

Town of Winter Park

# Landscape Design Regulations and Guidelines



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Edited by: Town Staff  
Publication Date: June 3, 1997

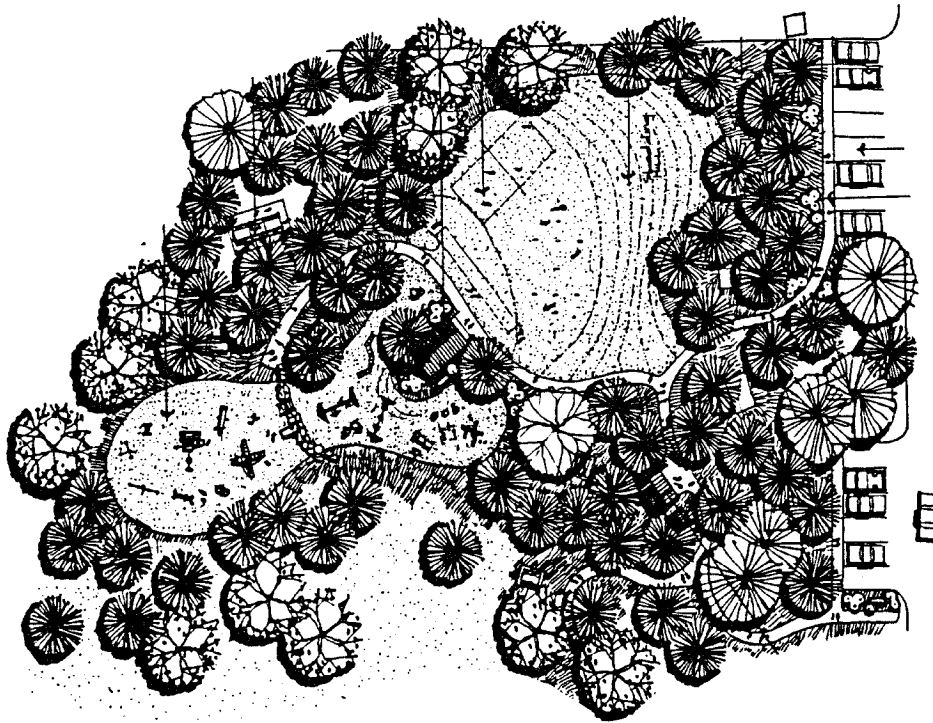
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## Forew ord

The *Landscape Design Regulations and Guidelines* were written to facilitate appropriate landscape development in the Town of Winter Park. The regulations and guidelines are applicable in the Destination Center (D-C), Residential-Commercial (R-C), Limited Commercial (C-1) and Multiple-family (R-2) Districts. Landscape development in other zoning districts need not adhere to the regulations and guidelines, but owners are strongly encouraged to follow the intent of the document.

These regulations and guidelines are a supplement to the *Town of Winter Park Master Plan*, the *Town of Winter Park Zoning Ordinance*, the *Downtown Improvements Plan*, the *Subdivision Regulations*, the *Design Regulations and Guidelines (D-C, R-C and C-1 Districts)* and the *Residential Architectural Guidelines and Design Regulations (R-1 and R-2 Districts)*. Where the *Landscape Design Regulations and Guidelines* conflict with requirements in other documents, the stipulations in the *Landscape Design Regulations and Guidelines* shall govern.

Cross references in other Town documents have been made where a specific section can be cited, but owners, developers and design professionals shall familiarize themselves with all Town documents to fully understand landscape development requirements.



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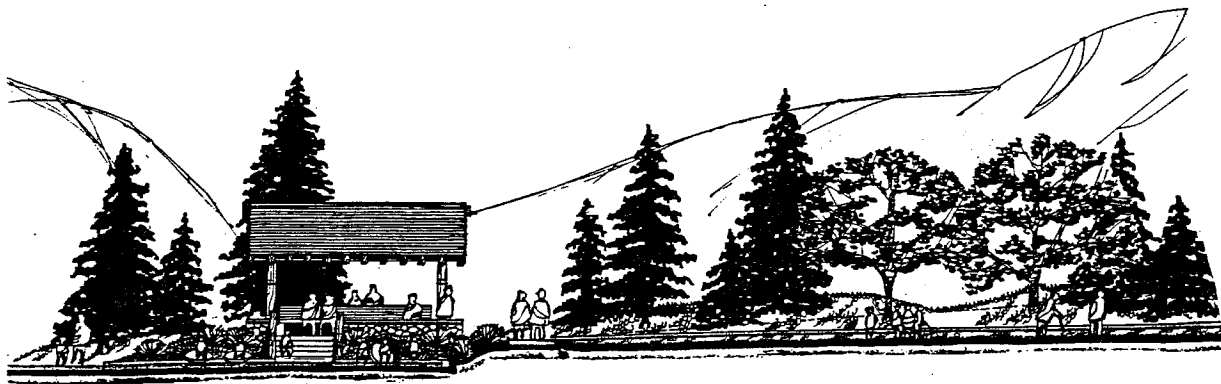
## Vision

It is the vision of the Town of Winter Park to create a viable, comfortable and pedestrian-friendly resort community that reflects the beauty of its Rocky Mountain setting and the diversity of its people.

The *Landscape Design Regulations and Guidelines* were crafted to respond to the local conditions. Items addressed include appropriate design approaches as well as selection and use of landscape materials such as plants, mulches, edging materials, pavements, retaining walls, signage, lighting, sculpture and irrigation systems.

The regulations and guidelines promote cohesive development between properties and developed areas while allowing for individual tastes in the design of projects. Long-term adherence to these principles will create a landscape that is aesthetically pleasing, functional and unique to the Town of Winter Park.

The following information should provide the reader with an understanding of the Town's desired vision for landscape development in the D-C, R-C, C-1 and R-2 Zone Districts. Following review of all appropriate Town documents, questions by applicants are encouraged as an integral part of the design review process.



