE
PINUS flexilis	LIMBER PINE
PINUS jefferyi	JEFFERY PINE
PINUS longaeva [P. aristata]	WESTERN BRISTLEcone PINE
PINUS mugo	MUGO PINE
POPULUS tremuloides	QUAKING ASPEN
PRUNUS subcordata	MODOC PLUM

#### **SHRUBS and PERENNIALS**

ACER circinatum	VINE MAPLE
ACER ginnala	AMUR MAPLE
ACER glabrum	MOUNTAIN MAPLE
ACHILLEA millefolium	WHITE YARROW
ACONITUM species	MONKSHOOD
ALCEA rosea	HOLLYHOCK
ALLIUM species	ONION
AMELANCHIER alnifolia	SERVICEBERRY
ANEMONE species	ANEMONE
ANTENNARIA species	PUSSY TOES
AQUILEGIA species	COLUMBINE
ARETMISIA species	WORMWOOD
ARCTOSTAPHYLOS patula	GREENLEAF MANZANITA
ARUNCUS dioicus	GOAT'S BEARD
ASPERULA oderata	SWEET WOODRUFF
ASTER species	ASTER
CALOCHORTUS species	MARIPOSA LILY
CALTHA species	MARSH MARIGOLD
CAMASSIA quamash	CAMAS
CAMPANULA species	BLUEBELL
CASTILLEGA species	INDIAN PAINTBRUSH
CERCOARPUS ledifolius	MOUNTAIN MAHOGANY
CHRYSOTHAMNUS nauseosus	RABBIT BRUSH
CLEMATIS alpina	ALPINE CLEMATIS [VINE]
CORNUS sericea	RED-TWIG DOGWOOD
CROCUS species	CROCUS
DELPHINIUM species	DELPHINIUM
DIANTHUS species	PINKS
DICENTRA species	BLEEDING HEART
DODECATHEON species	SHOOTING STAR
ECHINACEA species	PURPLE CONEFLOWER
ERYTHRONIUM species	TROUT LILY
ERYSIMUM species	WALLFLOWER
FRAGARIA virginiana	MOUNTAIN STRAWBERRY
GALLARDIA aristata	BLANKET FLOWER
GEUM species	GEUM
HEMEROCALIS cultivars	DAYLILY
HERACLEUM lanatum	COW PARSNIP

HOLODISCUS discolor var. dumosus  
 HUCHERA species  
 HUMULUS lupulus  
 IRIS hybrid sibirica  
 LILIUM species  
 LINUM lewisii  
 LONICERA involucrate  
 LUPINUS species  
 MALVA species  
 MATTEUCCIA struthiopteris  
 MIMULUS lewisii  
 MIMULUS guttatus  
 PAEONIA species  
 PAPAVER orientalis  
 PENSTEMON species  
 PHLOX paniculata  
 PHLOX subulata  
 PHYSOCARPUS species  
 POLEMONIUM occidentale  
 POLEMONIUM species  
 POTENTILLA fruticosa  
 POTENTILLA species  
 PRUNUS emarginata  
 PUSATILLA species  
 RHEUM rhabarbarum  
 RIBES aureum  
 RIBES cereum  
 RIBES nevadense  
 ROSA harisonii  
 ROSA rugosa 'Hansa'  
 ROSA rudosa 'Therese Bugnet'  
 ROSA woodsii  
 RUBUS parviflorus  
 RUDBECKIA species  
 SALIX species  
 SALVIA species  
 SAMBUCUS mexicana  
 SAPPONARIA officinalis  
 SIDALCEA species  
 SOLIDAGO species  
 SORBUS aucuparia  
 SORBUS scopulina  
 SPIRAEA varieties  
 SPIRAEA densiflora  
 SYMPHORICARPOS albus  
 SYRINGA vulgaris  
 THALICTRUM species  
 TIERELLA species  
 VIBURNUM species  
 VIOLA species

ROCK SPIRAEA  
 CORAL BELLS  
 HOP [VINE]  
 SIBERIAN IRIS  
 LILY  
 BLUE FLAX  
 TWINBERRY  
 LUPINE  
 MALLOW  
 OSTRICH FERN  
 LEWIS' MONKEYFLOWER  
 YELLOW MONKEYFLOWER  
 PEONY  
 ORIENTAL POPPIES  
 PENSTEMON  
 SUMMER PHLOX  
 CREEPING PHLOX  
 NINEBARK  
 JACOB'S LADDER  
 JACOB'S LADDER  
 CINQUIFOIL [WOODY]  
 SLENDER CINQUEFOIL  
 CHOKE CHERRY  
 PASQUE FLOWER  
 RHUBARB  
 GOLDEN CURRANT  
 WAX CURRANT  
 SIERRA CURRANT  
 HARISON'S YELLOW ROSE  
 HARDY TOMATO ROSE  
 THERESE BUGNET ROSE  
 WOOD'S ROSE  
 THIMBLEBERRY  
 CONEFLOWER  
 WILLOW SPECIES  
 HARDY SAGE  
 BLUE ELDERBERRY  
 SOAP WORT  
 MALLOW  
 GOLDENROD  
 MOUNTAIN ASH  
 WESTERN MOUNTAIN ASH  
 SPIREA SHRUB SPECIES  
 ALPINE SPIRAEA  
 COMMON SNOWBERRY  
 LILAC  
 MEADOW RUE  
 FOAM FLOWER  
 HIGHBUST VIBURNUM  
 VIOLET

## GROUND COVERS AND VINES

AJUGA reptans  
 ARCTOSTAPHYLOS nevadense  
 ARCTOSTAPHYLOS uva-ursi  
 CEANOTHUS prostrates  
 COTONEASTER dammeri 'eicholz'  
 ERIOGONUM umbellatum  
 FESTUCA species  
 ASPERULA odovata  
 JUNIPERUS communis  
 RANUNCULUS repens 'Pleniflorus'  
 SYMPHORICARPOS x chenaultii 'hancock'  
 SYMPHOROCARPUS mollis  
 VINCA minor

