

SCHA ARCHITECTURAL COMMITTEE BUILDING AND LANDSCAPE PLAN GUIDELINES AND FORMS

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SCHA ARCHITECTURAL COMMITTEE (AC)

BUILDING AND LANDSCAPE PLAN GUIDELINES AND APPLICATIONS

PURPOSE

The purpose of these guidelines is to establish specific parameters for the design and construction of any single family residence to be located within the community of Sea Crest and to establish the procedures by which these certain characteristics of any planned construction of residential improvements on any lot within the community of Sea Crest shall be determined to meet or fail to meet those characteristics. Any planned residential construction must adhere to the design parameters outlined herein.

All construction within Sea Crest must adhere to those design and construction standards, which are the most restrictive, either as set by the Municipal Code/Building Code of Lincoln County, Oregon or as set by the requirements of the governing documents of Sea Crest. The intent of these construction guidelines is to enhance and/or maintain those aspects of the community which contribute to both to the desirability of owning a lot or lots within the community and to enhancing and maintaining, to the degree possible, the property values of Sea Crest properties.

These guidelines recognize the relative value impact of views in general and ocean views in particular. Although these guidelines are not intended to either establish or guarantee views of any type from any particular lot, they are intended to establish parameters which will contribute to as minimal as possible impact on adjacent or nearby building sites and existing homes by establishing certain fill and height restrictions applicable to all unimproved lots within the community.

APPLICATION

Lot Owner Name _____

Lot Street Address _____ Lot Number _____

Sea Crest is being developed as a community with homes of high standards and quality. We recommend that any design presented for approval by the AC be specifically designed for the Sea Crest lot that will allow the house to take advantage of views, lot contour/setback restrictions, seasonal sun path conditions, abundant common area offerings, etc. An attached RV garage may be integrated into the overall design, however, it may be denied or its size and thus the RV size restricted due to lot location and street limitations.

SECTION A: PRELIMINARY GUIDELINES

- A **conceptual meeting** shall be held, in part at the lot, and will include the owner and AC. At this time the owner will describe the basic concept for the home and the AC will discuss the basic building parameters specific for this lot including such items as home siting, building footprint, reference datum for building height, ingress/egress, tree removal (within home footprint and outside of it if safety issues exist), main drain line location(s), geotechnical report, etc., and will issue all pertinent forms for construction and landscaping.
- At least one week prior to the **preliminary design phase meeting**, the owner will locate and mark corners with 3-foot stakes as well as the average grade/finished grade reference datum

located and surveyed to recoverable points outside the house footprint and present to the AC a depiction of the lot on which there is placed the house footprint, accurate land contours, setback existing trees and significant topographical features, if any. Trees outside of the home footprint that could be safety issues, whether on that lot or on adjacent properties or common areas, will be noted and evaluated by the AC. The scale of this plot map is to be no smaller than 1/8inch=1 foot. This requirement will enable the AC to discuss and consider the lot owner's information prior to the meeting, thus saving time.

- At an early stage in the plan development process, it will be necessary to provide **concept sketches** to the AC before drafting final plans. This minimizes the need to re-draft final plans. In addition, a 3-D model or a 3-D computer manipulation is highly recommended.
- Allow as many as two weeks for approval once county stamped **final plans** are submitted to the AC.

SECTION B: FINAL PLAN GUIDELINES

The construction submittal package shall include this application with information requested above and the items listed within the guidelines below.

1. A non-refundable fee of \$100.00 to cover administrative costs.
2. A check in the amount of \$3000.00 is required from the owner prior to clearing/excavation. This money will be used to cover fees and fines as specified in the SCHA Bylaws that may be assessed against the owner for not complying with requirements as set forth by the SCHA. If no deductions are incurred, this money will be returned after final AC approval.
3. Site plan showing lot dimensions with setbacks (20' front, 15' front for secondary street if on corner, 20' rear, 10' sides), easements, major trees, topographical features, accurate land contours, proposed home footprint including driveway, all shown overlaid on site plan. (See App. A: Setback Diagrams) Vertical posts supporting covered porches (verandas) must fit within setbacks.
4. Design requirements are a minimum of 1500 sq. ft. of enclosed living space plus an attached garage for at least 2 full sized cars, i.e. two 8 ft or one 16 ft minimum size door(s). Recommended are doors exceeding the minimum. The enclosed living space of each floor is to be provided on plans.
5. The footprint of the home, including the garage and any living space cantilevers or bridging, shall not exceed 30% of the area of the lot per Lincoln County code. Decks are not included in footprint.
6. Fill and Building Height Restrictions: The maximum building height measured vertically above an established reference line as defined below is 25 feet. No fill may be utilized to determine maximum building height determinations are to be made based on the topography of the lot prior to any fill or excavation in accordance with the following.