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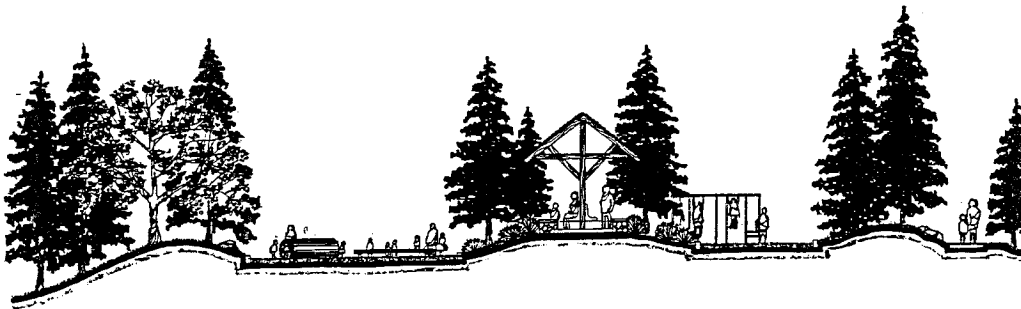
## **GUIDELINE 1: Visual and Aesthetic Considerations**

*Landscape materials such as plants, walls, sculpture, signage and lighting may be used to blend site development into the natural setting, to heighten visual interest or to screen unsightly features of site development.*

The following illustrations demonstrate landscape development methods that may be used to address various situations. Owners, developers and design professionals shall work with Town staff to develop most the appropriate solution for each situation.

### **Open space**

*Develop attractive and useful common open space areas that include naturalistic areas, trails, active play areas or other suitable public amenities.*



### **Public or private streets**

*Use trees to create a more comfortable scale along public and private streets.*

- Trees may be installed in landscaped areas within the right-of-way in either formal or informal patterns. Additional trees also may be installed outside the right-of-way.
- Deciduous trees shall be planted at least five feet (5') from the edge of road pavement to minimize breakage from snow plowing operations.
- Evergreen trees shall be planted at least ten feet (10') from the edge of pavement.



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## **GUIDELINE 2: Land Use Transition Zones**

*Through the use of Land Use Transition Zones (LTZs), provide visually pleasing and functionally appropriate transitions from one land use to another using plant materials, berms, fences and/ or walls.*

An LTZ consists of a unit of yard together with required landscape improvements and is located on the perimeter of a lot or parcel. LTZs visually screen buildings, parking areas, lights or other site elements and physically block incursions of noise, dust or other debris. LTZs shall not be located on any portion of an existing or dedicated public or private street or right-of-way.

LTZs may be used for passive recreation purposes, such as pedestrian or bike trails, provided that all required plant material is planted, the full width of the LTZ is retained, and all other requirements of these *Landscape Design Regulations and Guidelines* are met. Under no circumstances will active recreation uses, such as ice skating rinks and playfields, be permitted in an LTZ.

LTZs may remain in the ownership of the original developer or they may assign, convey or transfer the LTZ to consenting grantees such as an adjoining landowner, a park district, the Town or a conservation group, provided that any such conveyance adequately guarantees the perpetual maintenance and protection of the LTZ.

### **Procedures**

To determine the LTZ requirement for a property's boundary when adjacent to another property or a right-of-way, perform the following appropriate analyses:

- A. *LTZ requirement when adjacent to a property, refer to Table 1, Required LTZs Adjacent to Property.*
  1. In Section I, Proposed Project, identify the row of the proposed project's Land Use Category and Zone District.
  2. In Section II, Adjacent Land Use, identify the columns for each adjacent property's Land Use Category and Zone District.
  3. Where the identified row in Step 1 intersects the column of Step 2, the letter indicates the required LTZ for that particular property's boundary line. Refer to Table 3. LTZ Requirements, Diagrams and Categories on page 6 for plant requirements.

**Table 1. REQUIRED LTZs ADJACENT TO PROPERTY**

I. Proposed Project		II. Adjacent Property										
Land Use Category	Zone District	FS	SF	MF	MF	MF/COM	COM /OFF/R ETAIL	VACANT				
		OSF	R-1	R-2	R-C/D-C/C-1	R-C/D-C/C-1	R-C/D-C/C-1	OSF	R-1	R-2	R-C/C-1	D-C
MF	R-2	A	B	B	B	C	D	A	B	B	B	B
MF	R-C/D-C/C-1	A	B	B	B	D	D	A	B	B	C	D
MF/COM (mixed)	R-C/D-C/C-1	*	C	C	C	*	*	*	C	C	C	D
COM /OFF/RETAIL	R-C/D-C/C-1	*	D	D	D	*	*	*	D	D	D	D

Key:

Proposed Land Use:

MF - Multiple-family

MF/COM (mixed) - a mixed use project consisting of multiple-family and commercial uses

COM /OFF/RETAIL - any commercial, office or retail land use

Zone District:

O.S.F. - Forestry, Agriculture, Recreational and Open Space District

R-1 - Single-family Residential District

R-2 - Multiple-family Residential District

C-1 - Limited Commercial District

R-C - Residential-Commercial District

D-C - Destination-Center District

Notes: Residential uses shall provide a "C" LTZ against a railroad right-of-way.

\* LTZ will be determined by the Planning and Zoning Commission.

**B. LTZ requirements when adjacent to a right-of-way (street), refer to Table 2, Required LTZs Adjacent to Streets.**

1. In Section 1, Proposed Project, identify the row of the project's Land Use Category and Zone District.
2. Consult with the Town staff or refer to the Town of Winter Park's Road Network Plan to determine the street category (Major or Minor Arterial or a Collector Street)
3. In Section II, Adjacent Street, identify the category column for the street.
  - a. For a major or minor arterial abutting street, the required LTZ is the letter indicated by the intersection of the row identified in Step 1 and the appropriate major or minor arterial column identified in Step 3. Refer to Table 3, LTZ Requirements, Diagrams and Categories on page 6 for plant requirements.
  - b. For a collector street, the required LTZ is the letter indicated by the intersection of the row identified in step 1 and the column of the land use identified across the street. Refer to Table 3, LTZ Requirements, Diagrams, and Categories on page 6 for plant requirements.

