



GLACIER RIDGE

COMMUNITY DESIGN GUIDELINES

OCTOBER 2024

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INTRODUCTION

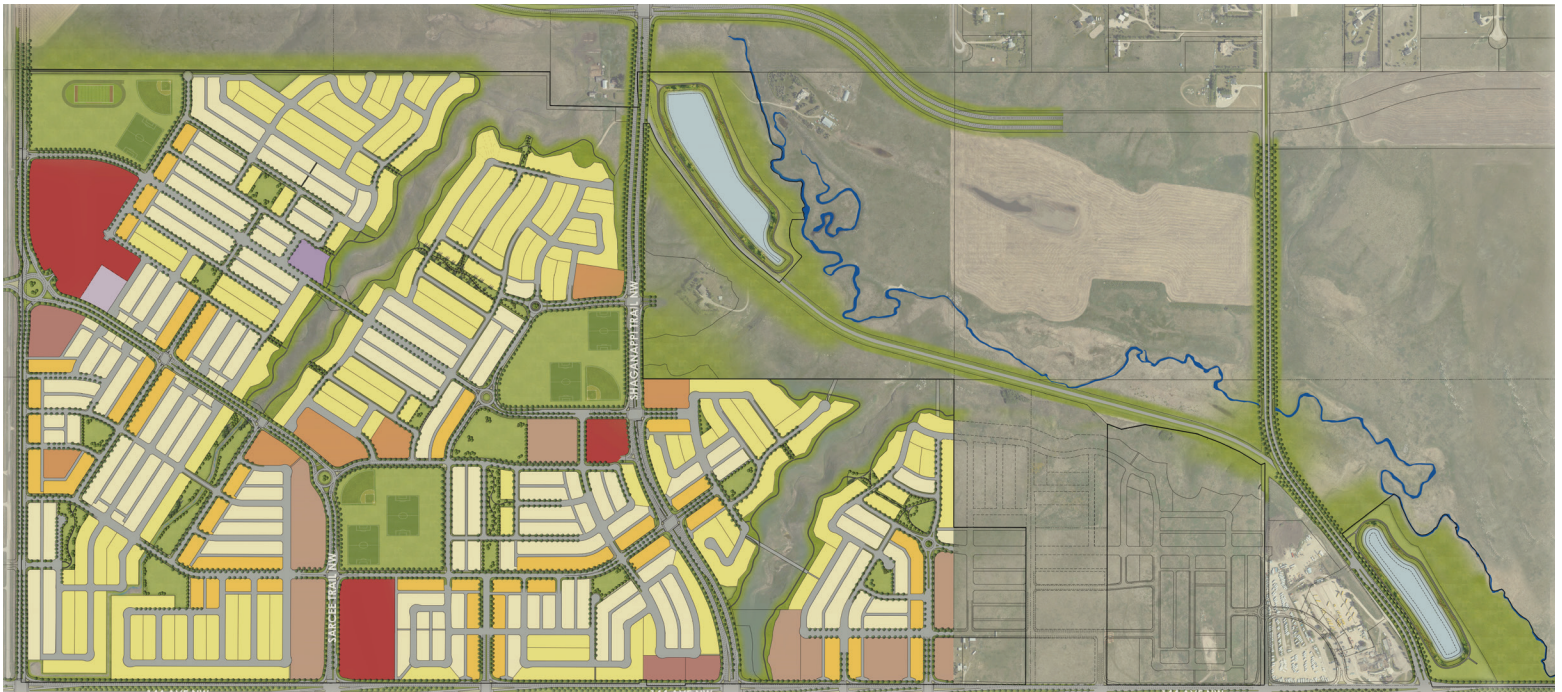
Glacier Ridge

The Architectural guidelines for Glacier Ridge establish the character of the community and ultimately maintain the integrity of the community for years to come. The guidelines aim to ensure that the community presents an impression of quality yet recognizes the importance of cost-effective housing product.

This document outlines the opportunities and limitations associated with this development, and provide a set of guidelines, which at the initial design/construction phase of the homes will direct homebuyers, designers and builders toward an aesthetically pleasing development with complementary building forms throughout.

Anthem may, from time to time in its sole discretion acting reasonably or as required by any governmental authority, change, vary or modify these Design Guidelines.







LANDSCAPING, GRADING AND SOFFIT LIGHTING

Detailed landscaping requirements are as follows:

Full Yard Landscaping

All builders are required to sod the front yard up to the foundation. On corner lots in addition to front yard sod, builders are required to sod the side yard. This is to be completed at the time of final grading.