The proposed plan view of the foundation plan of the proposed construction shall be positioned on the desired location of a site plan containing contour lines (elevations). This plan view must include the foundation plan for the garage. The average slope, defined as the average slope line contained within the foundation footprint, shall be the reference line from which maximum vertical building height, at any point along this reference line, is determined. This reference line does not change whether the lot is filled or excavated as required by the building plans. (See App. B: Building Height Diagrams)

A lot may add fill, starting at the level of the midpoint of the street elevation between the upper and lower intersection points of the lot borders with adjacent street, but the total vertical distance from the average slope line as defined above, including any fill and structure above that fill, shall not exceed a total distance of 25 feet measured vertically from the average slope line as defined above. Excavation below the average slope line will not subtract from the allowed height above the average slope line. Fill at any point within the building footprint above the midpoint of the street elevation adjacent to the lot as defined above will not be permitted.

7. Show ground level location(s) of external air handler(s), propane tank(s) etc. along with the type of screening contemplated to obscure/hide the units from view. Include the general location of all communication and satellite antenna(s), if used. Discuss location of these with the AC to reduce impact on neighbors.

8. Water conservation methods: Low flow toilets are required and hot water re-circulation systems or instant hot water systems are recommended.

9. The exterior construction phase is to be completed within 18 months from the start of excavation. The beginning of construction is determined from the Lincoln County Planning & Development permit date and ends when it issues final approval documentation. Extension can be granted under extenuating circumstances. Provide the AC with a county stamped copy of your plans.

10. There are no water or sewer hookup fees incurred when building in Sea Crest. The monetary amount for hookups is a matter between the owner and builder. The SCHA cannot guarantee the location of underground sewer and water pipes as depicted on the plans we currently possess. It is therefore a shared financial responsibility between owner and builder to locate and connect these utilities regardless of their final location near the building property. Should the builder need to excavate into the street near the home, it is his responsibility to return the road surface to its original condition.

11 A. Exterior materials are to be of natural colors and must harmonize with the surrounding landscape. White should only be used sparingly, as in trim or window frame colors. Samples of colors to be used on the exterior of the home are to be submitted prior to their application.

B. Roofing material and color: Composition and concrete tile roofs are recommended with the stipulation that the material has a minimum 105 MPH rating and a 40 year warranty rating and that the color and appearance are compatible with homes and landscape in the immediate area. Moss-resistant roofing is recommended. Standing-seam metal and wood shake roofs are not allowed. Provide a sample to the AC.

C. Siding material and color: Appearance and durability of the homes' exteriors in this area are important. The AC will take into consideration your desire to use heretofore-unknown products on external surfaces of the house. However, plywood with battens, log, metal, or stucco are not allowed.

12. Exterior lighting: The AC will approve exterior home lighting systems only if that system does not permit excessive illumination beyond the property's boundaries. The recessing of lights within soffits and light fixtures having translucent covers may be acceptable. A discussion with the AC presenting illustrations of samples would be appropriate before deciding which system to use. Low wattage bulbs are recommended.

13. Driveway: The driveway surface material(s) used will be either concrete or pavers. Culverts will be placed under driveways unless the AC approves a variance.

14. Rainwater diversion system: The diversion of rainwater from driveways, walkways and the home's roof will be addressed by the architect/builder in his plans. The AC may suggest to owners possible modifications due to historical observed water runoff patterns in the area of the home.

15. Water meters: Each house will be equipped with a water meter graduated in gallons. Consult with the AC for water meter sources. Also install a quarter turn shutoff downstream from meter.

16. Variances: Deviations from the above requirements will be considered on a case by case basis. However, deviations will only be considered in the event the above requirements result in requirements prohibitive to construction overall.