Table 2. **REQUIRED LTZ ON ADJACENT STREET**

Section I. Proposed Project		Section II. Adjacent				
Proposed Land Use	Zone District	Arterials		Collector Streets		
		Major	Minor	Nonresid.	Vacant	Resid.
MF	R-2	D	D	B	B	B
MF	R-C/D-C/C-1	D	D	C	C	C
MF/COM (mixed)	R-C/D-C/C-1	*	*	C	C	C
COM/OFF/RETAIL	R-C/D-C/C-1	*	*	B	C	C

**Key:**

**Proposed Land Use:**

MF - Multiple-family

MF/COM (mixed) - a mixed use project consisting of multiple-family and commercial uses

MF/OFF/RETAIL - any commercial, office or retail land use

**Zone District:**

R-2 - Multiple-family District

C-1 - Limited Commercial District

R-C - Residential - Commercial District

D-C - Destination Center District

**LTZ Requirements**

LTZ requirements are stated in terms of the width and required number of plant materials per one-hundred linear feet (100'). Wider Landscape Transition Zones are encouraged.

- A blend of deciduous and evergreen shrubs is strongly recommended. The required species and size of selected plant materials are given in Guideline 10, page 16.
- All evergreen plant material should be planted in clusters to increase their chance of survival. Existing plant material that is retained in good health and meets the minimum size requirements shall be included in plant requirement calculation for the proposed landscape plan.
- If solar access for an adjacent parcel is either existing, planned or deed-restricted, shrubs or small trees may be substituted for canopy trees that would otherwise block solar access.
- Where solar access or views are not a concern by adjacent property owners, evergreen trees may be substituted for deciduous trees in LTZ category "D".
- For LTZ categories "C" and "D", berms are encouraged as part of the landscape improvements.



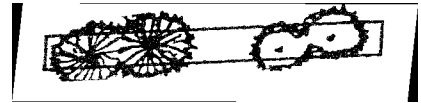
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Table 3. **LANDSCAPE TRANSITION ZONE REQUIREMENTS, DIAGRAMS AND CATEGORIES**

“A” Landscape Transition Zone:

Required Plant Units  
per 100 Lineal Feet

2 Deciduous Trees  
and  
2 Evergreen Trees



“B” Landscape Transition Zone:

Required Plant Units  
per 100 Lineal Feet

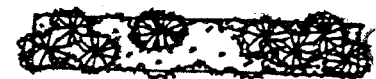
4 Deciduous Trees  
and  
4 Evergreen Trees  
and  
20 Shrubs



“C” Landscape Transition Zone:

Required Plant Units  
per 100 Lineal Feet

8 Deciduous Trees  
and  
8 Evergreen Trees  
and  
30 Shrubs



“D” Landscape Transition Zone:

Required Plant Units  
per 100 Lineal Feet

10 Deciduous Trees  
and  
10 Evergreen Trees  
and  
40 Shrubs

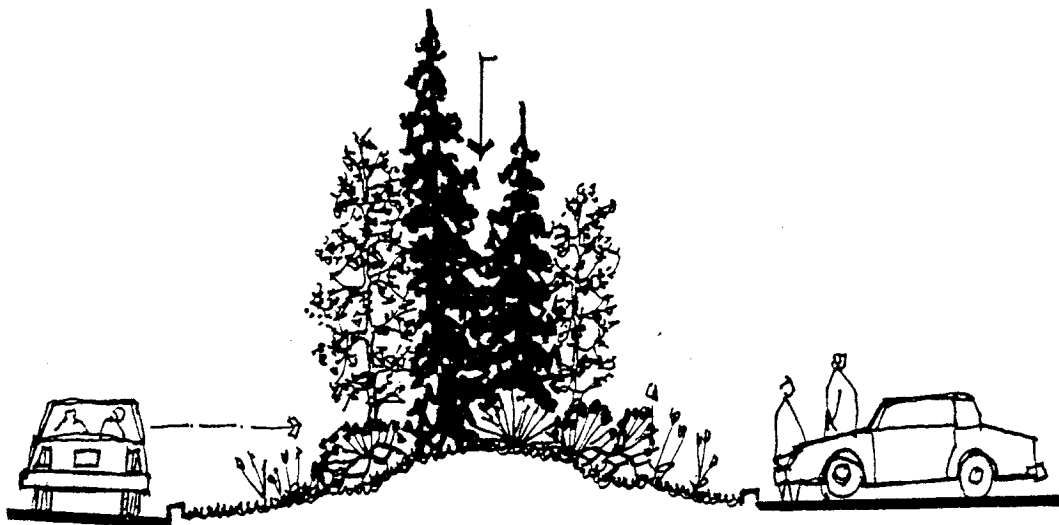


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### **GUIDELINE 3: Parking Lot Buffers**

*Substantially reduce the visual impacts of parking lots by using plant materials, berms, fences and/or walls.*

- All parking areas shall be set back fifteen feet (15') from all rights-of-ways (Town Code 7-9-4-A-2).
- All parking areas shall be separated from adjacent property by seven feet (7') of open space (Town Code 7-9-4-A-8).
- Parking lots with forty (40) or more spaces shall include one, eight by eighteen feet (8' x 18'), landscaped island for each ten (10) parking spaces.
- No bay of parking spaces may extend for more than one hundred (100') feet without a landscaped island.
- Islands shall be protected by curbs and shall have either one (1) deciduous shade tree or two (2) Aspen or Choke Cherry trees along with (8) durable shrubs, mulch and irrigation.
- A periphery area equal to at least twenty-five percent (25%) of the parking lot and drives shall be designed for snow storage.
- Snow storage areas shall be located at logical points for snow plow operations. Use landforms and plant materials to create an attractive appearance for the summer.
- Refer to Guideline 7, subsection "Site Lighting", for parking lot lighting guidelines. In addition, refer to Guideline 13 of the *Design Regulations and Guidelines (D-C, R-C, C-1 and R-2 Districts)* and Guideline 6 of the *Residential Architectural Guidelines and Design Regulations*.