Xeriscaping is an alternative option to sodding the front yard. Below are approved Xeriscaping materials along with examples of finished front yards:

- Larger stones
- Wood bark mulch
- Water resilient shrubs
- Different colour stones/aggregates to add contrast

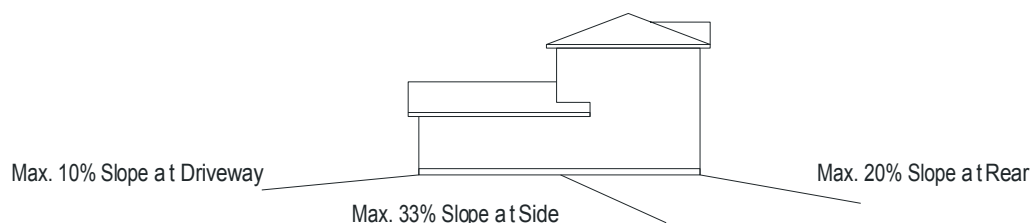


Glacier Ridge Landscape Program

Anthem will provide a landscaping certificate to the builder. Upon possession of the home the builder will present the certificate that has been filled in and signed by the builder to the home owner. This certificate is redeemable at Blue Grass Nursery, Sod and Garden Centre and must be used for the purchase of a tree to be planted in the front yard. If not enough room due to utility right of way or other reasons then certificate can be used to purchase other landscaping elements for the front yard such as sod, shrubs, perennials, etc.

Lot Grading

Refer to municipal bylaw process and requirements.





Retaining Walls

All retaining walls will be constructed and paid for by the owner of the high side of the wall, and must meet the requirements set out in the City of Calgary Land Use Bylaw and are to be constructed out of the following materials:

- Landscaping Block (Alan block)
- Poured concrete with parging
- Pressure treated wood
- Natural Stone

Soffit Lighting

All homes on collector streets (but not limited to) will require soffit lighting. All upper soffits and any soffits over the garage will require a minimum of two pot lights be installed in the soffit to give a presence to Glacier Ridge.

** All corner lots on a collector will require soffit lighting on the side elevation.*

*** Any alternative soffit lighting will require pre-approval from Anthem.*

The location of soffit lighting will be required to be shown on the elevations at the time of submission for architectural approval





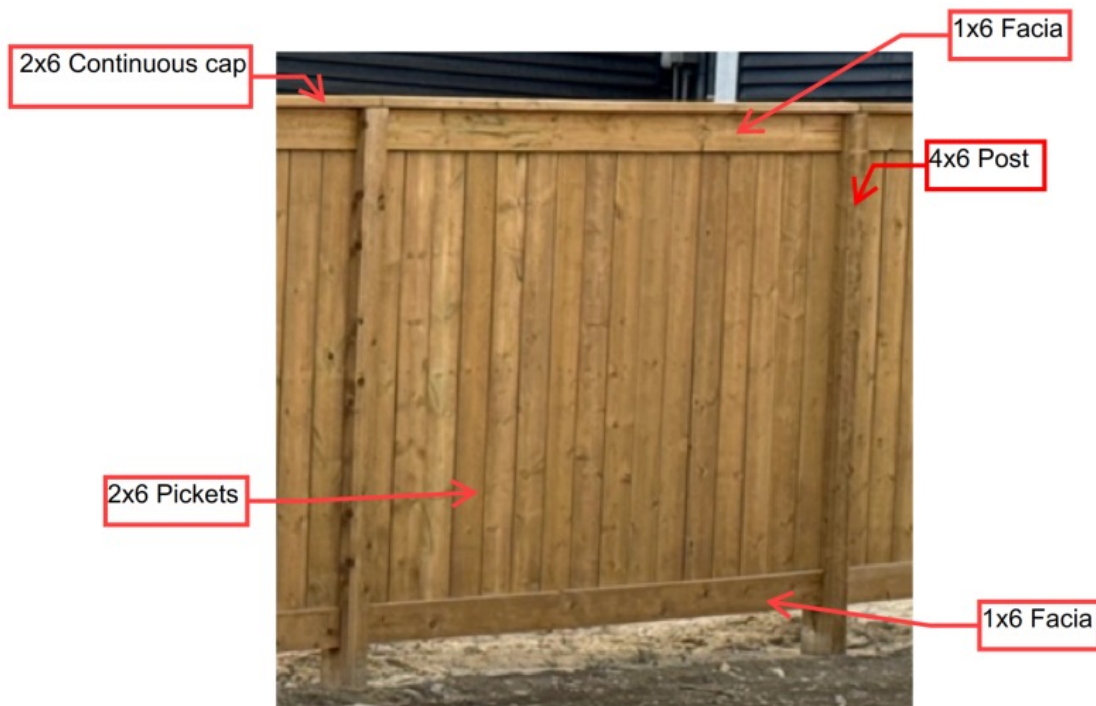
DEVELOPER INSTALLED FENCING

Developer installed wood screen fence will be constructed along the back of lots backing onto other lots, and on all corner lots from the back property line to the back corner of the house's foundation. The fence itself will be constructed to the specifications below:

- Six-foot high 4x6 posts.
- 2x6 three rail frame fence on the inside of the property.
- Two 1x6 fascia (top and bottom) on the streetside of the fence.
- All with a continuous 2x6 cap installed on the top of the fence.
- All fences are to be stained.

