

# Hawk Ridge Estates Association

## Design Guidelines

*Amended 2025*

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## **Purpose**

### **Mission**

The Hawk Ridge Estates Master Planned Subdivision has been carefully designed to capture and preserve as much of the natural vegetation and wildlife as possible by utilizing environmentally sound development practices. This, while allowing homes to be constructed as cost effectively as possible, maximizes preservation techniques that will reduce storm-water runoff and pollutants.

The purpose of the guidelines is to preserve the value, the amenities, the structural quality, and the architectural and aesthetic character of Hawk Ridge Estates and to establish the use, health, safety and welfare of the residential community.

### **Application of the Guidelines:**

The Hawk Ridge Estates Association is seeking Home Owners and their chosen builder that will foster and commit to the following building principles while constructing in this development.

This document has been developed to clarify the purposes and intentions of the Design Guidelines contained in the Hawk Ridge Estates Covenants, which shall be applied to all plans for building and/or alterations.

Structures built in Hawk Ridge Estates are expected to meet the intent of the Guidelines. It is the intent of the Guidelines to leave as much design freedom as possible to the individual designer while maintaining the unique qualities of the neighborhood and its shared community greenspaces. However, if an owner or designer believes that the techniques discussed in these Guidelines do not adequately address the needs of a particular design, they have the opportunity during the Architectural Review process to demonstrate why the Guideline does not apply in a particular context or to provide alternative solutions to address the intent of the Guidelines.

Please review the Hawk Ridge Estates Covenants, Article 7 (included in Section J) for complete details, requirements, and the process for design review by the Architectural Review Committee.

Once the Guidelines have been reviewed and understood, the prospective property owner/developer and contractor must sign the Acknowledgement of Understanding, included in Appendix B, and submit with proposed building and/or landscape plans.

## **Pre-Design**

### **Getting Started:**

The Committee encourages working with a design professional for the design of the home, many of which can offer a free preliminary consulting session and advise with the contractor bidding and selection phase of your project.

### **Working with the Site:**

Much of the existing vegetation and unique features of the neighborhood should be maintained during construction. A maximum of two buildings may be located on each lot. One of the buildings must be a Dwelling or Duplex. The other building may be a detached garage or storage shed.

Building design should respond to and preserve where possible the existing topography, vegetation/landscape features and drainage characteristics of the site. The site should provide an indication of the appropriate type of foundation/style for the building. Sites with little topographic relief are more appropriate for slab foundations or basements. Sites with a large amount of relief offer opportunities for split-level entries or walk-out basements. In some instances pier and column foundations may be appropriate.

Each of the lots has its own Building Envelope which depicts that portion of the lot which may be improved by buildings and impervious surfaces. The boundaries of the Building Envelope are, at a minimum, the setbacks required by the City for primary structures. Minimizing the footprint as a way to preserve natural vegetation is highly recommended.

Site re-grading should be limited as required for proper drainage around the building, and should emulate the natural characteristics of the sites underlying topography. Finished floor elevations of buildings and parking areas should transition with the grades of the site.

In areas outside of the approved construction clearing limits, trees over six inches in diameter may not be cut or removed with the exception of dead or diseased trees. Some trees, subject to review by the Architectural Review Committee (ARC), may be cut or removed to allow for the installation of approved landscaping and plantings. In addition, when preparing the site plan, the owner will confer with the Architectural Review Committee in identifying unique features which will be preserved. Clearing or thinning of any additional live trees beyond the approved construction clearing limits must be first approved by the ARC.

After completion of construction, planting and landscaping should complement the wooded nature of the neighborhood.

### **Stormwater Run-off:**

There are many reasons why Hawk Ridge Estates tries to maintain as much of the existing natural vegetation as possible. Maintaining existing natural vegetation provides for wildlife habitat as well as reducing the amount of stormwater run-off. The importance of reducing stormwater run-off is two-fold: Run-off water picks up and transports dirt and other pollutants into streams and eventually Lake Superior; Run-off may also enter City sewers and must then be treated like sewage at the waste water treatment plant, putting additional stress on the treatment plants capacity to treat sewage.