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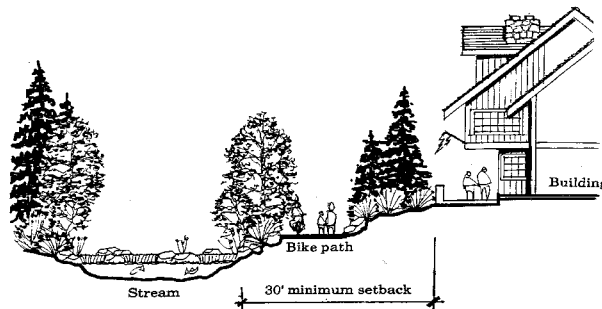
#### **GUIDELINE 4: Transitions From Natural Settings**

*In addition to using ground covers, grasses and wild flowers, cluster native trees and shrubs in informal masses and vary tree sizes to mimic the natural succession pattern from natural settings to the site development for a harmonious transition.*

#### **GUIDELINE 5: Transitions From Waterways**

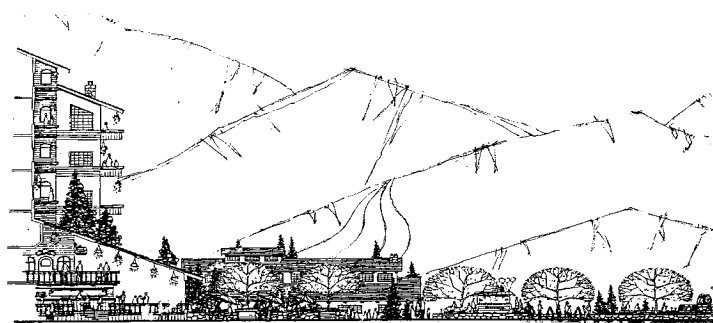
*Protect all existing vegetation in preserved buffer and plant additional native materials where useful for aesthetic or functional purposes to make gradual transition from stream corridors to the site development.*

- Keep all site development, except pedestrian paths, a minimum of thirty feet (30') from stream or river edges. Additional setbacks may be required to protect wetlands or other riparian habitat.
- Provide only limited pedestrian access to waterways to minimize damage to streamside vegetation and soils.
- Detain site runoff with created wetlands or detention basins (refer to Engineering Standards).



#### **GUIDELINE 6: Formal Landscape Development**

*Selected areas, such as plazas, parking lots, building entries and surroundings, may be suitable for formal landscape development patterns with trees and other landscape elements.*



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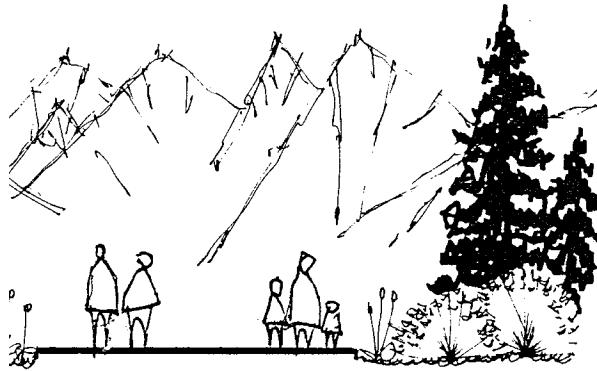
## **Lawns**

*Limit lawn size to accent site development only.*

- Minimize water consumption and chemical applications through proper grass selection, soil preparation, irrigation design. (Refer to Guideline 9, page 15, for appropriate grass selections.)
- Retain a qualified professional to design an irrigation system with proper zones and even coverage.
- Prepare soil either per recommendations of a soil test or by adding one to three cubic yards (1-3 cu. yd.) of approved organic materials per one-thousand square feet (1,000 sq. ft.) and roto-tilling to a depth of six to eight inches (6" to 8").

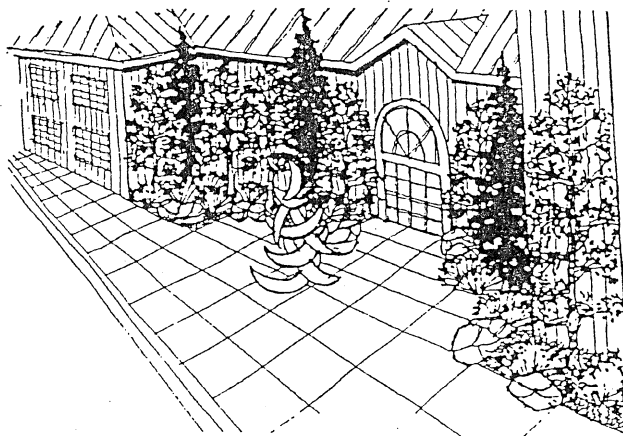
## **View corridors and frames**

*Minimize obstruction of prime views by using plant materials to frame a building entrance or a view corridor.*



## **Sculpture**

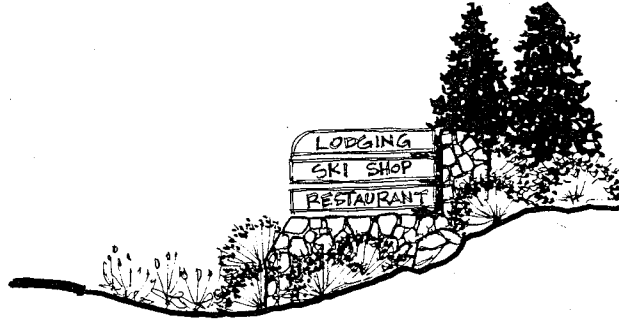
*Sculptural elements that are appropriate for the setting add visual interest. Natural settings merit more subdued sculpture while developed settings may warrant more vibrant sculpture.*



