



**MINUTES OF A REGULAR MEETING OF THE
EAGLE RANCH DESIGN REVIEW BOARD
September 21, 2023**

A Regular Meeting of the Eagle Ranch Design Review Board was held on Thursday, September 21, 2023, at 2:03 p.m. at 1143 Capitol Street, Suite 208, Eagle, Colorado, and by Zoom.

MEMBERS ATTENDING

Melanie Richmond
John Martin
Jim Crine
Rick Dominick (Departed-3:30)
Tom McCord

OTHERS ATTENDING

Mike Ingo, DRB Administrator
Shaughnessy – Brennan Fitzgerald,
Jason Herzog, Veronica
Shaughnessey
Primabox Spec. Home – Gabby Meola,
Jason Propst
Josefina – Kasia Karska, Christy
D'Agostino

MEMBERS NOT ATTENDING

Rick Messmer
Michael Sanner

MEETING MINUTES

The Board reviewed the August 24, 2023, meeting minutes. *Jim Crine motioned to approve; Melanie Richmond seconded the motion. Motion carries 3-0-1*

ADMINISTRATIVE REVIEW – Board Discussion/Clarifications to Administrative Review Items, follow respective item in red italics

Shaughnessy Residence Filing 21 – Block 00 – Lot 09 _ 0089 Thresher Court – **CDC Variance Requests – Fencing & Landscaping** – Architect: Turnipseed, Brennen Fitzgerald; Uplands, Victorian

- a. **“1 CDC Set” submitted on 8/24/23 included all 29 drawing sheets as previously approved for Technical. Only sheets with red revisions clouds (10) were extracted for this review, in addition to new L-1 sheet provided on 9/18/23.**
 - i. **CDC Submittals shall only include applicable sheets with revisions and not a complete project plan set unless the intent is for DRB to review entire project again and will be charged review fee accordingly.**
- b. **Discussion Item:** Review proposed “4'-0” Tall Golf Side Fence” layout 7'-0” beyond the rear yard setback. Neighborhood note: Many of the other homes west of this property all have fences adjacent to the golf course, with most recent Staff Approval on 6/15/23 for fence at 45 Thresher Ct. was required to stop at rear setback. Provide all clarifications discussed on plans for Staff review/approval.
 - i. Proposed enclosure area is 1,841sf = 10% of lot (15% max allowable). FG (2) *ok, complies if 42” height.*
 - ii. Fences may not be placed on property lines, outside the platted Building Envelope or within designated side yard and rear yard setback areas. FG (3) *Variance likely acceptable w/ Golf Course approval.*
 - i. Review email correspondence between Owner and GM of Eagle Ranch Golf Club.
 - iii. Height of fence may not exceed 42”, except for dog runs. Fences with height more than 42” can create entrapment hazard for wildlife and thus are not permitted except as listed. FG (7) *must be 42” in height.*
 - iv. Dog runs may not exceed 500sf. Proposed area is almost 4 times max. allowable to qualify as dog run. FG (10)
- c. **Discussion Item:** Review min. quantity of trees on new L-1 Landscape Plan. UDG 2.3.2.1(5)
 - i. Showing 18 evergreen, min. 5 required. *Ok with total quantity.*
 - ii. Showing 5 deciduous, min. 8 required. *Ok with total quantity.*
- d. **Discussion Item:** Review majority of trees and shrubs located within front, side, and rear yard utility easements. No improvements other than landscape plant materials may be placed under, upon or over any potential easement. Access for Town of Eagle personnel and equipment must be maintained. UDG 2.2.1.2(5)
 - i. Requires variance request from DRB, pending approval from Town of Eagle through Easement Agreement prior to DRB approval. *Must get Town of Eagle agreement. Submit with Technical review.*
- e. **Discussion Item:** Review tree/shrub layout on new L-1 Landscape Plan for fence-line delineation along property lines of side and front yards. UDG 2.4.5(2)
- f. **Discussion Item:** Window and Door Revisions. Review prospective views on A3.4. Provide all clarifications discussed on plans for Staff review/approval.
 - i. Deleted windows from Guest Bath’s #1 and #2 on west elevation, Elevation 15. *Ok.*
 - ii. Deleted windows from rear of Garage on east elevation, Elevation 5. *Ok.*
 - iii. Added transoms above slider at Primary Bedroom acceptable as shown on west elevation, Elevation 11. *Ok.*
- g. **Site Calculations Worksheet:** Revise accordingly for approval review.
 - i. Rear patio has been extended into previously shown Fenced Area. Must include additional impervious area to calculations.
 - ii. Sheet A1.4 called for grass pavers (pervious) at turnout. New Sheet L-1 that replaces A1.4 appears to show turnout as monolithic with Asphalt Driveway. Must include additional impervious area to calculations.
 - iii. L-1 replaces A1.4 with multiple landscaping and irrigation revisions. Must include revised irrigation areas to calculations.
- h. Update Drawing Index on A0.0 accordingly to reflect new sheet L-1 Landscape Plan replacing previously approved A1.4 Landscape Plan. Remove A1.4 from all plan sets, including those in the Field.
- i. Relocated gas firepit must meet all Town of Eagle codes and Design Guidelines for Outbuildings, Recreational Structures & Firepits Policy.