CARPET BUGLE  
 PINE MAT MANZANITA  
 BEAR BERRY MANZANITA  
 SQUAW CARPET  
 BEAR BERRY COTONEASTER  
 SULFUR FLOWER  
 FESCUE TURF VARIETIES  
 SWEET WOODRUFF  
 ALPINE CARPET  
 CREEPING BUTTERCUP  
 CREEPING CORALBERRY  
 CREEPING SNOWBERRY  
 PERIWINKLE

## IV. BUILDING DESIGN

### A. OVERVIEW

THOUGHTFUL DESIGN HELPS CREATE GOOD NEIGHBORHOODS. GOOD NEIGHBORHOODS MAKE FOR STRONG COMMUNITIES — NOT ONLY SOCIALLY AND ENVIRONMENTALLY, BUT ALSO ECONOMICALLY.



The intent of these design guidelines is to aid those developing Homesites to foster the notion of strong communities through thoughtful, responsible, and thoroughly designed site layouts and building design.

Structures should be designed to provide the largest amount of privacy possible between homes while taking full advantage of the views and solar access available from each site.

Visual order and harmony, as judged solely by the DRC, must be proven in all designs submitted. Approvals are not likely, or conditions may be imposed when designs are visually confusing, overly busy, or disordered [including massing, roof shapes, window and door openings]. The overall proportions and the architectural detailing must present a quietly dignified composition and complement the other designs of the community.

When designing a home, please know that overly simple or minimalist designs are generally not approvable. Further, homes that closely replicate existing structures anywhere in the neighborhood cannot be approved. Be mindful of the other home designs as the goal is diversity from home to home.

## **B. BUILDING AREA**

**LIMIT THE ABOVE-GRADE AREA OF STRUCTURES TO BE APPROPRIATELY SCALED TO THE REMAINDER OF OTHER HOMES IN PINE FOREST. SINGLE STORY FORMS ARE ENCOURAGED AS A MIX WITH TWO-STORY HOMES. THE GOAL OF LIMITING THE MAXIMUM SQUARE FOOTAGE OF HOMES IS TO KEEP THE MASSING OF STRUCTURES APPROPRIATE WITH THE OTHER STRUCTURES WITHIN THE NEIGHBORHOOD AS WELL AS PROPORTIONATE TO THE SIZE OF THE HOMESITE.**

The minimum building size is 1,600 square feet of enclosed, habitable, heatable area exclusive of Garages and Workshops.

The maximum building areas allowed are:

**1. For Homesites less than 29,040 square feet:**

- The total maximum enclosed, habitable, heatable area is 5,000 square feet.
- The maximum enclosed, habitable, heatable area for one structure on an individual parcel is 4,500 square feet.

**2. For Homesites with 29,040 square feet or more:**

- The total maximum enclosed, habitable, heatable area is 6,000 square feet.
- The maximum enclosed, habitable, heatable area for one structure on an individual parcel is 5,000 square feet.

**3. When combining two or more parcels of any size, the following limitations apply:**

- The total maximum enclosed, habitable, heatable area is 7,000 square feet.
- The maximum enclosed, habitable, heatable area for one structure on the combined parcel is 5,800 square feet.

Additional enclosed, habitable, and heatable structure[s] may be added if the total size is within the maximum allowed in these Guidelines and is following the Town of Truckee Development Code.

For specifics about what qualifies as below grade, reference the Town of Truckee's Development Code definitions for Basements.

Enclosed, habitable, heated square footage is defined as the gross area of enclosed, heatable living, working or storage space, excluding Garages, as measured from outside of wall to outside of wall.

## **C. ACCESSORY DWELLING UNITS**

**ACCESSORY DWELLING UNITS [ADUs AND JADUs] ARE APPROVABLE IF THEY COMPLY WITH ALL TOWN OF TRUCKEE REQUIREMENTS. REDUCING TRAFFIC, AIR POLLUTION AND PARKING NEEDS CAN BE ACHIEVED PARTLY BY HOUSING EXTENDED FAMILIES NEARBY AND WORKING AT HOME.**

When planning an ADU or JADU, keep in mind the restrictions on parking, site coverage and the need to follow the Town of Truckee Planning and Building Department codes and regulations.

## D. MAXIMUM BUILDING HEIGHT

LIMIT THE OVERALL BUILDING HEIGHT SUCH THAT IT IS AS LOW AS CAN BE FOR THE GIVEN SQUARE FEET DESIRED. IF PLANNING ON REACHING THE MAXIMUM HEIGHT ALLOWED, DO SO ONLY WITH A PORTION OF THE ROOF.

The building height is limited to 35 feet or three stories, whichever is less, as measured by the Town of Truckee.

## E. MINIMIZING SYMMETRY

TO FURTHER THE GOAL OF AN ARCHITECTURALLY INTERESTING GROUPING OF HOMES, AVOID THE USE OF OVERALL SYMMETRY IN BUILDING FORMS.

Avoiding formal, classical symmetry is especially important for the facades that front the street. Consider the use of form-articulating devices such as low-slope or shed roofs to aid in providing variety to building forms.

## F. BUILDING MASSING AND ROOF FORMS

A CRITICAL ELEMENT OF DESIGN IS THE MASSING OF THE BUILDING'S UPPER LEVEL.

To create pleasing proportions, a minimum of 60% of a building's massing should be concentrated on the ground level. This calculation includes covered Porches and Garages.

A minimum roof overhang of 24" is required on the rake ends and 36" on the eaves. Exceptions to these minimums may be allowed, or increases may be required on a case-by-case basis.



Roof coverings must use Class A fire-rated materials with thermal ignition barriers.