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## **Signage**

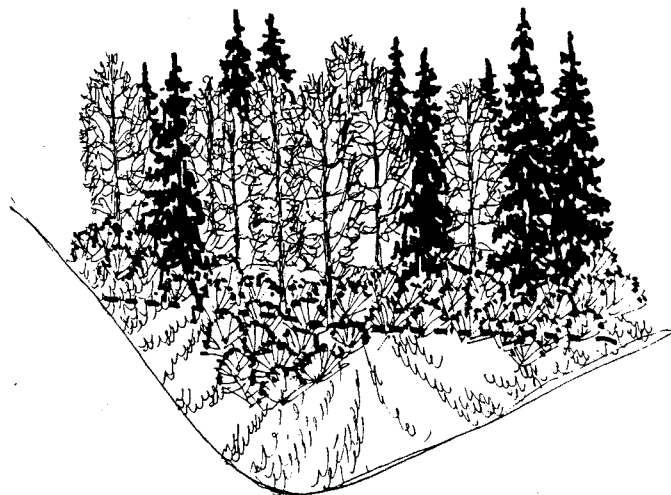
*Signage, such as complex signage, shall be landscaped to harmonize with nearby development.*



## **Sight triangles at intersections**

*Maintain good visibility in designated sight triangles.*

- Refer to the Town Engineering and Construction Standards for dimensional requirements.
- No trees shall be planted within the sight triangle.
- No tree branches that extend into the site triangle shall be lower than eight feet (8').
- No shrubs in the sight triangle shall exceed eighteen inches (18") in height at maturity.



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## GUIDELINE 7: Functional Considerations

Landscape materials such as plants, mulches, edging, irrigation systems, swale liners, pedestrian paths, retaining walls and fences can be used to control microclimates, stabilize slopes, prevent moisture loss, define edges between properties, aid snow management or direct vehicle and pedestrian traffic.

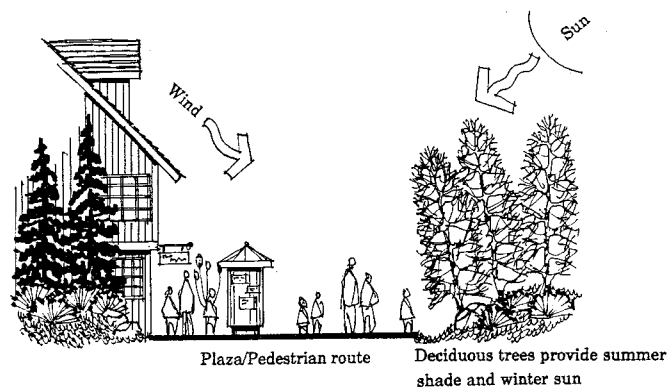
The following illustrations demonstrate a method that may be used to address each of the given scenarios. Other solutions may be appropriate.

### **Solar access and wind screens**

Analyze sun and wind microclimates to design outdoor space that block prevailing winds and provide solar access and shading.

### **Pedestrian routes**

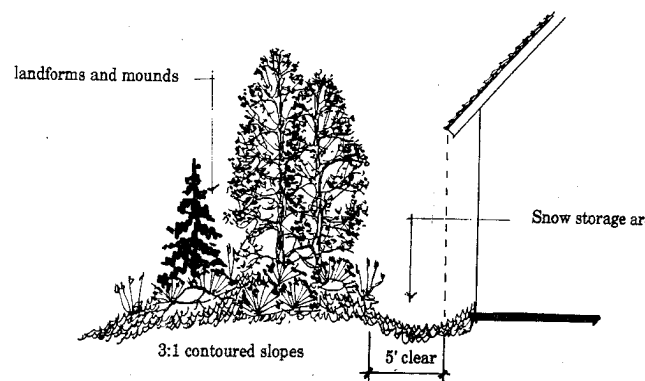
Provide pedestrian routes that connect to adjoining properties and public paths.



### **Snow management**

Design landscapes with durable plants to absorb the impact of snow shedding or storage.

- Ground cover in snow management areas shall be used so that visible cobble and/or mulch covers less than fifty percent (50%) within three years following installation.



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## **Grading**

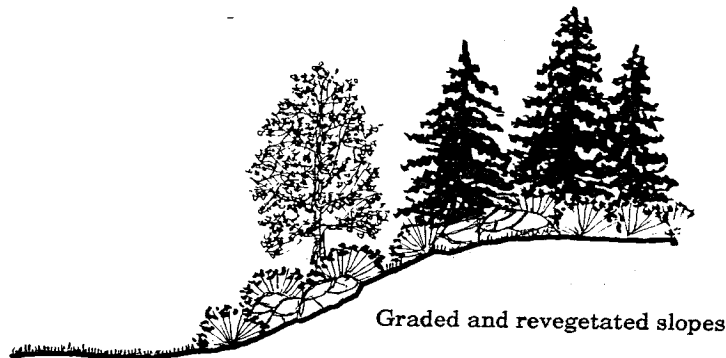
*Minimize the impact of new earthwork.*

- All berms and cut and fill slopes shall have slopes no steeper than 2:1 with 3:1 preferred. Only engineered slopes may exceed 2:1.
- Use undulating landforms, not straight graded slopes.

## **Revegetation and slope stabilization**

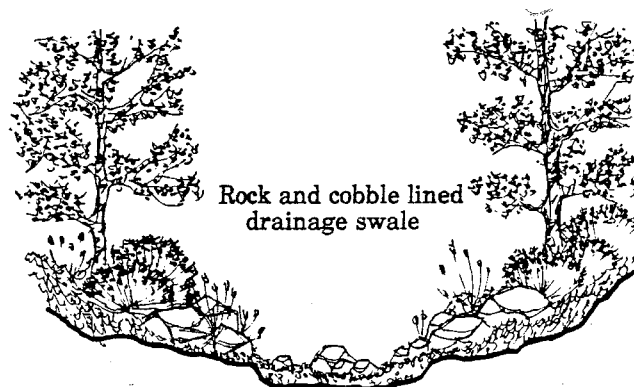
*Revegetate graded areas as soon as possible, preferably in the Spring or Fall and no later than six months after initial disturbance. No graded slope steeper than 4:1 shall remain unstabilized through the winter.*

- Use native, drought resistant seed mixes containing grasses and wildflowers, where appropriate.
- Stabilize slope with visually unobtrusive erosion control netting, where necessary.
- Apply supplemental watering until plants become established.