Prior to development, trees, grasses and other plants make up the natural vegetation in Hawk Ridge Estates. This natural environment can soak up about 96% of the rain that falls. When development occurs, paved streets, parking lots, houses and short grass decrease the amount of rainfall that can be absorbed by the land - In fact, the land can only absorb about 62% of the run-off. Hawk Ridge Estates encourages that you strongly consider the importance of maintaining the existing natural vegetation.

## **Design**

### **Building Orientation:**

Endeavor to use the site in the most efficient way possible for passive solar gains. Elongated rectangular shapes facing south, with the longest section on the east – west axis, provides the most opportunity for solar gain. Given that these are most conducive to solar gains they are also good for spaces where people spend most of their time, such as living, dining, and family rooms. Maintain trees, hedges, and other vegetation for protection from prevailing winds.

### **Neighborhood Character**

Establish and maintain the residential and human scale of the neighborhood by using streetscape elements such as porches, alcoves, bay windows, and others that create visual interest and unify the design of the house. Building design should take into consideration the unique qualities and the dominant character of the site and surrounding area.

### **Mass, Scale, Height**

Designs should maintain the residential and human scale in the neighborhood. The elements of mass, scale and height are primary elements that can be used to maintain a human scale. Building heights should be kept in scale with human elements by the use of dormers, porches, and breaking up of large masses.

Perceived height may be reduced by dividing the building mass into smaller scale components (See Breaking Up the Footprint below). Perceived size of a two-story building may be reduced by incorporating dormer windows and lowering the heights of second story roofs and/or walls. Set the second story back from the front of the house and, if possible, close to the center.

On the front façade, use a design that provides a human scale entry, some visual focal points calling out the entry and complimenting the overall design of the house.

Incorporating pronounced recesses and projections such as bays, porches, or other functional elements reduces the mass of structures. Consider using horizontal elements such as banding boards to break up vertical height.

### **Breaking Up the Foot Print**

The bulkiness/mass of a house can be reduced by dividing the building into smaller masses, or by using variations of compatible roof styles, such as a hip and a gable, to break up the mass of the house.

Ideally, the distinction of each mass should relate to the internal function of the building which may indicate a logical hierarchy for breaking down the mass of the building.

### **Consistent Architectural Detail**

All sides of a building visible to those passing through on neighborhood streets should strive to have consistent architectural detail and character.

### **Textural Changes**

Changes in texture and color of wall surfaces can be used to break up large expanses. However, insure that mixture of elements does not become chaotic, but contributes to the whole of the design.

Grouping window units and changing texture of siding will provide relief, reducing perception of large wall expanses.

### **Materials**

Use of durable, environmentally sound common building material such as cement board wood, brick, stucco, and steel siding is encouraged. Vinyl siding is no longer permitted. Selection of materials should place an emphasis on the sustainability of the material in terms of life-cycle requirements of the material.

Life cycles of the materials include the acquisition of the raw material, processing and manufacturing, packaging, distribution, installation and maintenance, and disposal including recycling and reuse possibilities.

### **Exterior Lighting**

Outdoor lighting should emphasize down lighting and use fixtures and placement which prevent stray light onto neighbors' properties and to help maintain dark skies.

Minimize or avoid the use of outdoor lighting fixtures on sides of property.

### **Driveways and Garage Design/Placement**

When appropriate, shared driveways are encouraged.

Minimize the width of the driveway – it reduces impervious surfaces and subsequent run-off issues and it is less expensive.

Engineered pervious surface driveways are acceptable and encouraged.

Garages, in relationship to the house, should be subordinate, thereby maintaining neighborhood and pedestrian scales. This can be accomplished through the placement of the garage.

Where possible, the structure's living area should be placed parallel with, or in front of the garage. Where not possible, the garage entrance shall face away from the front of the home, and/or additional attention to architectural detail must be made to give character to the garage in keeping with the neighborhood.

### **Scale of Garages**

Break up garage by reducing apparent scale through:

- Using garage door design that incorporates and contribute to the house's architectural style. Avoid solid, flat paneled garage doors.
- If there is a need for a three-car garage, use a tandem space and a single space (meaning that the third stall occurs behind one of the front stalls, in an L-shape, increasing the depth of the garage, as opposed to increasing the width).
- Using two single doors in lieu of a double-wide door.