## G. AUTHENTIC BUILDING MATERIALS

### QUALITY DESIGN CANNOT BE ACHIEVED WITHOUT THE USE OF GENUINE BUILDING MATERIALS.

Disingenuous building materials will not be approved. Prohibited materials include but are not limited to vinyl siding, composite roof shingles that mimic wood shakes or slate, plastic slate roofing, plywood siding that imitates board siding and synthetic stone.

Traditional materials such as wood siding, composition shingle roofing without manufactured shadow lines and true stone are approvable materials.

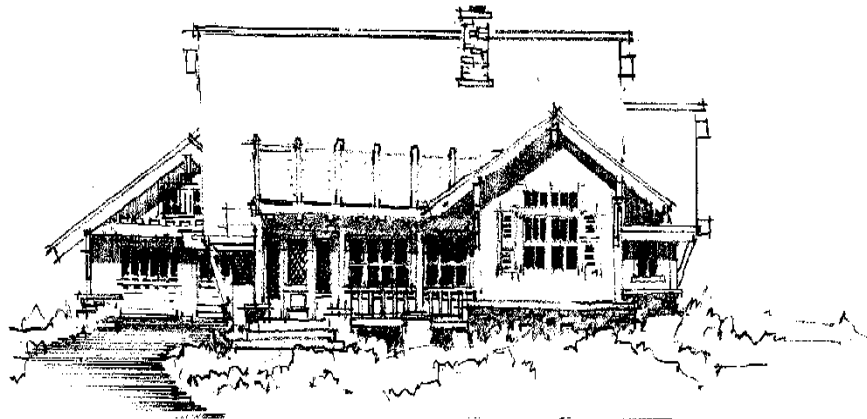
Stucco can be approved with limitations. All stucco clad houses cannot be approved. Limiting the dimension of stucco in any one direction by panelizing with reveals or trim materials will make the use of this material more likely to be approved.

Synthetic materials used for decking may be approved when not visible from off site. Also see the requirements for Exterior Finishes in this Section for more information on the choice and application of exterior materials.

All elevations are required to have the same level of design, detailing and materials.

## H. FRONT PORCHES

### THE PRESENCE OF FRONT PORCHES WILL BE A THREAD THAT BINDS PINE FOREST PROJECTS TOGETHER.



The presence of front porches is desirable in the interest of promoting the presence of a people-oriented streetscape. With front porches [a minimum of six feet in usable depth], residents will be encouraged to use them and promote interaction with other neighbors who may be walking nearby.

For all homes, provide a covered front [street side] porch. There are no restrictions on the shape, design, or any other element of the porch other than it must be covered and a minimum size of 6 by 12 feet.

Robust design statements are encouraged to promote the visual presence of front doors and front porches. The Main Entry door, while not required to face the street, should be easy to find.

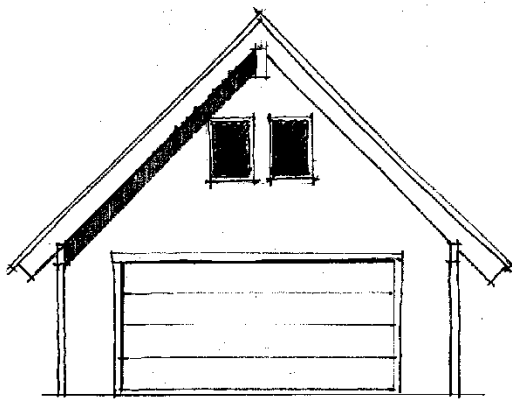
## I. TERRACES AND BALCONIES

**LIMIT THE OVERALL VISUAL IMPACT OF DECK DESIGNS THAT APPEAR AS AN AFTERTHOUGHT AND NOT INTEGRATED INTO THE OVERALL DESIGN OF THE HOME. INSTEAD, INCORPORATE PORCHES, BALCONIES AND ON-GRADE TERRACES INTO THE DESIGN OF THE HOME.**

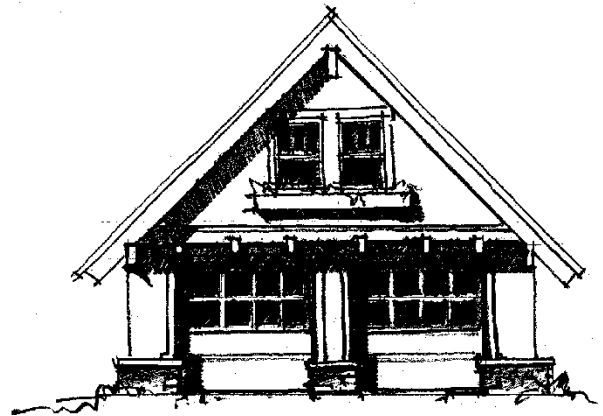
Uncovered wood decks should be limited or avoided where possible. When deemed necessary, they shall include substantial framing and trim materials. Decks should be kept close to grade and screened with materials that are complementary to the project's overall design. For elevated decks, structural framing must be substantially concealed with materials that harmonize with the home's architectural style.

## J. GARAGES AND GARAGE DOORS

**MINIMIZE THE IMPACT OF GARAGE DOORS AS VIEWED FROM THE STREET. WHEN GARAGE DOORS DOMINATE THE VIEW OF THE HOUSE, IT CAN DEFEAT THE QUALITY OF A HOME AND NEIGHBORHOOD.**



**NOT THIS**



**THIS**

While acknowledging the importance of personal transportation, a primary design goal is to prioritize pedestrians and bicycles by returning streets and front yards to their intended use. Doing this will reduce the visual impact of automobiles and their storage on the streetscape.

Front-facing garage doors are permitted only if they are located substantially behind the main body of the house. This will require the rear of the Garage roof overhang to be touching the rear setback line. The DRC may grant a waiver from this requirement if, in the Committee's sole opinion, the Garage doors do not negatively impact the surrounding neighborhood.

Designs should feature separate, single-car Garage doors with a wall at least two feet wide between them. Each Garage door may not exceed nine feet wide by nine feet high. If a larger door dimension is desired, it must be submitted to and approved by the DRC. Two-car Garage doors can only be approved if the DRC provides a waiver from the requirements noted above.