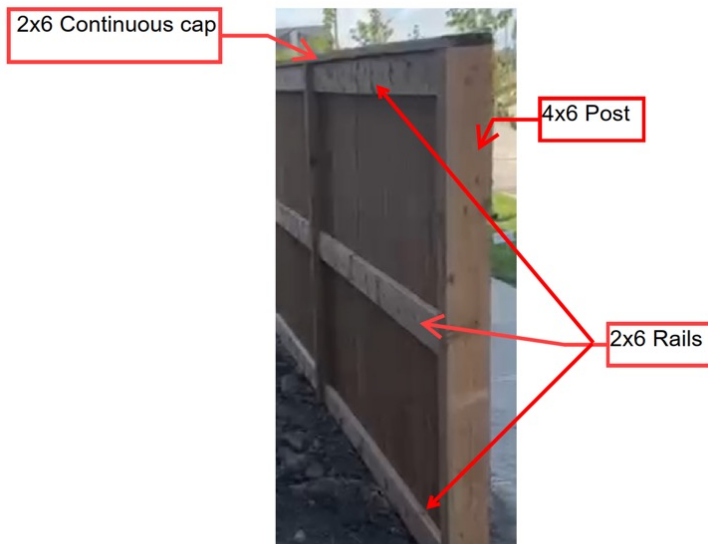
Streetside View Of Developer Fence:

Modern farmhouse architecture is not simply defined by the way the old farmhouses were, but they do seek to capture that homey, family-centred and folksy aesthetic.





Inside View Of Developer Fence:



Wood Screen Fences Tying Into Existing Fences:

Fences tying into developer installed 4ft high black chain link fences will require that the last panel of the fence be a total height of 4ft to match the black chain-link fence.

Fences tying into the front of the “Glacier Ridge Garden” lots will require that the fence “step” down.



All developer fencing is to be noted on all builder plot plans.

HOMEOWNER FENCING

Homeowners are only permitted to install interior fencing and cannot alter the developer wood screen fencing installed on corner lots and at the back of lots where they back onto other lots.



ARCHITECTURAL STYLES

The guidelines both encourage and enforce diversity by giving the option to choose from a variety of architectural styles. This will ensure eclectic exterior facades, contrary colours and contrasting exterior finishes as part of each streetscape. Examples of other architectural styles may be considered with all plans being reviewed on a house-by-house basis and approved at the sole discretion of Anthem.

Modern Farmhouse

Modern farmhouse architecture is not simply defined by the way the old farmhouses were, but they do seek to capture that homey, family-centred and folksy aesthetic.



Identifying Features:

- Side gable, Cross gables, and gables atop a hip roof
- Large covered porch at the front of the house
- Gable ends with 12:12 pitched roofs
- Soffits and porch columns can be simple or highly detailed
- Board and Batten siding
- Black window frames
- Standard seam metal roofing





Arts & Crafts

The Arts & Crafts style use strong colours that were based on medieval designs. The style was simple in form, without excessive decoration and expressed the quality of the materials used that resulted in a rustic effect.



Identifying Features:

- 10:12 to 12:12 pitched roofs
- Predominately gable rooflines
- Multiple types of gable treatment
- Masonry





Prairie

Prairie style homes are an architectural style that was developed by a creative group of architects led by Frank Lloyd Wright and known as the “Prairie School”. Prairie style homes have strong lineal lines with low angled roof pitches.



Identifying Features:

- 4:12 pitched hip rooflines
- Simple trim
- Large windows in a symmetrical pattern
- Smooth masonry finish
- Horizontal elements
- Contrasting wall materials





Mountain

Mountain architecture is organically massed to taper down into the site. The use of natural materials and steep slopes and single story (bungalows) elements help keep a mountain home in scale.