17. a. Concept meeting date _____

Signatures: AC Rep. _____ Owner _____

b. Preliminary design phase meeting date _____

Signatures: AC Rep. _____ Owner _____

18. House plans. Date received _____

Signatures: AC Rep. _____ Owner _____

19. Lincoln County permit number & date _____

20. Administrative Fee of \$100.00 received. Date _____

Signature: AC Rep. _____

21. Compliance assurance fee of \$3000.00 received. Date _____

Signature: AC Rep. _____

22. Building Samples:

A. Roofing Material.

Manufacturer _____ Style _____

Warranty _____

B. Siding Material

Manufacturer _____ Style _____

C. Exterior Colors. Main Body _____ Trim _____ Trim _____

23. Lincoln County final approval date _____

24. AC Final approval and return of compliance assurance fee date _____

Signatures: AC Rep. _____ Owner _____

SECTION C: LANDSCAPE PLAN GUIDELINES

The landscaping phase starts at the conclusion of construction and receipt of final county approval by the AC, and is to be completed within 6 months, unless an extension is granted.

- 1. Prior to development of the landscape plan, owner/landscape designer will meet with the AC to review community recommendations and requirements.
- 2. a. Prior to the start of any landscaping, a landscape plan must be submitted to, and approved by, the AC and the VMC.
 - b. The landscape plan shall be drawn on the site plan base, at a scale no smaller than 1/8 inch = 1 foot.
 - c. The landscape plan will show the home footprint, driveway, lot dimensions, accurate finished landscape contours at 1 foot intervals (if divergence is greater than one foot from finished grade), all hardscape features like walkways, and retained trees and shrubs.
 - d. Plants to be installed shall be shown on the landscape plan as circles reflecting mature overall diameter and shall be named.
 - e. The right of way between the street and the property line is the responsibility of the property owner to maintain.
 - f. No trees are to be planted in the right of way. Note that anything planted in this area is subject to removal for utility maintenance.
 - g. The owner/landscaper shall have an obligation to ensure that nothing planted will grow to obstruct the scenic view from a neighbor's home.
 - h. Property line fences or hedges are not to be a portion of any landscape.
 - i. Note recommended plants for the coast in Appendix C, and, in Appendix D, note plants that are not to be used.

3. Landscape plan submitted date _____

4. Landscape plan approved date _____

Signatures: AC Rep. _____ Owner _____

5. Landscape completion date _____

Signatures: AC Rep. _____ Owner _____

SECTION D: AGREEMENT

As the owner, architect, and builder of the home on lot # _____, within Sea Crest, I/we shall observe and monitor the construction on said lot. I/we will cooperate in good faith with the AC Rep. coordinating our efforts in all matters pertaining to building and landscaping. Problems that cannot be resolved through our personal efforts will be referred to the AC Chairperson for assistance. The owner is ultimately the only person responsible to the AC in all matters and, if unsatisfied with its decision(s), may appeal to the SCHA Board of Directors, whose authority is final in all matters. I/we will contact the AC Chairperson if our Rep. is not available for assistance. I/we will, in writing, request any variance in exterior changes, no matter how slight, after initial approved plans have been submitted to the AC. The use of email is the preferred method of communication. Refer to the Communication Worksheet provided for contacting the major individuals for the building process.

Signatures:

Owner _____ Date _____

Owner Rep. _____ Date _____

Architect _____ Date: _____

Builder _____ Date: _____

AC Rep. _____ Date: _____

AC Chairperson _____ Date: _____

CONTRACTOR/BUILDER'S AGREEMENT WITH SEA CREST HOMEOWNERS ASSOCIATION

As primary contractor/builder for the construction of a residence on Lot #____in Sea Crest, I hereby agree to conform to the following standards:

- A. Keep all paved areas clear of dirt and debris. Equipment should be located to minimize protrusion into paved roadways and have reflective devices for illumination during hours of darkness. All materials that are capable of becoming airborne due to wind, such as empty soft drink cups, food wrappers, paper products and the like, must be cleared daily from the work site. The gusty winds we experience move this debris into neighboring yards and along streets. Contractor will provide covered container to be available on site for such debris.
- B. Use my best efforts to protect the lot upon which I'm building and those adjacent properties from damage caused by construction.
- C. Provide adequate erosion control during construction to protect all natural watercourses on the site as well as adjacent properties.
- D. Preserve trees and shrubs on site and on adjacent properties.
- E. Store all equipment, building materials, and cut and fill soils within the building site boundaries unless approval is obtained from the AC.
- F. Replace and or repair damaged curbs upon completion of construction.
- G. Provide a port-a-potty on site.
- H. Ensure streets(s) in the area and those adjacent to the building site are cleared daily of nails and similar items that might puncture vehicle tires.
- I. Construction activity hours Monday through Saturday begin after 7AM and end before 7PM. No construction activity on Sunday or major holidays. No exceptions.
- J. Construction material, except in extreme cases, will not be permitted on street surfaces overnight due to safety factors. Contact the AC team member if it appears necessary to do so.
- K. Supervise all sub-contractors and their representatives to assure compliance with the above standards. Advise all personnel of the 20 mph speed limit and the requirement to keep workers' dogs on a leash, and to pick up the animals fecal matter before leaving the site daily.

L. There will be no unnecessary noise, i.e. loud radio outside.

M. AC will obtain utility entry gate code. Entry gate code_____.

N. Do not block driveways except for on/off loading. Contractor/builder will notify AC and affected homeowners if street or driveway blockage will be anticipated.

As the contractor/builder I am insured for liability by_____ Company in the amount of \$_____. I understand and agree that should I breach the above obligations, the SCHA and/or its members may suffer economic and/or other damages for which I could be held responsible and be subject to the SCHOA Schedule of Fines. I have read the foregoing provisions and agree to abide by them by placing my signature below.

Contractor/builder _____ Date _____

AC team member _____ Date _____

AC COMMUNICATION WORKSHEET

Effective communications between the owner, building contractor and the Architectural Committee (AC) is paramount during the building of a home. Use the following guidelines to achieve that end.

Our normal and primary means of communications is through the use of email. When unusual situations occur that email will not adequately achieve your goals and/or are not appropriate, and time, less than 24 hours, requires action, please use the telephone to first contact your AC Rep. or then, if necessary, the AC chairperson. The individual you contact will then take appropriate action to assist you.

When communicating via email to your AC Rep., also cc the AC chairperson. This will enable us to assist you and coordinate our action in an effective manner. Also cc the owner, owner representative, building contractor, and architect. The AC response to the initiating person will also cc those persons noted in the original email to insure all of us are in the loop on all matters

Lot # _____ Date _____

AC Rep. _____ Notes
Email Address _____
Telephone _____ Fax _____

AC Chairperson _____ Notes
Email Address _____
Telephone _____ Fax _____

Owner(s) Name _____ Notes
Email Address _____
Telephone _____ Fax _____

Owner Representative _____ Notes
Email Address _____
Telephone _____ Fax _____

Builder _____ Notes
Contact Person _____
Email Address _____
Telephone _____ Fax _____

Architect _____ Notes
Contact Person _____
Email Address _____
Telephone _____ Fax _____

Exterior Additions or Modifications to a Home

Depending on the scale of the project, to be determined at an initial conceptual meeting, the AC will issue and check off requirements from the following forms:

1. Building Guidelines and Applications
2. Contractor/Builder's Agreement with Sea Crest Homeowner's Association
3. AC Communication Worksheet

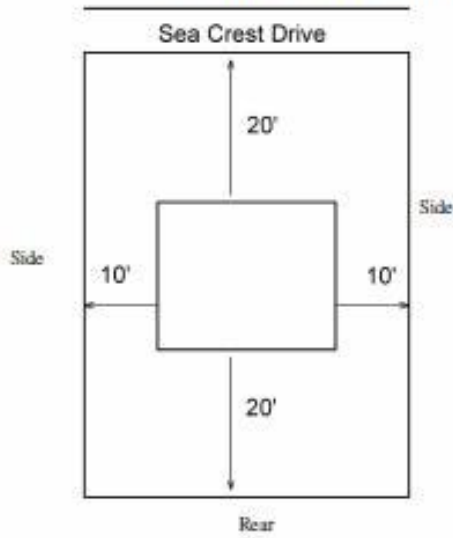
All construction work and all regulations, etc. will follow those as stated in the above forms. Fees will be adjusted by the AC according to the scale of the project. Signature sheets on the above forms will be filled out.