Garage doors should complement the architectural detailing of the house. One effective way to do this is to incorporate glass into the Garage doors. The shape of the glazing is an important design consideration. For example, if there are no arched openings on the rest of the home, do not use them for the garage

doors. While subtle tinted glazing or obscured glass may be approved, color cannot be approved in Garage door glass.

The materials of the Garage doors are critical to the success of the design. Aluminum or glass fiber with faux wood embossing or incompatible glazing materials or patterns are not permitted.

Also reference the requirements for Automobile Access, Parking and Storage in the HOMESITE PLANNING Section.

Recreational vehicles such as motor homes, boats and similar items must be stored inside of Garages. Storage of these items outside of the Garage is not allowed. Refer to Section IV: Temporary Structures and RV Parking for additional requirements.

## **K. WINDOWS**

### **THE USE OF WINDOW FRAMES AND SASH WITH SUBSTANTIAL DIMENSIONS IS ENCOURAGED.**

Windows with false divisions of glazing where the exterior side of the insulated glass unit is uninterrupted by divisions are not approvable. The use of simulated divided lights where there is a muntin bar on the exterior face of the glazing is acceptable.

Windows constructed of vinyl are not approved for use. The use of fiberglass composite materials may be approved on a case-by-case basis.

Avoid the use of frame shapes that are not consistent with the architecture of the house. For example, octagonal, and Palladian windows and those with exaggerated aspect ratios are usually not approvable.

If scissor trusses are used to frame the roof, be certain that the slope of the lower chord does not express itself on the exterior by way of the window shape.

Avoid the use of glass blocks. Privacy glazing is available by other methods using patterned or obscured glass.

## **L. EXTERIOR FINISHES**

### **FOR CONTINUITY AND HARMONY, USE SUBTLETY-COLORED MATERIALS THAT ARE FOUND NATURALLY IN THE ENVIRONMENT.**

When using a painted metal roof, ensure the product has a low-reflectance coating with a measured Solar Reflectance Index [SR or SRI] of less than 50. Only subtle hues will be approved.

Minimize the use of reflective finishes on exterior surfaces. The list includes, but is not limited to window frames, metal siding, doors, roofs, fences, retaining walls, trim, pipes, and equipment. Clear, non-reflective liquid-applied finishes are approved for use on rolled steel and other low-reflectance materials.

Weathering steel and copper, although initially reflective, are approvable. Clear anodized, stainless steel, aluminized, and galvanized metals are not approvable as their finish maintain their reflectivity.

Cement plaster, stucco and similar finishes are approvable as an exterior wall finishes with limitations. A proposal that is predominantly stucco cannot be approved but judicious use of this material is acceptable.

If using one of these materials, limit its use on any wall plane so that the house does not appear dipped in the material. Use stucco for wall finishes only, do not use it for trim. Color selections for these materials should be in the darker range so as not to be overly reflective.

The use of solid body stains or paint on wood surfaces other than trim cannot be approved.

Concrete foundation walls exposed to view must be finished to complement the rest of the architecture.

Also see the requirements for Authentic Building Materials in this Section.

## **M. EXTERIOR LIGHTING**

**TO MAINTAIN THE RURAL CHARACTER OF PINE FOREST AND THE SIERRA'S NIGHT SKY, EXTERIOR LIGHTING SOURCES MUST BE SHIELDED.**

All exterior light fixtures must direct their light in such a way so as not to create light pollution [lighting the sky] or light trespass [light which crosses a property line] onto neighboring properties, public areas or rights-of-way. Lighting must follow all adopted Town of Truckee Development Code Dark Sky ordinances.

Also be aware of and make attempts to reduce the light pollution and glare possible from Garages by way of Garage windows or from Garage door glazing.

High-intensity lighting will not be approved for exterior use. Lighting that provides an overly lit property compared to others; produces glare; energy waste; light trespass or sky glow cannot be approved.

Security lighting is allowed if it is screened and is triggered by movement, sound or heat and stays on for no more than five minutes and is not triggered by passing automobile traffic. Holiday lighting is allowed but may not blink, pulse, or flash. Limit the dates the lighting is illuminated to between November 15 and January 15.

## **N. OUTDOOR LIVING SPACE**

**THE INCLUSION OF COVERED AND UNCOVERED EXTERIOR LIVING SPACES IS ENCOURAGED IN THE PLANNING OF PINE FOREST HOMES.**

Decks must be integrated into the design of the home and not appear as an appendage. When planning exterior spaces, strive for covered porches raised a few steps in the front and on-grade, hardscaped terraces in the rear.

Where the grade is steep, stepping a terrace up or down the hill to keep retaining walls to a minimum. Do not propose retaining devices with more than four feet [vertical] exposed. If the overall slope of the site requires more retaining height, provide it in incremental walls with four feet of maximum visible height with two-foot horizontal offsets.

If decks raised above grade cannot be avoided, design them to appear well grounded. Screening is needed for all portions of decks that are more than 18 inches above grade unless this requirement is waived by the DRC.

Upper-level balconies, sleeping porches and other means of providing outdoor space are also encouraged. The use of such devices can be helpful when managing the overall scale and massing of the building.

Simple but varied roof forms or contemporary articulation are preferred over complex forms. The use of varied roof forms creates pleasing building massing.

## **O. NOISE REDUCTION IN HOMES**

**WHEN DESIGNING THE EXTERIOR ENVELOPE OF THE STRUCTURE, KEEP IN MIND CONSTRUCTION METHODS THAT WILL REDUCE THE IMPACT OF THE NOISE GENERATED FROM OUTSIDE SOURCES SUCH AS TRAFFIC DEPARTING FROM THE TRUCKEE TAHOE AIRPORT.**

Consider the use of laminated or triple glazing, ample caulking of joints between materials and additional insulation inside the wall studs. These methods can help reduce the intrusion of sound from outside of the house.