## **Construction**

Compliance with all governmental laws, codes and regulations will be required.

Insurance adequate for protection of property, the associate, owners and occupants from liability and liens arising out of the proposed alterations during construction shall be required (Builder Risk).

No structure, trailer, tent or similar temporary quarters shall be used for living purposes for more than two (2) weeks.

Construction equipment should not park on 'do not disturb' areas of the sites.

Soil work done on individual lots should be done with care and concern towards minimizing undisturbed areas.

No building materials may be stored on the lot except temporarily during continuous construction of a building or its alterations/improvements.

Dumpsters, when used, must be regularly emptied. Garbage must be contained within the approved construction clearing area. Debris around the building site is the responsibility of the homeowner/contractor. If trash is not contained, fees will be charged to the homeowner to hire out for cleaning of such debris from streets, neighboring properties and community greenspaces.

All public utility meters shall be mounted in accordance with the utility company's requirements, and where possible, discreetly on the side of the home at the time of construction.

All television, telephone and Internet cable lines are to be included in the interior wiring of structures.

## **Additional Building Improvements and Landscaping**

A maximum of two buildings may be located on each lot. One of the buildings must be a Dwelling or Duplex. The other building may be a detached garage or storage shed. Any accessory building or structure shall harmonize in appearance (i.e., same siding type, color, etc.) with the dwelling situated on the same lot. Accessory buildings must be submitted to and approved by the ARC prior to building.

### **Fencing**

Fences will not be permitted in front yards, or on property lines that are common with community greenspaces.

Fences in rear yards must comply with City code and be approved by the ARC. The footprint of the fence shall be carefully selected so as not to disturb existing vegetation. Materials, textures, height & density, and architectural detail of any fencing must complement the building on the same lot. Chain link/cyclone fencing is prohibited.

“Living walls” are encouraged alternatives to fencing.

### **Landscaping**

Site landscaping plans must be submitted with the building plans for approval by the ARC.

Where possible, it is encouraged that landscaping shall take advantage of naturally occurring undergrowth by pruning and fostering existing natural vegetation. The HRE Forestry Committee is readily available with information about native plantings and tree suggestions.

Whenever possible use native plant species.

At a minimum, sod must be laid in the front yard and the rear yard must be seeded as soon as possible, weather permitting, upon completion of construction of the dwelling.

### **Rain Gardens**

When thinking about a planting plan, consider creating a rain garden. Rain gardens are established with the intention of holding significant amounts of stormwater until it has had time to soak into the ground instead of immediately running off the site. Rain gardens generally need less maintenance and fertilizer, attract insects and birds that eat mosquitoes and flies, and can be creatively used in problem areas in a yard.

### **Rain Barrels**

Hawk Ridge Estates encourages the use of rain barrels that can collect run-off from the roofs of your house, store it, and allow you to use it for your gardens, plants or other uses around your house.



## ARC Process for Review

1. **Preliminary Meeting Requirements** - The Architectural Review Committee (ARC) will schedule a meeting to review design plans when the following are completed and submitted:
  - Homeowners and contractors read and review the Design Guidelines.
  - Sign and submit the Acknowledgement of Understanding of the association's Design Guidelines (to be signed by the property owner and the contractor/homebuilder.)
  - Complete DRAFT of design plans are submitted 15 days prior to proposed meeting, including plat diagram depicting desired home orientation, desired spot elevations, proposed grade elevation lines, and a desired landscape plan.
  
2. **Final Review & Approval Meeting Requirements** - The ARC will schedule a meeting within 30 days with the homeowner and/or contractor when the following are completed and submitted:
  - Plans are complete in accordance with the ARC Requirements for Plan Submittal.
  - Plans are compliant with ARC Design Guidelines.
  - Escrow notice is reviewed, signed, submitted and paid by the contractor.
  
3. **Construction Requirements** - Homeowner/Builder will submit plans approved by the ARC to the City of Duluth for permitting. A permit shall not be obtained for documents that have not been approved by the ARC.
  - If the homeowner or contractor desires to alter plans during construction, alterations will be submitted to the ARC for approval prior to commencing work to avoid a violation.
  - If the homeowner or contractor is not in compliance with the final plans as submitted to the ARC, a stop construction notice will be issued. Work will not proceed until the plan is reviewed and approved by the ARC. A notice of violation will be sent.