## **Drainage swales**

*Create naturalistic, meandering swales lined with variable-sized cobble to direct and carry drainage runoff. Prior to discharge into streams or rivers, terminate swales in created wetlands or other filtering basins.*

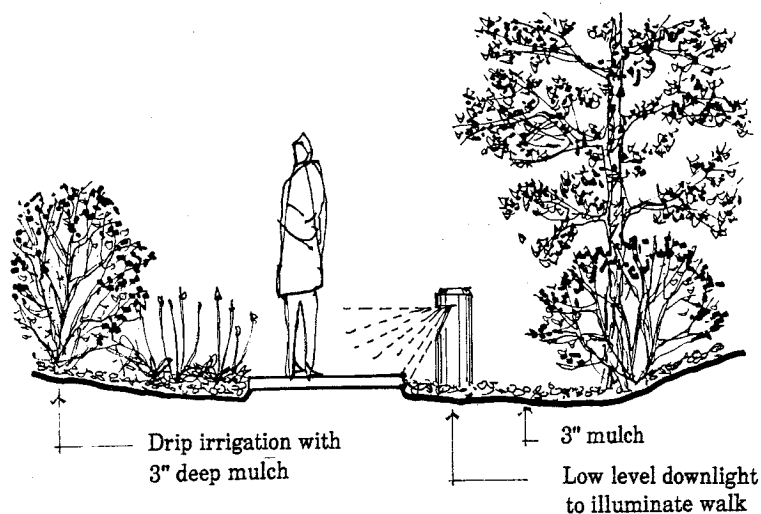


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### **Irrigation and mulch**

*Conserve water through appropriate irrigation design and selection of plant materials which require minimal water.*

- Irrigate plant materials in environments where plants are likely to dry out or receive high use. Landscape areas that receive reflected heat from pavements or buildings meet this guideline.
- Drip systems are preferred for their efficiency in watering trees and shrubs. Spray systems are most effective for lawn areas and ground covers.
- Hand watering as needed should suffice for plantings which require little or no water.
- Mulch two to three inches (2" to 3") deep with wood chips or rock (clean and variable size) all tree, shrub and perennial beds.



### **Site Lighting**

*Provide sufficient site lighting to address safety concerns but minimize intrusion of light onto other properties.*

- Use low, sharp cut-off lighting to minimize glare and reduce light pollution.
- Refer to Guideline 13 of the *Design Regulations and Guidelines (D-C, R-C, C-1 and R-2 Districts)* for additional information on parking lot lighting.
- Landscape lighting is prohibited in the residential zone districts (R-1 and R-2) as outlined in Guideline 6 of the *Residential Architectural Guidelines and Design Regulations*.

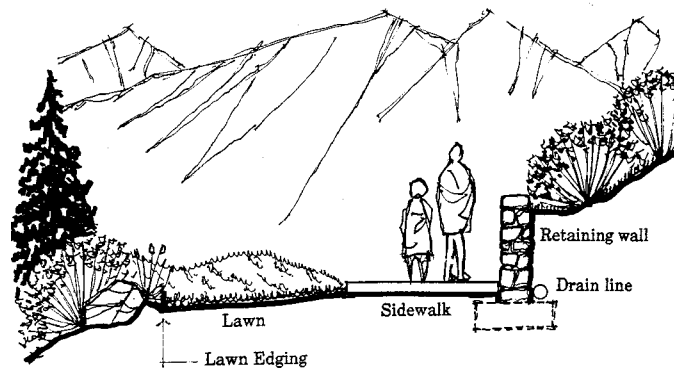


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### **Walls, fences, pavement and edging materials**

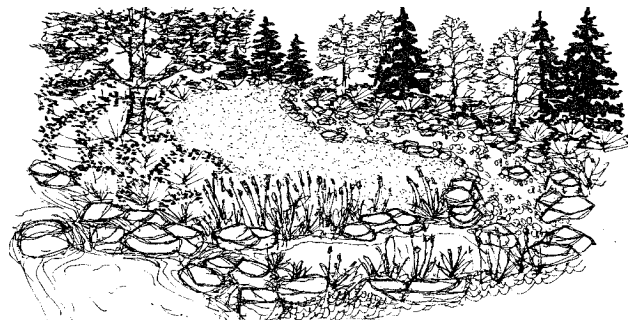
*These “hardscape” items shall be designed to be durable and harmonize with the natural and /or built environment.*

- Use naturally appearing materials, such as stone and wood, that are compatible with the site development. Rock gabions may be used in some naturalistic settings.
- Fences four to five feet (4' to 5') high are preferred, but may not exceed six feet (6').
- Sidewalks and plazas shall be constructed of concrete, colored concrete or brick pavers. The selected materials shall be compatible with adjacent development. Low usage, informal paths may be surfaced with crushed rock.
- An edging material may be used to separate lawn areas from other landscape areas.



### **GUIDELINE 8: Wetlands**

*The presence of seasonal standing water, boggy soils or water-loving plants such as willows, alders, birches, sedges or rushes provides preliminary evidence that a wetland may exist. If an area is in question, consult a professional ecologist. The owner may be required to obtain a 404 permit from the Corps of Engineers.*



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## **GUIDELINE 9: Recommended Plant Materials**

*A variety of plant materials is encouraged and design professionals must balance the desire to use masses of a single plant material with the need to create suitable diversity in the created environment.*

Winter Park's alpine environment permits a limited range of plant materials to survive. Therefore, a plant's water demands, invasiveness, maintenance requirements and tolerance for the alpine environment must be evaluated for landscape design. Given these considerations, a palette of potential plant material is given below. Plants listed are not appropriate for all design locations and others not listed may be appropriate if a qualified design professional can justify their use.