- j. Correct scale on ALL site plans which appears to be stating 1/2-scale. Showing 1" = 16'-0" and DRB's calibrated scale to known easement dimensions is 1/8" = 1'-0".
- k. New Landscape Plan L-1: Provide the following for Technical Plan review.
 - i. Clarify proposed scope at driveway turnout if different than shown as monolithic asphalt in lieu of grass pavers as previously shown on A1.4 Landscape Plan. Update calculations worksheet accordingly as noted above.
 - ii. New Landscape Plan shows multiple grading revisions creating berms. Pending approval of proposed new landscaping as shown, provide revised site plans to reflect all grading revisions. Typ. All site plans.
 - iii. New Landscape Plan does not include any irrigation notes or areas for revised landscaping. Provide irrigation notes and areas and update calculations worksheet accordingly as noted above.

Summary: Provide continuing compliance with Uplands Design Guidelines (UDG) and Fence Guidelines (FG).

Additional Board Discussion:

Motion: *Rick Dominick motioned to approve with the following conditions. Motion was seconded by Jim Crine. Motion carried 5-0.*

1. *Fence height must be dropped from 48" to 42".*
2. *Owners must talk to the Town of Eagle about landscaping within the easement.*
3. *Quantities and species of trees acceptable as presented.*
4. *All items must be complied with.*

Primabox Spec Home Filing 24 – Block 00 – Lot 13 _ 2693 E. Haystacker Drive – **Final** – Architect: Gabrielle Designs Arch, Gabby Meola; Highlands, Alpine Ranch

- a. **Discussion Item:** Review wing wall projections at rear sliding doors. Clarify discrepancies in dimensions of Main Level and Upper Level to incorporate Upper-Level balcony. Elevation sheets seem to align with dimensions shown on Upper Level, which will potentially increase Main Level Gross Area slightly once shown correctly. **Ok, floor plans do not stack.**
- b. **Discussion Item:** Review discrepancy in window dimensions between Plan and Elevation views at Upper-Level Stair above Entry. Coordinate accordingly for Technical Plan review. **Elevation as drawn are acceptable. Revise floor plan to match.**
- c. **Discussion Item:** Review revised entry framing as discussed at 5/19/2022 DRB Meeting. Previously scaled 6x6 columns, now showing 8x8 columns and removed rake fascia framing. **Provide entry beam framing detail at technical.**
- d. **Discussion Item:** Exterior Materials. Review revised color board and elevations. Provide clarifications discussed on plans for Technical Plan review.
 - i. All material color pallets revised. Review new colors. List proposed color names for each material in the Exterior Materials Legend for Technical. **Stone Buff.**
 - ii. Horizontal Siding: 6" wood siding changed to 4" wood herringbone planks with 6" trim and vertical separation boards. Per 5/19/2022 DRB Meeting, the reveal for wood siding (either horizontal or vertical) may not be less than 8 inches. HDG 2.3.1.2(1) **Vertical siding will have variations. Provide perpendicular 2x6 trim detail for technical. Need to see larger mockup in place before installation of the herringbone with the horizontal wood projections prior to ordering materials.**
- e. **Discussion Item:** Review Window Trim details. Showing 2x4 jambs in lieu of condition for 2x2 jambs discussed at the 5/19/2022 DRB Meeting. **Update section view for perpendicular Vertical jambs.**
- f. **Discussion Item:** Review Railing detail. Showing metal and cable railings in lieu of condition for metal and timber discussed at the 5/19/2022 DRB Meeting. **Railing detail ok.**
- g. **Discussion Item:** Review Corner Trim details. Showing a-typical inside and outside corner trim conditions. **Provide vertical siding details. Herringbone details for corner. Provide better detail to show intended "shadow box" look at herringbone. Add detail for corners that will create a reglet look.**
- h. Site Plan: Provide the following for Technical Plan review.
 - i. Review extents of Limits of Disturbance/Building Envelope on site plans that appears to meander randomly. Consider more straight lines for ease of layout and installation/maintenance for the field team. Update all site plans accordingly.
 - ii. Review Gross Area provided in table with DRB's area take-offs. Showing 6,305.1sf. DRB take-off is 6,652.2sf. Must measure from outside face of exterior framing and concrete, including all vertical circulation (stairs) and unfinished areas. HDG 2.1.1.
 - iii. Area Calculations Table has a note to "See Sheet A2.2 for Area Calculations". A2.2 Construction Management Plan does not show any calculations. Update note or plan sheets accordingly for Technical.
 - iv. Per 3/3/2022 DRB Meeting, concrete slab at rear man door for Garage extends into setback. Shift or reduce concrete slab accordingly on ALL site plans for Technical.
 - v. Per 5/19/2022 DRB Meeting, Site Improvements Calculations Table to be on the plan set for Final Plan. The worksheet is still not provided on plan set and is outdated form with incorrect requirements. Download current Worksheet updated February 2022 and provide on plans for Technical.
- i. Construction Management Plan: Provide the following for Technical Plan review.
 - i. Silt fence to be continuous around perimeter with construction fencing except 20' opening for driveway. Update callouts and Erosion Control notes accordingly for Technical.