Appendix A  
**Hawk Ridge Estates**  
**Architectural Review Committee**  
**REQUIREMENTS FOR PLAN SUBMITTAL**

| Document            | Document Must Include  | Scale                   |
|---------------------|--|-------------------------|
| Site / Grading Plan | <p>(a) Show proposed building footprint(s) located on lot with driveway, walks, patios and other permitted structures.</p> <p>(b) Structures must be dimensioned with distances from the property and set back lines.</p> <p>(c) Show finished floor elevations. Elevations may be relative to a point on the curb gutter line, or other known benchmark indicated on the plan AND on the site. Spot elevations must be shown at the corner of the foundations, as well as across the site.</p> <p>(d) Show proposed routing of sewer and water services. All proposed structures and improvements, utility yards and driveway shown.</p> <p>(e) Topography, at 1-foot, or 2-foot contours if &gt;10 ft of elevation change across the lot.</p> <p>(f) All trees over 6 inches in diameter and taller than 3' shown, with those to be removed marked with an "X". If more than 5 trees a "note" may be included on the Landscape Plan.</p> | 1" = 10' or greater     |
| Landscape Plan      | <p>(a) Depict how graded areas will be stabilized, i.e. turf, native plantings, mass plantings.</p> <p>(b) Depict gutter downspout locations, drain tile locations, daylight locations and/or private storm service connection and plans.</p> <p>(c) Depict how final grade or drainage plan mitigates runoff onto adjacent properties. Indicate the intended water runoff direction with arrows and/or contours and spot elevations. Show that clearing limits work with what has been flagged on the site.</p> <p>(d) Depict the location of existing and proposed vegetation in relation to proposed driveway, walks, patios, garage, house and other structures.</p>   | 1" = 10' or greater     |
| Floor Plans         | Show dimensions of walls, location of eaves, stairs and stair landings.  | 1/8" = 1'-0" or greater |
| Elevations          | <p>(a) Front, side and rear elevations of all structures to be completed on the site must have their finished floor elevations shown so that they relate, in scale, to the new finished grades at the building perimeters.</p> <p>(b) Front, side and rear elevations shall be shown, to scale, in full detail, including the proposed fenestration with the trim and brick moldings. Window grilles must be shown. The proper number of exterior stair risers shall reflect the proposed finished floor line to grade. Elevations shall be ¼ of an inch = 1 foot, 0 inches on standard sized paper used by architects and engineers (which is a minimum of 24 inches x 36 inches or 30 inches x 42 inches, respectively.)</p> <p>(c) Floor plans to scale with dimensions and material specifications to be provided.</p> <p>(d) All text must be legible and readable. Reversed copies are not acceptable.</p>                           | 1/8" = 1'-0" or greater |
| Samples             | Samples of actual siding, brick/stone, and shingles, with color charts/chips must be provided with the application for ARC review.   |                         |
| Sections            | Show at least one section through the building showing the construction method of the walls and roof. Show information on your sections that you could not show on your other plan sheets.   | 1/8" = 1'-0" or greater |

|         |  |  |
|---------|--|--|
| Staking | (a) Field stake the Lot, showing corners of the property line, corners of the house, driveway entrance and corners, parking areas, as well as drainage or erosion control measures (where applicable) must be performed. Flag all trees over 6 inches in diameter to be cleared. |  |
|---------|--|--|

Submit two (2) sets of drawings and your contact information. **This drawing submittal is specific to Hawk Ridge Estates and is not a substitute for City of Duluth or Code review. Compliance with City of Duluth and/or Building Code does not result in appeal by the Hawk Ridge Estates Architectural Review Committee.**

After submittal of the Appendix A documents, the Architectural Review Committee (ARC) will schedule a Final Review & Approval Meeting within 30-days of the submission date.

|   |  |
|---|--|
| Email design documents to:  | Mail signed agreements and checks to:  |
| Architectural Review Committee<br>Hawk Ridge Estates Association<br><br>Email: <a href="mailto:ARC@HawkRidgeEstates.org">ARC@HawkRidgeEstates.org</a> | Hawk Ridge Estates Association<br>C/O Chris Friese<br>5300 Broadwing Drive<br>Duluth, MN 55804 |

Appendix B

Hawk Ridge Estates

Acknowledgement of Understanding

I acknowledge that I have received a copy of the Hawk Ridge Estates Information Packet and Design Guidelines, which describes important information about building in the development.