<b><u>Common Name</u></b>	<b><u>Scientific Name</u></b>
<b><u>Evergreen Trees</u></b>	
Pine, Bristlecone	Pinus aristata
Pine, Limber	Pinus flexilis
Pine, Lodgepole	Pinus contorta latifolia
Spruce, Colorado	Picea pungens
Spruce, Engelmann	Picea engelmannii
<b><u>Deciduous Trees</u></b>	
Aspen, Quaking	Populus tremuloides
Choke Cherry	Prunus virginiana melanocarpa
Cottonwood, Narrow leaf	Populus angustifolia
Crabapple (Dolgo or Hopa)	Malus sp.
<b><u>Evergreen Shrubs</u></b>	
Juniper (Broadmoor, Buffalo or Common)	Juniperus sp.
Pine, Mugo	Pinus mugo
<b><u>Deciduous Shrubs</u></b>	
Alder, Native Thinleaf	Alnus tenuifolia
Birch, Rocky Mountain	Betula Fontinalis
Buckthorn, Common	Rhamnus cathartica
Cotoneaster, Peking	Cotoneaster acutifolia
Currant, Alpine	Ribes alpinum
Dogwood, Redtwig	Cornus sericea
Lilac, Common	Syringa vulgaris
Maple, Amur	Acer ginnala
Ninebark, Dwarf	Physocarpus opulifolius nanus
Peashrub, Siberian	Caragana arborescens
Potentilla (Bush Cinquefoil)	Potentilla sp.
Rose, Wild	Rosa sp.
Snowberry, Mountain	Symphoricarpos oreophilus
Twinberry	Lonicera involucrata
Willow, Shrub	Salix sp.

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### Ground Covers

Kinnikinnick  
Mahonia, Creeping  
Penstemon  
Pussytoes  
Sedum  
Strawberry, Wild

Arctostaphylos uva-ursi  
Mahonia repens  
Penstemon sp.  
Antennaria sp.  
Sedum sp.  
Fragaria sp.

### Native Grasses and Wild Flowers

- Use a blend of approximately 80% tall fescue, 10% bluegrass and, if desired, 10% other grasses. The exact blend and selected varieties will depend on intended use of the lawn area. Consult with a qualified professional to determine the composition mix and appropriate soil preparation requirements.
- No grasses or wild flowers in a mix shall exceed twenty-four inches (24") in height.
- Native grass and wildflower areas are not maintenance-free. Provide occasional watering, erosion control and other maintenance as needed to retain an attractive appearance.
- Mow these areas each fall, after natural seeding has occurred, to a height of six to eight inches (6" to 8").

## **GUIDELINE 10: Minimum Plant Material Sizes**

*Plant material size is influenced by aesthetic concerns, survival potential, availability and cost considerations. In light of these criteria, minimum and average plant sizes shall be applicable to meet the quantities stipulated in the following section and Land Use Transition Zones, page 6. Additional plant materials beyond minimum requirements may vary from these standards.*

All plant material shall conform to American Association of Nurseries and Colorado standards.

### Evergreen Trees

- Minimum height = 4'
- Average height = 6'
- No more than 1/3 of the trees shall be less than the average height.

### Deciduous Trees

- Single stem trees minimum caliper = 1" with an overall average caliper = 2"
- Multi-stem trees minimum height = 8' with an overall average height = 10'
- No more than 1/4 of the trees used shall be less than the average caliper or height.
- For calculation purposes, the following equivalency table shall be used:

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**Table 4. Caliper and height equivalency**

<u>Caliper</u>	=	<u>Height</u>
1.0"		8' - 8.9'
1.5"		9' - 9.9'
2.0"		10' - 11.9'
2.5"		12' - 13.9'
3.0"+		14' - 15.9'

Evergreen and Deciduous Shrubs

- Minimum size = five gallon (5 gal.) for eighty percent (80%) of shrubs used. Shrubs as small as one gallon (1 gal.) may be used for the remainder.

**GUIDELINE 11: Minimum Plant Material Quantities**

The minimum number of trees and shrubs required in Land Use Transition Zones (LTZs) shall be governed by the requirements stated under Guideline 2, page 6. Landscaped areas outside the LTZ shall be visually seamless between the transition and adhere to the following. (Note: The Planning and Zoning Commission may approve plans that shift plant material from one area of calculation to another if such a shift improves a transition.)

- A. For areas outside LTZs but within seventy-five feet (75') of buildings, recreation structures, parking lots, driveways and roads:
- A minimum of one tree and five shrubs shall be planted for each fifteen hundred square feet (1,500 sq. ft.) of land disturbed for construction but not covered by buildings, recreation structures, parking, driveways and roads.
  - At least twenty percent (20%) of both the trees and shrubs shall be evergreen.
  - All fractions shall be rounded up to the next whole number.
- B. For all areas outside LTZs and more than seventy-five feet (75') from buildings, recreation structures, parking lots, driveways and roads:
- A minimum of one tree and five shrubs shall be planted for each three thousand square feet (3,000 sq. ft.) of land disturbed for construction but not covered by buildings, recreation structures, parking, driveways and roads.
  - At least twenty percent (20%) of both the trees and shrubs shall be evergreen.
  - All fractions shall be rounded up to the next whole number.

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## **GUIDELINE 12: Landscape Construction and Maintenance**

*The following minimum site construction and maintenance requirements shall be followed. In addition, other standard high-quality professional construction and maintenance practices shall be followed at all times.*

### Site Protection

- Protect all existing trees, shrubs, ground covers and grasses outside the required construction zone. Use snow fencing or other highly visible materials to designate protected zones.
- For trees over four inches in caliper, the protected zone shall extend to the drip line of the selected tree.
- Any areas designated for protection that are disturbed at any time during the construction process shall be repaired to replicate the original condition. Replacement requirements for large trees damaged or killed shall be determined on a case by case basis.