## **P. FIREPLACES AND FIRE PITS**

**CONTRIBUTE TO BETTER AIR QUALITY BY REDUCING OR ELIMINATING THE USE OF WOOD-BURNING DEVICES.**

When wood-burning fireplaces or woodstoves are wanted for projects, use only devices with EPA emissions rating acceptable with the Town of Truckee.

Gas-fired fireplaces may be used without limitations.

All fireplaces, whether wood burning or not, shall be plumbed with natural gas.

Solid fuel burning outdoor fireplaces and fire pits are prohibited year-round. Fireplaces and fire pits using gas as their fuel source are allowable.

## **Q. PHOTOVOLTAICS, SATELLITE DISHES, AND ALARMS**

**ALL HOMESITES HAVE ACCESS TO CABLE TELEVISION SERVICE. EXTERIOR-MOUNTED SATELLITE DISHES AND ANTENNAE ARE DISCOURAGED. FOR THOSE OWNERS WISHING TO AUGMENT THEIR ENERGY SUPPLY, INTERNET, OR TELEVISION, ATTEMPT TO REDUCE THE VISUAL IMPACT OF HARDWARE INSTALLED ON THE EXTERIOR OF YOUR HOME.**

Locate solar collectors, internet, radio, and television service dishes in such a way to blend, as much as possible, with the rest of the home's materials. Where possible, place these items where they can be seen by as few people as possible.

Final placement of these and similar exterior mounted hardware must be approved by the DRC in advance. Reasonable restrictions on location of equipment that do not significantly increase the cost of the system or significantly decrease its operating efficiency may be imposed.

Other than protective banding, nothing, including the items in this Section, may be attached to any tree.

When a dish must be installed on the exterior of a structure, the diameter of dishes may not exceed 36”.

Photovoltaic panels may not include any bright mounting hardware or bright portions of the panels. All components, including the dividers and perimeters of the panels must be in a hue that matches the material they are mounted on as close as possible. For example, a deep brown roof may have an all-black PV collector panel. Verify the snow load capacity of all components.

Additionally, when providing security alarm boxes on the exterior of the home, they must be screened from being able to be seen from off the property. One way to do this is to enclose the metal box in a covering to complement the exterior materials of the house. Be certain to allow access as necessary and leave an opening for the horn as needed. Follow Truckee Fire Department regulations for fire alarm bells.

## **R. STORAGE STRUCTURES**

**FREE STANDING STORAGE STRUCTURES ARE PERMITTED IF THEY ARE DESIGNED WITH THE SAME INTENT AND CONSTRUCTED WITH MATERIALS COMPLEMENTARY TO THOSE FOUND ON THE MAIN STRUCTURE.**

Dedicated storage buildings and shops may not exceed 10 percent of the area of the main house. Storage buildings that are finished or heated will count as a part of the total allowable square footage allowed on the site.

Also see the requirements for Outside Storage in the Homesite Planning Section.

## **S. RECREATIONAL USES**

**TENNIS COURTS AND OTHER OUTDOOR SPORTS COURTS WILL NOT BE APPROVED IN PINE FOREST DUE TO THE LARGE AREAS OF GRADING AND TREE REMOVAL REQUIRED.**

Play structures and equivalent items are allowed in the rear of the Homesite only. Minimize the visual impact of these items as viewed from the street. Play structures must not exceed 10 feet in height.

Basketball hoops can be approved by the DRC on a case-by-case basis when the visual impact of such is kept to a minimum. Where possible, place basketball backstops in a way so as not to be visible from right-of-way or common areas.

## **T. FLAGPOLES AND FLAGS**

**KEEP FLAG POLES AND FLAGS MODEST SO AS NOT TO DETRACT FROM THE SCALE AND RESIDENTIAL NATURE OF PINE FOREST.**

Flagpoles not exceeding sixteen feet in height may be erected. The finish shall be dark with a low-reflectance coating.

Limit the size of flags to no more than six feet in any direction.

## **U. TRASH CONTAINER STORAGE**

**WILDLIFE CONTROL AND THE VISUAL IMPACT THAT TRASH CONTAINERS CREATE REQUIRE A STORAGE AREA ATTACHED TO THE HOME THAT CAN BE ACCESSED FROM THE INSIDE AND OUTSIDE.**

An enclosed storage volume large enough to contain both trash and recycling containers is required for every dwelling. The enclosure must be attached to the structure. The exterior door and hardware along with all exterior finishes must be resistant to damage by wildlife.

While it is not required that green waste containers are housed in the same way, it is encouraged. If there is not enough room to house the green waste containers in the enclosure, they must be stored inside or on the side or rear of the house so that they are not visible from the street. Green waste containers may not be placed on the street for pickup more than 24 hours before collection and must be retrieved from the street within 24 hours following pickup.

The use of prefabricated wildlife resistant enclosures, also known as bear boxes, are discouraged; however they may be considered by the DRC on a case-by-case basis if they are attached to the structure and include architectural elements that attempt to conceal their purpose.

An all-weather ground surface must be provided from the driveway to the trash storage enclosure so that it can be easily accessed by the disposal company.

## **V. TEMPORARY STRUCTURES AND RV PARKING**

**DUE TO THE IMPACT ON THE REST OF THE NEIGHBORHOOD, TEMPORARY STRUCTURES AND RV PARKING CANNOT BE APPROVED.**

No recreational vehicle, trailer, mobile home, boat, camper, vehicle cover, tent, shack, or structures of a temporary character will be allowed to be stored outside for more than 72 hours at a time. Any vehicle that cannot be stored in the Garage is subject to this regulation.

## **W. POWER GENERATORS AND HVAC COMPRESSORS:**

**BE CONSIDERATE OF NEIGHBORS WHEN LOCATING AND OPERATING BACKUP POWER GENERATORS AND HVAC COMPRESSORS.**

The use of fixed or portable generators as a backup source of power is allowed. Size generators to that necessary to run a minimum amount of equipment needed to sustain critical needs and reasonable comfort and safety through a period of a power outage.