Identifying Features:

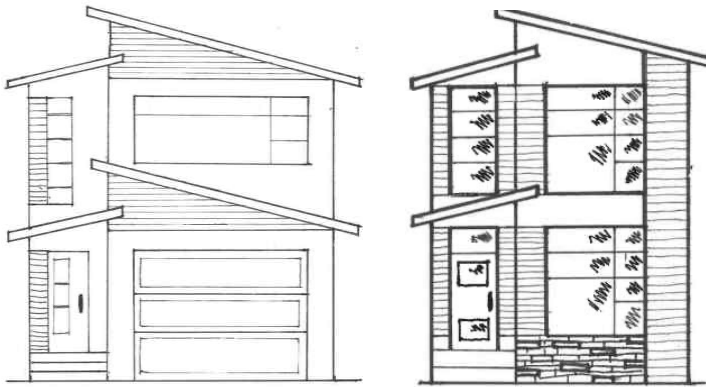
- 7:12 to 10:12 pitched roofs
- Timber post and Beam construction
- Carriage style garage doors
- Use of natural material (ie stone and wood)
- Earth tone colour palette





Modern

Modern architecture is generally characterized by using a simple building form and creating the theme for the structure by using large angled roof lines and the expansive use of glass. Along with the use of traditional and contemporary materials are elements in modern architecture.



Identifying Features:

- Flats or angled rooflines
- Large expansive use of glass
- Use of at least two different materials
- Unusual widow configurations

Modern Elements:

- Flat roof accents
- Metal Trellis
- Large modern windows
- Modern entry door
- Modern garage door





PRODUCT TYPES

Semi Detached Homes

This type of product should be designed with one architectural style in mind, but by using the different rooflines, materials etc to give the look of two different homes.



**When submitting Duplex lots for architectural approval, both sides must be submitted together as a package.*

Single Family Laned Product

This product will use all architectural design elements listed previously in this document. Homes with full two-storey front façade and/or steep roof pitches may require greater setback from the street to reduce the dominance of this house type on the streetscape.





Park Front Lots

Park front lots will require full front porches. Architectural styles that naturally incorporate porches will only be allowed on these lots.



- Park Front Lots require a custom 4ft fence to be installed along the front property line and down the side property lines up to the foundation. This fence is installed by the developer in coordination with the builder. All fencing in addition to the developer installed front yard fence is required to be a wood screen fence, stained to match the developer fence.

Town House & Row Housing

To create a more interesting streetscape, minimum setbacks may be encouraged on townhouses and row housing product. To reduce the overall massing of these elevations, upper floors may be required to step back or provide significant offset to the main floor.

Single Family Front Drive Product

Front drive product includes a one or two car garage as determined by housing type and location in accordance with the garage location plan. All front garages are to be designed to be an integral part of the overall design of the home with regards to style, proportion, detailing and door type. Developed area on the second floor above the garage is encouraged to provide balance to the overall massing of the home.

Commercial & Multi Family Buildings

Please refer to these guidelines during the design process.



HIGH VISABILITY LOTS

High visibility locations are defined as lots abutting onto roadways, parks, trails, and other amenity features these lots will require special design consideration.

Corner Lots and High Visibility Side Elevations

All side elevation must be detailed to convey the selected architectural theme and have the visual impact to match the front elevation. This can be accomplished by using various design elements including box-outs, gable treatments, windows, brick or stone. Extra windows c/w muntin bars will be required compared to a home on an interior lot. ALL CORNER LOTS WILL REQUIRE REAR TREATMENT.



Rear Elevations

All homes backing onto or adjacent to open spaces, linear pathways, roadways, will require architectural treatment including open gables with detailing and window trim to match the style of the home.

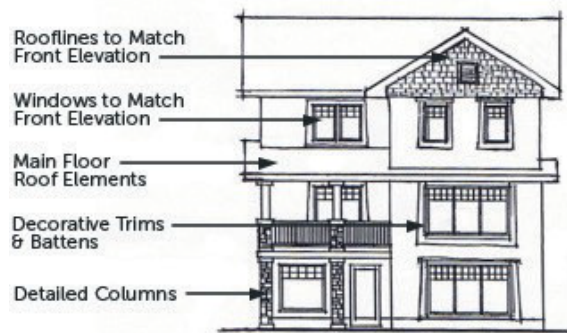


**Additional area specific requirements may apply and implemented on a phase-by-phase basis.*



Walkout Lots

Lots designated for walk-out models require special design consideration at the rear elevation. In addition to addressing features as set out for high visibility, these designs must avoid a towering three-storey appearance and must have the deck constructed concurrent with the home. Homes on walk-out lots require roof jogs or box outs and strong deck features. **All decks backing onto greenspace must be finished before possession.**





SITE PLANNING

Minimum Home Sizes (Square Feet)

	Bungalow	Two Storey
R-G (attached garage)	1,000	1,700
R-G (laned garage)	900	1,400
R-GM (semi-detached)	900	1,200

***Townhouses are reviewed on an individual basis.*

Setbacks, Side yards and Rear Yards

In addition to the minimum setbacks for all yards established by the City of Calgary zoning by-laws, the following guidelines apply. All setbacks are from foundation and exclude stairs, cantilevers, landings and decks unless otherwise noted:

Front Yard

All lots will have a minimum of 4.5m setback from the front property line.