- ii. Provide vehicle tracking pad on plan for technical.
- iii. Provide combined Project Sign and Mock-up Color Board detail on plan for Technical.
- j. Exterior Lighting: Provide the following revisions to plans and Exterior Lighting Worksheet for Technical Plan review.
 - i. Review rear deck on A3.2 for code required lighting as shown on E1.0. Coordinate discipline drawings accordingly for Technical.
 - ii. Review two locations of covered walkway/entry on 1/E1.0 for code required lighting as shown on A3.1. Coordinate discipline drawings accordingly for Technical.
 - iii. Coordinate light fixture counts and plans with those fixtures shown on A3.1. Showing 10 fixture locations on plans with only 8 shown on Exterior Lighting Worksheet.
 - iv. Correct lumens on Exterior Lighting Worksheet for Pablo: Swell fixtures. Showing same wattage but reduced lumens on medium size. Specs show 13w, 1050lm for all sized fixtures.
- k. Provide callout or make hatching more pronounced for frosted glass window panes as reviewed and approved at the 5/19/2022 DRB Meeting. Typical all locations for Technical Plan review.
- l. Update ALL Building Height calculations/dimensions shown on Elevations and/or Sections. Must calculate from most restrictive grade, existing grade in this case as DRB commented on 4/A4.2 showing almost 2' increase to height shown on plans. Update for Technical Plan review. HDG 2.1.4.
- m. Landscape Plan(s): Provide the following for Technical Plan review.
 - i. Sheet L2.0 previously provided at Preliminary 5/19/2022 DRB Meeting. New Sheet L-1 and L-2 added to plans. Clarify if Sheet L2.0 is still applicable or if it has been replaced by L-1. If replacing, remove L2.0 from plan set and update Drawing Index on A1.0 accordingly.
 - ii. Per 5/19/2022 DRB Meeting, any disturbance cannot exceed the Building Envelope. HDG 2.2.1. Multiple locations of trees/shrubs and lawn improvements shown outside the Building Envelope. Revise landscaping accordingly for Technical.
 - iii. Per 3/3/2022 DRB Meeting, No improvements other than landscape plant materials may be placed under, upon or over any platted easement. Access for Town of Eagle Public Works personnel and equipment must be maintained. Relocate trees and shrubs with major root systems out of easements or provide Town of Eagle Easement Agreement for Technical. Typ. all areas clouded by DRB on plans. HDG 2.2.1(9)
 - iv. Per 5/19/2022 DRB Meeting, provide all plant types and quantities per HDG 2.4.1.4(6). Update Plant Schedule and Plan accordingly for the following.
 - i. Showing 3 pines at 5' height. Additional 3 pines combined height totals 16'. Min. required height is 6', min. quantity of 5 for a combined height of 40'
 - ii. Showing 1 deciduous tree. Not less than 8 required with min. 2" caliper.
 - iii. Include note for qty. of perennials within the shown 115sf, min. 40 required.
 - v. Revise all irrigation areas and calculations this sheet accordingly per DRB comments regarding landscape scope to be inside of Building Envelope. Update Plant Schedule Irrigation Notes and Site Calculations Worksheet accordingly for Technical.
 - vi. Coordinate ALL site plans to the same Building Envelope/Limits of Disturbance. Showing mis-alignment with DRB take-off from Sheet A2.1. See additional comments on A2.1 regarding randomly meandering LOD extents.
- n. In-ground Hot Tub shown per detail 202/L-2. Add note to detail to meet all Town of Eagle safety cover requirements for Technical Plan review. Due to in-ground nature, take wildlife stepping on cover into consideration.
- o. Provide structural drawings for Technical Plan review.