Form Received Date _____

Signatures: AC Rep. _____

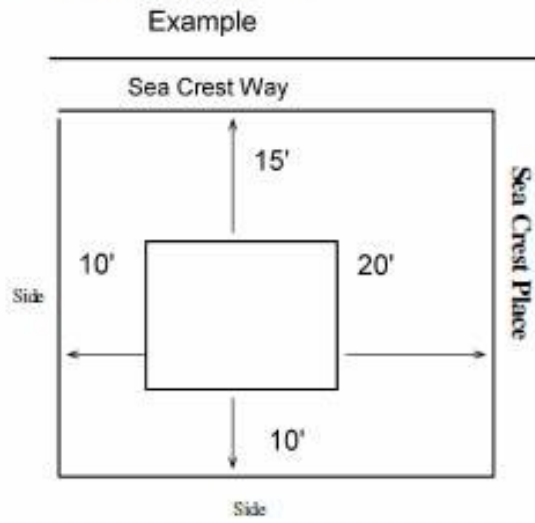
 Owner _____

Appendix A
Lincoln County Regulations modified for Sea Crest
Yard Setbacks, Building Height, Lot Coverage



Non-Corner Lot
Minimum setbacks

- Front- 20 feet
- Rear- 20 feet
- Sides- 10 feet



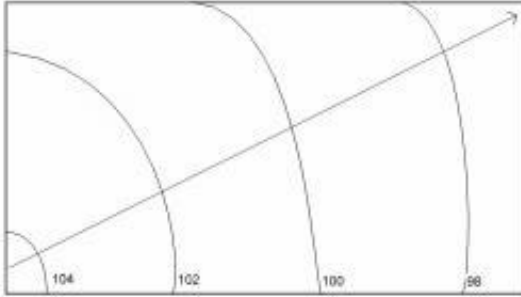
Corner Lot
Minimum setbacks

- Front street - 20 feet
- Sides- 10 feet
- Other street side- 15 feet

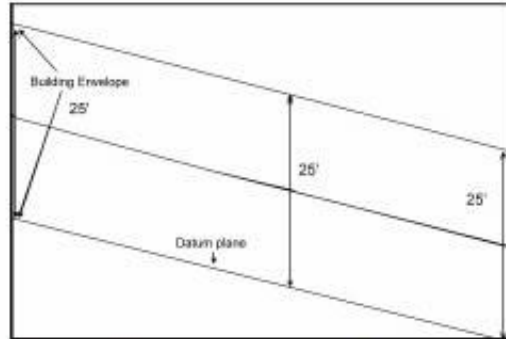
Building Height Limit = 25 feet (see Appendix B to determine building height)
 Lot Coverage Limit= home footprint not to exceed 30% of total lot

Appendix B
Sea Crest Building Height Determination Diagrams
Application To All Lots

- A. Superimpose house footprint on lot in preferred location.
- B. Draw a best-fit line at right angles to original grade contours within footprint.
- C. This line defines a datum plane within this footprint.
- D. Building envelope will extend no more than 25 feet vertically above the datum plane.



Home footprint, original grade contours,
and line defining datum plane



Elevation illustrating one in four slope
of original surface with datum plane and
25 foot building envelope height

Note 1: Nothing will preclude construction below datum plane with proper engineering and construction techniques.

Note 2: Fill may be used, however, fill plus building height at any point must fit within building envelope as illustrated above.

APPENDIX C: RECOMMENDED PLANTS

Northwest Coastal Native Plants

Conifers

Sitka spruce
Shore pine
Douglas fir
Western red cedar
Western hemlock

Broadleaf Trees

Vine maple
Red alder
Pacific dogwood
Oregon ash
Coast siltkassel
Cascara
Willow
Pacific crabapple

Shrubs

Ocean spray
Saja
Twinberry
Oregon grape
Wax myrtle
Indian plum
Mock orange
Pacific ninebark
Nootka rose
Red elderberry
Western spirea
White snowberry
Evergreen huckleberry
Red huckleberry
High bush cranberry
Pacific rhododendron
Red osier dogwood
Red flowering currant
Cinquefoil
Serviceberry
Wild lilac (ceanothus)

Ground Covers

Kinnikinnick
Wild strawberry
Coastal strawberry

Native ferns

Deer fern
Sword fern
Coastal shield fern
Wood fern
Lady fern
Maidenhair fern
Licorice fern