- To create a more interesting streetscape a variety of setbacks may be used.

'Garden Lot' Front Yard

Preferred setback, is 2.0m from front property line to the front of the house.

Rear Yard

Front drive R-G product will have a minimum of 5.0m setback from rear property line to foundation.

Laned R-G product will have a minimum of 7.5m setback from rear property line to foundation.

Side Yards

R-G and R-GM side yards - Minimum of 1.2m on both sides and a minimum of 1.0m from side property line on all corner lots unless a larger setback is required for utility right of ways. A maximum total side yard of 3.0m is required. This can be achieved by widening or offsetting the garage.

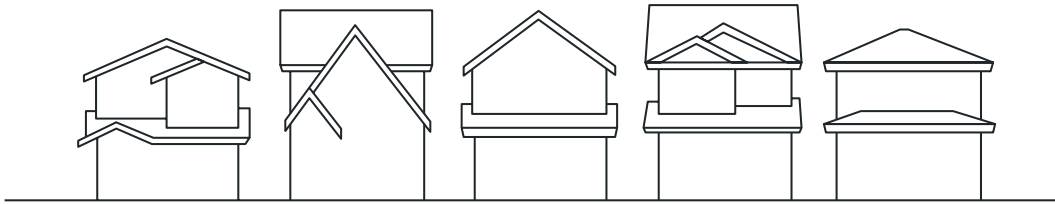
R-G Zero Lot Line side yards - Minimum of 1.5m from the property line on the side of the Mutual Access Easement depicted on the marketing map.



OVERALL DESIGN REQUIREMENTS

Building Massing

Architectural massing refers to the concept of arranging the volumes of house in relation to each other.



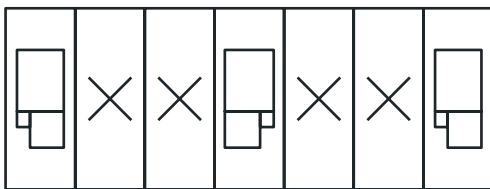
House Elevation Repetition

Similar houses will be restricted to every fourth house (three houses in between duplicate house elevations) and three houses across the street. The Architectural Manager will consider all elements of the design when reviewing plans. This may mean, two homes side by side with different architectural styles, may require additional changes in massing, window combinations, rooflines etc. to be acceptable.

In addition, the Architectural Manager reserves the right to limit the number of house styles within a streetscape. A maximum of four same style homes will be allowed in a row.

House Colours Repetition

House siding, stone, brick, trim and aluminium colours other than White, Linen, and Cashmere shall not be duplicated within 3 lots on the same side of the street (two houses in between duplicate house colours). As there will be a more limited range of colour options available to the last few houses, the Architectural Manager may limit the amount of accent colours on each individual home.



The Architectural Manager reserves the right to approve materials and colours on an individual lot basis. Once submitted each lot is processed on a first come, first served basis.



Front Entries

The front entry of the home is an integral element of the overall design and is expected to be a focal point of the front elevation. Front entries provide an opportunity to fully express the character of the home and create a welcoming feature. Front entries are to be well enhanced with architectural detailing that encompasses the various styles of Glacier Ridge.

- All houses without a full front porch will require pre-cast front stairs
- Houses with front porches are required to have stairs painted to match the trim colour.

Garages and Garage Doors

Houses that require a front drive garage are to adhere to certain design considerations.

- Front drive garages are to be designed to be a key part of the overall design of the house with regards to style, proportions, detailing, and door type.
- All garage door height will be a maximum of 8'-0". The space above the garage door is to be a maximum of 24" from the top of the door to the underside of the soffit above unless architectural detailing is used.
- To ensure total integration with the overall house design, all garage doors must be painted to match the house colour, stained, or to match the trim colour.

The side wall of all garages leading to the main entry, that are longer than 13'0 from the front of the garage to the face of the home or front deck will require additional treatment. (I.e., window, masonry, battens, sidewalk columns, etc.)

To improve the visual impact that front drive garages have on the streetscape, detailing between the top of garage door to underline of soffit (Battens, shakes, arches, brackets, decorative blocks etc.) is required.