Permanent back-up power generators and HVAC Compressors must be installed within the building envelope with physical screening to block view and noise from impacting neighbors.

Screening shall be compatible with the home's architecture and of the same level of detail. Landscape screening is not considered to be sufficient.

The requirement for screening devices may be waived if the generator and HVAC compressors are not visible from any street, public area or neighboring Homesite.

## **X. HOT TUBS**

**KEEP THE VISUAL IMPACT OF HOT TUBS TO A MINIMUM WHEN VIEWED FROM THE STREET, NEIGHBORS' PROPERTIES AND COMMON AREAS.**

Exterior hot tubs are approvable if the appearance is complementary to the home's design and is mostly screened from view. Partial screens like a deck railing may be acceptable if the screen is equal to or higher than the tub cover. Added screening may be required to obscure views from adjacent properties.



# V. CONSTRUCTION REGULATIONS

**THESE STANDARDS WILL BE ENFORCED DURING THE CONSTRUCTION PHASES OF ALL PROJECTS TO PROTECT ALL PROPERTY OWNERS AND TO BALANCE THE INTERESTS OF OWNERS IN THE QUIET ENJOYMENT OF THEIR HOMES WHILE ALLOWING CONSTRUCTION ON UNDEVELOPED HOMESITES.**

1. Work must be performed by Contractors licensed by the State of California and must follow the requirements of the Town of Truckee, applicable agencies, utility providers and other applicable codes, ordinances, and laws.
2. No work is allowed until all requirements of the Design Review process have been completed and authorization to begin construction has been provided in writing by PINE FOREST's Design Review Committee [DRC].
3. Property corners are to be staked, and property lines strung for identification of boundaries by the Contractor and PINE FOREST throughout construction. It is not permissible to cross the property lines onto adjoining Homesites or Common Areas for access, storage, or any other purpose. Should such an encroachment onto an adjoining property be an absolute necessity, it must be cleared through the DRC and with the affected Property Owner before requesting consent and written approval.
4. The DRC may request a review of the final stakeout of the setbacks and house foundations prior to starting any work on the site.
5. When working near trees, they must be banded with planking or protected to their driplines by fencing to protect them from construction operations.
6. The regulations for Signs as noted in the Design Guidelines will be enforced. No other signs are allowed. Signs shall be removed upon substantial completion of construction.
7. Construction activity is allowed from 7am to 6pm Monday through Friday. Quiet work on the exterior is acceptable on Saturdays from 8am to 5pm. No exterior work is allowed on Sundays or observed Federal Holidays. Quiet work in the interior of a home is allowed from 9am to 5pm on Sundays and Federal Holidays. For Sunday and Holiday interior work, the roof, walls, and windows must be installed. Quiet work is defined as any work that cannot be heard across property lines. The limitations above shall not apply to maintenance and repairs by Owners to structures that have received a Final Approval from PINE FOREST and a Certificate of Occupancy by the Town of Truckee. Maintenance and repairs by Owners shall be subject to considerations of neighbors to avoid nuisances.
8. Restrain pets as they may not run loose or bark. Contractors' pets that are considered a nuisance or danger by PINE FOREST will not be allowed to return.
9. Music from any source must be confined to the project site and is not allowed if able to be heard across the property line. Violations will result in fines and prohibition of any use of any audio equipment during construction.
10. Work must not stop for more than one month without approval by the DRC. Work must be completed within 24 months of approval by the DRC.
11. During Truckee's wet season which runs from October 15 to May 1, a Pre-Land Disturbance Inspection [known as a 100 Inspection] is mandatory. Submit the inspection approval documentation to the PMC before beginning any work on the site.

12. Contractors must clean all construction debris from the Homesite at the end of each workday. A dumpster, or other covered receptacle for collecting debris such as a trailer must remain on the project site during all phases of active construction. No debris that can blow onto a neighbor's property is to be left on the Homesite. All debris must be placed in an enclosed container. Refuse must be removed on a regular basis. Owners and Contractors are prohibited from dumping, burying, or burning construction debris anywhere within PINE FOREST. Heavy or large amounts of objects, such as stone, steel, heavy timber, etc., must be removed from the site and legally disposed of upon the completion of the work of each trade that has generated debris. Dumpsters and debris trailers must be located within the construction zone and may not encroach into any setback.
13. Contractors must control fugitive dust and noise generated from the construction site, including the removal of dirt and mud from roadways and rights-of-way daily that is the result of construction activity on the property. Contractors must broom clean the street in front of the project site and wash down the street as needed to control mud and dirt. Contractors must cover stock-piled materials and provide sufficient watering to eliminate fugitive dust during all construction phases, including periods of inactivity. Contractors must provide their own water for construction. Use of fire hydrants or neighbors' water is prohibited.
14. All food and drink, food and drink containers or food waste having anything that may attract wildlife must be removed from the site at the end of each workday. Do not dispose of food or drink or containers with any of these products in the construction waste dumpster or trailer.
15. Conduit for television cable is provided to the CATV vault. If there is no CATV vault, conduit should be placed next to the telephone and electrical vaults and the cable company will install their vault where the conduit ends. No antennas of any kind are allowed at PINE FOREST except as allowed by law.
16. Parking Regulations: a] Parking on neighboring properties is prohibited; b] All vehicles must be parked on approved driveways and designated turnaround areas; c] If construction vehicles cannot be accommodated within the construction zone, overflow parking may be permitted along only one side of the street during allowable construction hours; d] Contractors may alternate parking to the other side of the street near corners or new stretches of roadway, depending on the location of existing homes and those under construction. Contractor-initiated coordination between those responsible for construction sites is mandatory to ensure parking only occurs on one side of the street at a time.
17. Parking is prohibited as follows:
  - On both sides of the street
  - In front of or across from existing driveways
  - In front of fire hydrants, whether cleared of snow or not, as prohibited by HOA rules and State law
  - Overnight on any street or project site
18. If the parking requirements outlined above cannot be met, crews will need to park further away to ensure compliance.
19. Parking regulations will be strictly enforced, and violations will result in fines.
20. If an archeological or paleontological resource is uncovered on a property, work shall stop until the site has been cleared to resume work by the Town of Truckee or a designated authority.
21. Existing power supplies must be used when available. Due to noise concerns, do not use fuel-powered generators unless power service is unavailable.