Native Perennials

Common yarrow
Pearly everlasting
Red columbine

Blue columbine
Goats beard
Bunchberry

Bleeding heart
Beach daisy
True geranium
Twinflower
Monkey flower
Oxalis
Saxifrage
Oregon stonecrop
Checker mallow
Fringe cup
Western meadowru
Trillium
Douglas aster
Honeysuckle
Lupine
Coast penstemon
Violets
Cat tail
Twinflower
Lewisia
Sea thrift
Iris: Douglas, Oregon

Non-natives which do well in our coastal conditions

Shrubs & Perennials

Heaths and heathers
Hydrangea
Parakebe
*Hebe
Ninebark "summer wine"
Black elderberry
Rockrose
Ceanothus
*Hardy fuchsia
Rhododendron
*Azalea
Spirea
Astilbe
Viburnum (evergreen)
New Zealand flax
Weigela
Strawberry tree:
"Compacta"
*Penstemon
*Lavender
Crocsmia
Cotoneaster
Evergreen Euonymus
Jerusalem sage
Raphiolepis
Rosemary
*Sedge
Ornamental grasses
Erigeron
*Wild buckwheat

Trees

Strawberry tree
*Juniper

Dwarf conifer varieties of:

Mugo pine

Japanese black pine
Bosnian pine
Pacific silver fir
Hinoki cypress
Juniper varieties
Korean fir
Japanese white pine
China fir
False cypress
False arborvitae

Ground covers

Ceanothus "Pt. Reyes"
Juniper varieties
Creeping raspberry
Spreading cotoneaster

Vegetables

See reference below

*These plants have many varieties, some of which are not zoned for our coastal climate.

In general, plant success increases with distance from ocean.

References: For lists of vegetable varieties that are recommended for the coast, contact the Master Gardner's office at OSU Extension Service in Newport. (541) 574-6534 or 1-888-350-2125.

Sunset Western Garden Book is the most comprehensive reference for all plants including those for sea coast gardens. We are in climate Zone 5.

APPENDIX D: INVASIVE PLANT LIST

Brooms and Gorse

Scotch broom – *Cytisus scoparius*, Portuguese broom – *C. striatus*, Spanish broom – *Spartium junceum*,
French broom – *Genista monspessulana*, Gorse – *Ulex europaeus*

Butterfly bush – *Buddleja (Buddleia) davidii*

English holly – *Ilex aquifolium*

European hawthorn or Oneseed hawthorn – *Crataegus monogyna*

Himalayan blackberry, Armenian blackberry – *Rubus armeniacus*, *R. discolor*, *R. procerus*

Knotweeds

Japanese knotweed – *Polygonum cuspidatum*, Giant knotweed – *P. sachalinense*,

Himalayan knotweed - *P. polystachyum* and hybrids

English ivy and Irish ivy – *Hedera helix*, *H. hibernica*

Russian olive – *Elaeagnus angustifolia*

Spurge laurel – *Daphne laureola*

Tree of heaven – *Ailanthus altissima*

Bachelor's button and knapweeds

Bachelor's button, cornflower – *Centaurea cyanus*, Bighead knapweed –

C. macrocephala, Meadow knapweed – *C. pratensis*

Fennel – *Foeniculum vulgare*

Hawkweeds

Yellow hawkweed, Kingdevil hawkweed—*Hieracium floribundum*, Orange hawkweed—

H. aurantiacum

Herb Robert and Shiningstar geranium

Herb Robert or stinky Bob—*Geranium robertianum*, shining geranium or shining
crane's bill--*G. lucidum*

Jubata grass, Purple pampasgrass – *Cortaderia jubata*

Policeman's helmet or Jewelweed – *Impatiens glandulifera*

Toadflaxes

Dalmatian toadflax – *Linaria dalmatica*

Yellow toadflax or Butter and eggs – *L. vulgaris*

Old man's beard, Traveler's joy – *Clematis vitalba*

Parrotfeather and Brazilian elodea, Giant waterweed

Parrot feather - *Myriophyllum aquaticum*

Brazilian elodea – *Egeria densa*

Purple loosestrife – *Lythrum salicaria*

Ribbongrass, Reed canarygrass – *Phalaris arundinacea* var. *picta*

Yellow flag iris, Yellow water iris – *Iris pseudacorus*

Poison hemlock – *Conium maculatum*

Creeping buttercup – *ranunculus repens*