Laneway Parking Access

All builders are to provide a gravel parking pad (concrete recommended) that adheres to city bylaws as a minimum in the rear of the lots that do not have front drive garages. This is to be shown on the plot plan and completed at the time of final lot grading, subject to seasonal consideration.

Detached garages are to be constructed with consideration of these Architectural Guidelines, and are to compliment the colour and detailing of the existing home.

Garage doors are to be painted to match the siding colour or an acceptable complementary colour (white garage doors are not allowed).



Please note that lanes may not be graded to their final design grades. When constructing parking pads, garage slabs and final grading of the lot, builders are to set the grades according to the approved Building Grade Plan and not to existing site conditions.

Driveways and Front Sidewalks

All front driveways and walkways are to be either broom finished concrete, exposed aggregate, broom finished concrete with paver or coloured concrete border. A double application of one of the concrete treatments listed above is also acceptable. A deep tool joint approximately 1.0m from the edge of the walk, curbs or gutter is also a requirement for maintenance purposes. Driveways are to be between 4% and 10% slope and must match the garage in width. For walkways on lots in which the garage is located in the rear, the front walkway must be poured concrete.

**All garages are to be located as indicated on the Surface Information Plan.*

Decks

All decks higher than 4'0" above finished grade are to have the supporting columns to be a minimum of 12"x12" and complete with capping detail top and bottom, along with a painted or clad deck edge and beam. Landscaped patios are an acceptable alternative, however must be detailed on the submitted site plan and are subject to the same completion requirements as deck construction noted above.

All decks that back onto a green space are required to be completed at the time of construction completion.

Deck Rails

The rail and spindles of rear decks must be wood, vinyl, wrought iron, aluminium or glass panels.



MATERIALS & COLOURS

Fascia, Soffit, Eave and Gutter

Prefinished soffit and fascia material will be allowed. Fascia is to be a minimum of 6" in width.

Chimneys, Metal Flues, Roof Vents

Flues are to be boxed in with a capping detail. The flue can extend a maximum of 18" beyond the boxed chase detail. Pre-finished metal flues and roof vents that blend with the roof colour should be used. Valley flashing must match the roof colour.

Masonry

The masonry on the garage must start a maximum of 4" from the surface of the driveway and 8" from the level of finished grade so that moisture does not wick up the wall and damage the adhesion of the stone.

Colours and profiles will be approved on an individual basis with the emphasis towards traditional home details in both application style and colour choice of the masonry product. Masonry must return a minimum of 2' at all corners. Additional masonry may be required for some house designs if it is deemed necessary at the sole discretion of the Architectural Manager. Additional area specific requirements may apply and implemented on a phases-by-phases bases.

OTHER ARCHITECTURAL ELEMENTS SUCH AS SAGIWALL MAY BE ALLOWED.

Brick

The brick design on the home must incorporate soldier coursing, row lock-coursing etc. Two-tone brick or a mix of masonry products will be reviewed on a case-by-case basis.

Stone

Stone will be limited to ledgerstone, cobblestone, limestone, fieldstone and castle-stone profiles. River Rock will only be acceptable on appropriate house styles, as discussed in this guide.

Roofing

Allowable roofing materials in this community will be limited to Asphalt Shingles except Modern Farmhouse designed homes can use seam metal roofing. And. roof colours are limited to darker colours in shades of grey, black, and brown



Stucco

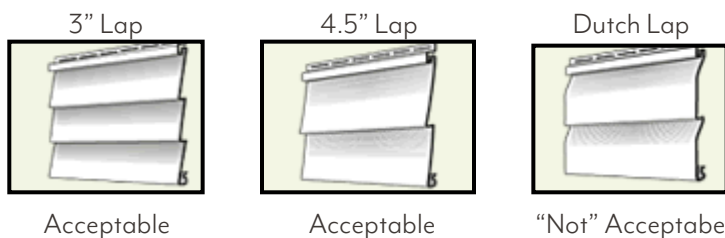
Stucco will not be permitted as an exterior cladding material in Glacier Ridge.

Fibre Cement Siding

Fibre Cement siding “Hardie Board” is a strongly recommended option for exterior cladding. **Hardie Board** will be implemented as a required main exterior cladding in later phases.

Vinyl Siding

Dark vinyl siding in a “Lap Profile” will only be acceptable. There should be no lap joints on the front or rear of the homes, wherever possible.