22. Burning is prohibited within PINE FOREST. The Contractor must exercise all fire prevention cautions and end any condition that contributes to fire danger. No smoking is allowed anywhere on the project site and smoking is only allowed within vehicles with disposal of cigarettes prohibited on site. Careless disposal of cigarettes and other flammable materials as well as the build-up of potentially flammable materials forming a fire hazard is prohibited. A minimum of two 10-pound 4A / 20BC fire extinguishers must be displayed in a conspicuous place on each project site in addition to requirements of the Truckee Fire Protection District. Other restrictions may be imposed during periods of high fire danger.
23. To ensure compliance with the Design Guidelines and CC&Rs, the Contractor must post a deposit of \$10,000 [Contractor Deposit] for each new home or major remodeling project and the Owner must also post a deposit of \$10,000 for a major project [Owner Deposit] other than a minor remodel [\$5,000 Owner Deposit] or landscaping [\$2,500 Owner Deposit]. The DRC may decide that a remodel project is a major project and may require the major project Owner Deposit. Deposits are required prior to beginning any work. The Owner Deposit ensures the Project is constructed in accordance with the plans approved by the DRC and the Contractor Deposit is intended to address construction-related violations by the Contractor, its employees, subcontractors, and others on the project site during construction. Fines may be enforced against the Contractor and collected from the Contractor Deposit.
24. The Contractor shall execute an agreement providing deposit shall be released to PINE FOREST to the extent necessary to [a] cover any fines or penalties charged to the Contractor [including any subcontractors or employees] by PINE FOREST due to the Contractor's violation of the Design Guidelines or the governing documents; or [b] remedy damage to any common area, including the roads, caused by the Contractor [including any subcontractors or employees]. All fines imposed and not paid by the Contractor within three business days will be deducted from the Contractor Deposit. The Contractor Deposit will be returned without interest to the Contractor who posted the deposit upon Final Approval less fines levied. At any time, the DRC may require contractors to replenish any partially or fully used Contractor Deposit to the full \$10,000 and may stop further work until the Contractor Deposit is fully replenished.
25. Temporary toilet and handwashing facilities in the quantities required by code must be in place prior to starting sitework or construction activities. These facilities must be accommodated within the construction zone and may not be placed in the setbacks. Ensure regular service of these facilities to maintain standards of cleanliness.
26. Upon completion of a project and before requesting Final Approval, all construction signs, fencing, debris, temporary toilets and handwashing stations must be removed.
27. The Homesite Owner is responsible for all actions of their Contractor, subcontractors, employees and any other actions, omissions, or occurrences related to or arising from the construction project on that Owner's Homesite.
28. These Construction Regulations shall be read, understood and signed by the Contractor prior to beginning any work on the Homesite. Once signed they shall be posted on the property during construction.

# VI. FINE SCHEDULE & POLICY

## CATEGORIES & VIOLATIONS

## BASE FINE AMOUNTS

BEST MANAGEMENT PRACTICES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Failure to maintain vegetation protection fencing	\$250	\$500	\$750
Failure to maintain soil retention barriers	250	500	750
Failure to stabilize construction entrance	250	500	750
Exposed disturbed soil between October 15 & May 15	250	500	750
Earthwork without Design Review Committee approval between October 15 & May 15	250	500	750

## CONSTRUCTION VIOLATIONS

Major change [foundations, earthwork, structure, etc.] without DRC approval	\$2,500	5,000	7,500
Beginning construction without DRC approval *	2,500	5,000	7,500
Failure to complete construction within time limit	2,500	5,000	7,500
Unauthorized earthwork or site alteration	2,500	5,000	7,500
Unauthorized blasting	2,500	5,000	7,500
Minor change [windows, doors, landscaping, exterior materials, etc.] without DRC approval	500	1,000	2,500
Changes / additions / remodeling activities	Follow same rules and fines as construction violations		

\*Fine and restore to original condition along with potential suspension of building privileges at Pine Forest

## BEFORE, DURING, AND AFTER CONSTRUCTION

### TREE, BRUSH, AND LIMB REMOVAL [except for defensible space work]

Unauthorized tree [greater than 5" dbh] killing or removal from a common area, neighboring property, setback, or Homesite	\$7,500		
Unauthorized removal of live limbs or otherwise endangering a tree with the purpose of improvement of the Homesite or view	1,250		
Unauthorized removal of brush or other significant vegetation with the purpose of improvement of the Homesite or view	1,250		
Unauthorized removal of a significant site feature	1,250		
Failure to properly dispose of vegetative debris	100	\$250	\$500

## TRAILERS AND SIGNAGE

Unauthorized trailer	\$250	\$500	\$750
Unauthorized sign or sign location	250	500	750

**CONSTRUCTION COMPLETION**

Failure to restore Homesite	\$250	\$500	\$750
No Final Release	250	500	750

**REFUSE, RECEPTACLES, AND DEBRIS REMOVAL**

Concrete washout outside of building or paving footprint, driveway	\$250	\$500	\$750
Refuse receptacle missing or in unauthorized location	250	500	750
Sanitary closet missing or in unauthorized location	250	500	750
Failure to remove daily refuse, debris, mud or excess dirt from public or private roads, open space, or driveways	250	500	750
Failure to pick up refuse or loose debris at end of workday	250	500	750