### Soil Preparation

- In some locations, existing soils may be rocky, highly porous, infertile or unsuitable due to construction activities. Prior to installing new plant materials in such locations, unsuitable soils shall be removed and remaining soils shall be amended with organic material to provide a viable growing medium.

### Tree Staking

- All new trees shall be staked or guyed with two or three points of connection, properly fastened and safely marked, for two to three years or until the roots are firmly established.

### Site Maintenance

- All landscape development shall be adequately maintained to retain its aesthetic, operational and safety functions. Refer to Section 4-1-2 in the Town Code for additional information.
- Plant material shall be watered, fertilized and/or mowed in a timely manner. Insects and diseases shall be treated in accordance with professional recommendations.
- Dead plant material shall be removed and replaced with an approved plant of comparable size within 30 days from the time Town officials notify the owner of such situation. Damaged branches shall be properly pruned at the correct time of year.
- Damaged pavement, walls, slopes or drainage facilities shall be repaired within sixty (60) days from the time Town officials notify the owner of such problems. However, in emergency situations, Town officials may require immediate temporary repairs to keep pavements, walls, slopes or drainage systems functional.

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## *APPENDICES*

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## Submittal Standards and Requirements

The following submittal requirements shall apply to all landscape development projects in D-C, R-C, C-1 and R-2 Districts.

- A detailed landscape plan prepared by a qualified professional shall be submitted concurrently with other drawings required for site plan approval.
- All required drawings and maps shall be clear, crisp copies of the originals and shall be submitted on one or more 24" x 36" sheets.
- Landscape development drawings shall be drawn to a scale of not less than 1" = 30'.
- The landscape plan(s) shall contain the following information:
  - a. Indicate the project name, note the scale of the drawing, provide a north arrow, the date that drawing was prepared and name of firm preparing the drawing.
  - b. Indicate all significant site features including existing and proposed buildings, retaining walls, recreation structures, parking lots, driveways, roads, walks, paths, plazas, property lines and easements within the project property.
  - c. Indicate all significant off-site features within 50 feet (50') of the project property.
  - d. Indicate the limit of construction disturbance and identify all existing plants to be saved or removed.
  - e. Describe how existing topsoil will be saved or reused, if applicable. Indicate topsoil stockpile areas(s).
  - f. Identify all proposed planting, including lawns, by name and size.
  - g. Include calculations of the required minimum quantities of plant materials to be planted.
  - h. Describe how trees will be staked and plant materials mulched.
  - i. Identify all areas to be revegetated with native grass seed mixes. Identify the grass seed mix.
  - j. Describe erosion control and mulching method(s) and proposed timing.
  - k. Describe the type of irrigation system that will be provided, if pertinent.
  - l. Indicate all existing or finished grades equal to or steeper than 4:1, as well as any geological hazard areas. If deemed necessary by the Community Development Director, the full proposed grading plan may need to be superimposed on the planting plan.
  - m. Indicate all snow storage areas.
  - n. Indicate all drainage features and facilities and all designated floodplain and wetlands areas. Submit Corps of Engineers 404 permit documentation, if pertinent.
  - o. Indicate and describe any site water features, retaining walls, freestanding walls, fences or boulders.
  - p. Provide drawings or cut sheets for all site furniture such as flagpoles, bicycle racks, trash containers or sculpture.
  - q. Provide drawings or cut sheets for all site lighting fixtures.
  - r. Provide drawings for and describe all site signage.

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- s. Indicate and describe any other proposed site elements.
  - t. List starting and completion dates for landscape construction.
  - u. Provide any additional information required by the Town during project review .

### **Design Review Process**

The design review process shall be applied to all proposed landscape development projects in the R-C, D-C, C-1 and R-2 Districts. For minor revisions to existing landscapes in these Districts, the Community Development Department shall determine the extent of submittal requirements.



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## Definitions

BERM	An earthen landform used to deflect noise, direct views or add visual interest.
CALIPER	The diameter of a tree trunk, measured six inches (6") above the ground for all trees less than four inches (4") in caliper and twelve inches (12") above the ground for all trees more than four inches (4") in caliper.
COBBLE	Rounded rock, variable in size, with no fine material and not material exceeding six inches (6") in diameter.
CONSTRUCTION PROCESS	The entire time period during which site development occurs, from initial planning and surveying to final cleanup and issuance of all necessary permits and certificates.
DECIDUOUS	A plant material that sheds its foliage annually.
DRIP LINE	An imaginary line extending from the perimeter of a tree's foliage down to the ground.
EVERGREEN	A plant material that retains its foliage year-round.
IRRIGATION	Controlled, automatic application of water to plant materials at regular intervals.
LANDSCAPE DEVELOPMENT	All site improvements except the building, roads and parking lots, including but not limited to grading, soil preparation, plant materials, mulches, irrigation, walks, trails, plazas, patios, walls, fences, water features, sculpture, lighting, signage, flagpoles, bicycle racks, trash containers, drainage facilities and boulders.
LAWN	An area dominated by grasses, usually of non-native varieties, that is periodically mowed and/or irrigated.
MULCH	Loosely laid material, usually wood or rock, used to reduce moisture loss and suppress weeds around plants.
SCREEN	To visually filter, redirect or block views or noise, using plant materials, berms, walls or fences that are attractive in appearance.
SHRUB	A self-supporting woody plant, having multiple stems from the ground or branching close to the ground in its natural condition, that will not exceed fifteen feet (15') in height with normal growth.

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## Definitions

STAKING	To secure trees to the ground at two or three points to allow their roots to become established; usually removed after one or two growing seasons.
SWALE	A shallow depressed landform designed to carry drainage of calculated volume at a desirable rate to a selected point of release.
TREE	A self-supporting wood plant, having no more than five stems from the ground in its natural condition, that will exceed fifteen feet (15') in height with normal growth.
WETLANDS	Biologically important areas that are periodically inundated and support characteristic plant material. The Corps of Engineers makes the final determination of what areas are or are not wetlands.