Acceptable Siding Colours

Royal Building Products	Mitten’s “Premium”	Gentek “Designer Colours”
Wedgewood	Rockaway Grey	Majestic Brick
Granite	Grenadier Green	Dark Drift
Natural Cedar	Coffee Bean	Smoked Timer
Midnight Surf	Richmond Red	Marine Dusk
Shamrock	Khaki Brown	Iron Ore
Heritage Blue	Annapolis Blue	
Redwood	Caribou Brown	
	Huron Blue	

Manufacturers may not be limited to this list, however if an alternative is desired, it must be equivalent in colour and texture and approved by United’s Architectural Coordinator prior to submitting the house application.



Columns & Pillars

All columns or pillars are to be a minimum of 8" x 8".

Siding corner boards

All siding corner boards must match the trim or siding colours

Parging

Foundation parging is required on all four sides of the house.

Colours and Materials

Colours and materials can be utilized to add the interest and excitement desired in the community streetscapes. Colour schemes that include unusual or dramatic colours to highlight signature elements will be considered.



GENERAL INFORMATION

The Builder/Owner is required to keep their lot clean and orderly during construction and dispose of all garbage, construction rubble and excess excavation material. Otherwise, Anthem will have this work completed and will back charge ALL builders equally. There will be no burning of garbage on site. Builders are required to provide bins within each property under construction.

Subdivision Hardware

It is the responsibility of the Builder to establish the precise location of any subdivision hardware that may occur on the lots or in a significant proximity to them prior to construction. This includes electrical transformers, telephone pull boxes, fire hydrants, light standards, postal boxes, cable TV boxes, etc. This will ensure that there is no conflict with driveways or other design elements on the lots. The builder is responsible for all costs that may be associated to the relocation of such site furniture. The builder is responsible to contact the developer for general information pertaining to each lot (i.e. Items listed above, size of electrical service (100/200 amp), etc.)

Loam

Anthem provides screened and/or raw loam to all the builders/owners in the subdivision as long as it is available. Anthem is not responsible for the quality of the loam provided. It is the obligation of the BUILDER/OWNER to ensure that all their lots are properly graded and loamed. The addition of any loam must be consistent with the Lot Grading Bylaw.

Recreational Equipment

Commercial vehicles in excess of 1-ton capacity, trailers, and recreation equipment i.e. motor-homes, boats, etc. shall not be stored in the yard or driveway of any property. These units are encouraged to be stored off site.

Objects Prohibited or Restricted

A motor vehicle, which is in a dilapidated condition, shall not be allowed to remain outside a building in a residential district. A commercial vehicle of a gross weight in excess of 4000 kilograms shall not be allowed to remain on a lot except while actively engaging in loading or unloading. A commercial motor vehicle or recreational vehicle shall not be allowed in a front yard for longer than 24 hours.



APPROVAL PROCESS

In addition to the review and approval requirements of the City of Calgary, Anthem has developed an additional design review process so that all buildings will conform to the planning objectives for the development and these design guidelines.

Lot Deposit

The Lot Deposit as outlined in your Lot Purchase Agreement shall be either \$10,000 cash or \$10,000 Letter of Credit per lot, up to a maximum amount of \$50,000 for all builders. This deposit must be received by Anthem prior to the release of any approved drawings and grade slip required for building permit.

House Plan Application Process

The following outlines the requirements of Anthem for the completion of the house plan approval process and issuance of the grade slip. Anthem will ensure that all submissions are returned within a 5-day period. All builders must submit the application electronically for approval using the United Lot Sales System. Access to the system will be restricted and only authorized builders and their personnel may use the system. All users will be provided training on how to use the system. The URL, passwords and usernames will be issued by Anthem at the time of training. Please contact Anthem for more details.

The submission using the Lot Sales System shall include an electronic copy of construction ready house plans (elevations and sections are to be accurate). House plans are to be submitted as one file and the plot plan as a separate individual file in PDF format only. Working drawings must be complete and reflect the requirements of the Architectural Guidelines for the subdivision.

Electronic plot plans are to be drawn at metric scale, and are to include the following information:

- All corner lot grades
- Proposed landscape grades at all corners of the house and garage as well as the sides
- Proposed actual top of footing (ATF) and subfloor elevation(s)
- Drainage patterns of the lot
- Entrance locations of the home
- Driveway and/or parking pad location
- Right-of-ways (ROW) and easement locations
- Location of all surface furniture that exist or are planned (i.e. Lamp standards, bus stops and electrical/cable etc. pedestals)

Building grade plans, legal plans, R.O.W. plans, and sidewalk plans can be obtained from the United Lot Sales System. These plans should be used to assist the builder and homeowner in designing an attractive home compatible to the adjacent, existing or proposed environment.



All colours, materials and manufactures to be used during the construction of the house will be submitted using the electronic Application Form within the United Lot Sales System. Please note that the United Lot Sales System will not permit partial submissions.