**VEHICLES, ACCESS, AND PARKING AREAS**

Access of home site by means other than approved route [future driveway] / no second driveway / access path	\$500	\$1,250	\$2,500
Receipt of deliveries outside of Construction Activity Zone	250	500	750
Parking location disruptive to residents, traffic or landscape	250	500	750
Dripping fluids from vehicles or equipment on roads	250	500	750

**POST OCCUPANCY VIOLATIONS**

Parking location disruptive to other residents	\$250	\$500	\$750
Parking of non-passenger vehicles [more than 72 hours]	250	500	750
Renting out home in violation of CC&Rs	500	1,250	2,500
Fire Safety rule violation	500	1,250	2,500
Changes, additions, or remodeling the house	Follow same rules and fines as construction violations		

**OWNERS RESPONSIBLE FOR ALL OWNER PARTIES**

Owners are responsible for their own actions/violations and the actions/violations of their family, guests, contractors [and their subcontractors and employees], tenants, agents and/or invitees [the Owner Parties]. Owners must inform their Owner Parties of all governing documents and that all rules, regulations, covenants and/or conditions of the governing documents must be followed by the Owner Parties. Any violation of the governing documents by the Owner Parties may be enforced against the Owner, including the imposition of sanctions and/or fines under this Schedule of Fines against the Owner and/or his/her lot. Additionally, the Association may enforce any fines committed by the contractor [including subcontractors and any employees] directly against a contractor’s deposit. The contractor is responsible for any violations occurring during construction, whether by contractor, its employees, subcontractors or otherwise occurring on or near the construction site.

**OTHER NON-ENUMERATED VIOLATIONS:**

The Pine Forest Design Review Committee or the Board may assess additional fines for unlisted actions resulting in environmental degradation, nuisance, or safety being compromised or other violations of the governing documents on a case-by-case basis with the fine amount set based on reasonably comparable listed violations, if any.

## **ADDITIONAL SIMILAR VIOLATIONS:**

Unless otherwise noted, the fines are based on a per occurrence [for non-continuing violations] or per day basis [for continuing violations], whichever results in the greater fine as determined by the Association. The schedule of fines for infractions is intended to provide an escalating schedule of fines for violations of the same rule repeatedly by an Owner or Owner Party.

Fines for repeated or uncured violations of a similar nature, regardless of third-party involvement [such as a subcontractor], may result in fines that are double the amount of the previous fines. Fines may be assessed, per incident, on a daily, weekly or monthly basis according to the nature and severity of the infraction and at the discretion of the Association. For example, if a violation results in a \$250 fine, and that violation goes uncured, a second fine of \$500 could be imposed, and in the unlikely event of a second failure to cure the violation by the second compliance date, a third fine of \$750 could be imposed. If multiple violations occur prior to the Association Board's meeting to consider imposing fines, then the Board retains the discretion to treat each violation as a separate violation of the same rule, and to impose fines for each violation under the schedule set forth above for repeat violations.

Should an Owner or Owner Party violate the same rule more than three times, the Association shall be empowered to impose a larger fine within the range identified above, considering all the relevant circumstances of the violation and the purpose of deterrence of future violations.

## **EGREGIOUS VIOLATIONS – TREBLING OF FINES**

Additionally, all fines set forth above are base level fines and the Association is empowered to impose up to five times the fine noted for egregious violations. In assessing an appropriate fine, the Association may consider intent, deterrence, egregiousness of the conduct, community safety, whether a violation adversely impacts the community [such as the unauthorized cutting of a mature tree], and other factors deemed relevant by the Association as to whether to treble or increase the base fine.

An infraction involving actual or threatened personal injury or property damage to the Association or other person may be fined up to \$1,000 for each violation and \$100 per day for continuing violations. An Owner or Owner Party whose violation causes actual, or a credible threat of personal injury or property damage shall be responsible for the cost of compensation for that damage and/or injury, in addition to the penalty imposed under this schedule. If the violation calls for immediate action to preserve life or property, then the Association Board may impose the penalty immediately and take steps to preserve life or property. In addition to the fine, the Owner may be held responsible for all damages and costs incurred by the Association [including reasonable attorneys' fees] in achieving compliance with the governing documents [including, without limitation, correcting architectural violations] and/or preserving life or property.

## **HEARINGS FOR FINES AGAINST OWNERS**

When the Association's Board plans to meet to consider imposing a fine or penalty for any violation against the Owner, the Board shall notify the Owner of the hearing in writing by either personal delivery or first-class mail at least 10 days before the hearing under the disciplinary procedures set forth in Section 13.06 of the CC&Rs. This hearing procedure shall not apply to fines against the contractor charged to the contractor's deposit.

## **NO PRECEDENT | WAIVER | RESERVATION OF RIGHTS**

All decisions by the Association to impose, not to impose, or waive fines, or other sanctions are entirely within the sole and absolute discretion of the Board. No decision by the Association shall waive any rights or remedies under the governing documents for any future or similar violations or establish any precedent for future decisions. Each matter shall be addressed by the Association as an independent matter under the particular

facts and circumstances of that case. The Association may consider all relevant information and evidence without reference to the rules of evidence.

The Association reserves all its remedies under its governing documents and/or applicable law and may seek additional legal and/or equitable relief in addition to imposing fines hereunder. In the event there is a conflict between the CC&Rs and this rule, the CC&Rs shall control. Failure by the Association to enforce any provision of this Fine Schedule shall in no event be deemed a waiver of the right to do so in the future. If any provision of this Schedule of Fines and Enforcement Policy is unenforceable, that provision shall be severed, and the remainder of this Schedule of Fines shall remain enforceable and in full force and effect.

The Implementation of the CC&R and Design Guideline Compliance Program and all other rules concerning fines and fine enforcement are deleted in their entirety and are superseded and replaced by this Fine Schedule and Policy.

### **OUTSIDE AGENCY FINES**

If an outside agency levies a fine against the Pine Forest HOA and that fine is related to a particular home-site, the amount of the agency fine will be the obligation of the General Contractor and Owner of the Homesite.