Since the information, policies and guidelines described here are necessarily subject to change, I acknowledge that revisions to the Packet may occur. I understand that Hawk Ridge Estates ARC may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished design guidelines with or without notice, at its sole discretion, without giving cause or justification to any lot owner/builder. Such revised information may supersede, modify or eliminate existing policies.

I understand and agree that I will read and comply with the policies contained in this Packet, and that the escrow return is contingent on following those policies.

\_\_\_\_\_  
Homeowner (Printed)

\_\_\_\_\_  
Contractor/Homebuilder (Printed)

\_\_\_\_\_  
Homeowner (Signature)

\_\_\_\_\_  
Contractor/Homebuilder (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Homeowner Email

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Contractor/Homebuilder Email

\_\_\_\_\_  
Homeowner Telephone

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Contractor/Homebuilder Telephone

Appendix C  
**HAWK RIDGE ESTATES ESCROW NOTICE**  
Updated February 2025

TO ALL OWNERS AND BUILDERS OF NEW HOMES IN HAWK RIDGE ESTATES.

THE HAWK RIDGE ESTATES ASSOCIATION REQUIRES \$ \_\_\_\_\_ TO BE PLACED IN AN ESCROW ACCOUNT AT YOUR BUYER CLOSING OF THE LOT. (Make check payable to Hawk Ridge Estates Association). THIS MONEY WILL BE REFUNDED TO YOU IN FULL AFTER FINAL COMPLETION OF YOUR PROJECT **UNLESS** ANY OF THE FOLLOWING PROBLEMS OCCUR:

1. TREES OUTSIDE THE CLEARING LIMITS ARE MORTALLY DAMAGED OR CUT
2. SILT FENCE AND SNOW FENCE IS NOT PROPERLY INSTALL AND MAINTAINED IN AN UPRIGHT AND FUNCTIONING POSITION DURING THE ENTIRE DURATION OF YOUR CONSTRUCTION PROJECT.
3. DAMAGE TO WETLANDS, COMMON PROPERTY, STREETS OR OTHER PRIVATE PROPERTY OCCURS DUE TO NEGLILGENT ACTS OF THE OWNER OR CONTRACTOR.
4. LANDSCAPING DESIGNATED ON THE LANDSCAPE PLAN IS NOT INSTALLED ACCORDING TO PLAN.

IF A PROBLEM OCCURS, THE OWNER OR CONTRACTOR WILL BE GIVEN WRITTEN NOTICE BY THE ASSOCIATION OR ITS REPRESENTATIVE. YOU WILL HAVE ONE WEEK UPON RECEIPT OF THIS NOTICE TO REMEDY THE PROBLEM. IF THE PROBLEM IS NOT REMIDIED, THE ASSOCIATION WILL HIRE A CONTRACTOR TO REMEDY THE PROBLEM AND THE EXPENSE WILL BE DEDUCTED FROM THE ESCROW ACCOUNT.

THE ASSOCIATION RESERVES THE RIGHT TO PURSUE THE OWNER OR BUILDER FOR DAMAGES BEYOND THE ESCROW AMOUNT IF REQUIRED.

THIS NOTICE AND THE ATTACHED DOCUMENTS MUST BE REVIEWED AND SIGNED BY THE OWNER PRIOR TO ARCHITECTURAL REVIEW COMMITTEE APPROVAL.

THE OWNER AND BUILDER HAS READ AND UNDERSTANDS THE CONTENTS OF THIS NOTICE AND THE ABOVE REQUIREMENTS AND REVIEW PROCESS.

\_\_\_\_\_  
OWNER SIGNATURE

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BUILDER SIGNATURE

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DATE

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DATE

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OWNER EMAIL

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BUILDER EMAIL

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OWNER TELEPHONE

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BUILDER TELEPHONE