The builder/homeowner is responsible for reviewing the approval granted before applying for a building permit and constructing the home. Notice of approval and the corresponding grade slip will be emailed to the appropriate builder representative.

The builder and/or homeowner shall be responsible for the adherence to and compliance with the building codes, land use bylaws, restrictive covenants, and any such other local, municipal, provincial or federal rules, regulations or guidelines affecting the development of this property. These guidelines do not supersede any of the building codes, land use bylaws, restrictive covenants, and any such other local, municipal, provincial or federal rules. Anthem is to be notified of any discrepancies in the approval.

Upon approval and grade slip release, the builder can then make submissions to the City of Calgary for a building permit. Any subsequent changes by the builder (to house plans, colours, siting, etc) previously approved, must be submitted to Anthem, over the United Lot Sales System.

Anthem will carry out periodic on-site inspections during construction to ensure compliance with approved plans. Modifications may be requested in writing to accommodate changes related to actual site conditions.

Release of Security Deposit

Upon being advised by the builder/owner, of completion of the home(s), a final inspection will be carried out by Anthem, which will confirm compliance to the guidelines and the approval previously granted. Upon receipt of the final inspection form, the damage deposit refund will be calculated, or a list of deficiencies will be issued which the builder must complete prior to release of the damage deposit. Anthem, at the sole cost of the builder/owner, may request “as-built” grades to confirm the existing grades at the time of inspection. The builder will immediately rectify all deficiencies and request a second site inspection by Anthem. If additional inspections are required after the second visit, a fee of \$150.00 per inspection will be deducted from the security deposit. The refund payment will be made in accordance with the provisions of the purchase agreement.

The following should be completed prior to requesting a refund of a damage deposit:

- All exterior house features completed and approved by Anthem
- Driveway complete
- Curb stop at grade and operational
- Lot is loamed to grade and free of weeds



GLACIER RIDGE PHASE 5

“RIDGE LOTS”

Lots 1-30 Block 24 & Lots 1-7 Block 28

These lots back onto the ridge with great views. In addition to the existing architectural requirements these lots will also require additional architectural detailing and materials listed below.

- Hardie Board siding (four sides)
- Smartboard trim
- All decks are to be completed at the time of construction.
- All deck columns are to be built up and detailed in a way that compliments the house (stone, paneling, etc.).
- All deck railings to be glass panel.
- Gable treatments on style appropriate rear elevations
- Side yard fencing to match the developer installed rear property line fencing.
- Pot soffit lighting will be required on all front elevations.

In addition to the required front and rear detailing listed above the lots listed below have a high exposure side elevation and will require detailed side architectural treatment, such as bump outs, changes in rooflines, window treatment, muntin bars, stonework, etc.

- Lot 1 Block 24
- Lot 14 Block 24
- Lot 16 Block 24
- Lot 30 Block 24
- Lot 1 Block 28
- Lot 7 Block 28

The lots below side onto an area with a higher architectural detailing requirement and will require detailed side architectural treatment, such as bump outs, changes in rooflines, window treatment, muntin bars, stonework, etc.

- Lot 14 Block 25
- Lot 15 Block 25
- Lot 19 Block 26
- Lot 20 Block 26
- Lot 35 Block 27
- Lot 34 Block 27
- Lot 34 Block 28
- Lot 35 Block 28

Lots 38-44 Block 22

The are “Park Front Lots” please refer to this section in the existing guidelines.



GLACIER RIDGE PHASES 6, 7 & 8

“RIDGE LOTS”

Lots 1-30 Block 24 & Lots 1-7 Block 28

These lots back onto the ridge with great views. In addition to the existing architectural requirements these lots will also require additional architectural detailing and materials listed below.

- Hardie Board siding (four sides)
- Smartboard trim
- All decks are to be completed at the time of construction.
- All deck columns are to be built up and detailed in a way that complements the house (stone, panelling, etc.).
- All deck railings to be glass panel.
- Gable treatments on style appropriate rear elevations
- Side yard fencing to match the developer installed rear property line fencing.
- Pot soffit lighting will be required on all front elevations.

In addition to the required front and rear detailing listed above the lots listed below have a high exposure side elevation and will require detailed side architectural treatment, such as bump outs, changes in rooflines, window treatment, muntin bars, stonework, etc.

- Lot 7 Block 28
- Lot 8 Block 28
- Lot 17 Block 28
- Lot 19 Block 28
- Lot 52 Block 28
- Lot 54 Block 28
- Lot 72 Block 28

Lots 23-30 Block 31

The are “Park Front Lots” please refer to this section in the existing guidelines.



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