Summary: Provide continuing compliance with Highlands Design Guidelines.

Additional Board Discussion:

Roof metal corrugated will be exposed corrugated at soffits.
 Include missing area calculations drawing with next submittal.

Motion: *Melanie Richmond motioned to table the application, second by Jim Crine. Motion Carried 5-0*

Josefina Residence Filing 24 – Block 00 – Lot 01 _ 2453 E. Haystacker Drive – **Final** – Architect: KK Design, Kasia Karska; Highlands, Alpine Ranch

- a. **Discussion Item:** Review revised grades exceeding 5' from existing grade around driveway and front of house. HDG 2.2.2(3)
 - i. Site Fill Plan at Driveway (detail 2/A4.3) added following discussion from 7/20/23 DRB Meeting.
 - i. Provide scale for this detail and consider making this its own Site Plan sheet at 1"=10' for Technical Plan review. **Close to 1440 s.f.**
 - ii. Per 7/20/23 DRB Meeting, rough DRB take-off during meeting was approximately 1,440sf of fill over 5', ranging from 6.1' to 8.5' There was discussion of a potential for variance being approvable if grades studied further to lower the grades to reduce the volume of fill within a 1,440sf area.
 - iii. Review DRB's approx.. area of fill in excess of 5' on 2/A4.3. See additional DRB comments for approx. fill at Spot 3

- Grades on Sheet A1.1. Lowered fill approximately 1.5' throughout auto-court/garage slab and 1' at entry. **Better.**
- b. **Discussion Item:** Review Gross Area. Following discussion at 7/20/23 DRB Meeting, Gross Area reduced from 7,324sf down to 7,129sf, which still exceeds max allowable of 7,000sf. Gross Square Foot is taken from outside face of exterior walls. HDG 2.1.1. **Grid "BA" will be pulled back some. Plans need to be reviewed to show that SF is within 7,000 allowable.**
 - c. **Discussion Item:** Review revised cantilevered deck at ADU. HDG 2.2.10. Provide all clarifications/requirements discussed on plans for Technical Plan review.
 - i. Showing reduced width within 2/3 of elevation per discussion at 7/20/23 DRB Meeting and HDG 2.2.8(6) **Okay**
 - ii. Deck increased in depth from 6' as presented at 7/20/23 DRB Meeting. Second story decks may not extend farther than 6 feet beyond the outboard wall plane. HDG 2.2.8(5) Return deck depth to 6' for Technical.
 - iii. Per 7/20/23 DRB Meeting, roof to cover entirety of cantilevered ADU balcony and partially integrate balcony into structure. HDG 2.2.8(4)
 - d. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3. **Okay**
 - e. **Discussion Item:** Exterior Materials. Review revised color board. Renderings not provided with Final Plans. Provide all clarifications discussed and provide colored renders on plans for Technical Plan review. **Okay**
 - i. Horizontal siding: Corner trim changed from 2x10 to 3x10, jamb trim changed from 4x4 to 3x4, sill trim changed from 4x4 in Carbon stain to 3x4 in Espresso stain, head trim changed from 4x6 in Carbon stain to 3x6 in Espresso stain.
 - ii. Exposed Rafters and Beams: Changed from Espresso stain to tongue and groove soffit in Tobacco Brown stain. Clarify what exposed rafters and beams will. Add additional thumbnail if needed to color board.
 - f. **Discussion Item:** Review all Corner Trim details for various conditions. **Okay**
 - g. **Discussion Item:** Review all Window Trim details for various conditions. **Okay**
 - h. Per 7/20/23 DRB Meeting, Address incorrectly shown as "2463" on Cover Sheet Owner Info. Correct to "2453" on all plans for Technical Plan review.
 - i. Provide dimensions and size of numbers to detail 3/A1.1 for Address Post for Technical Plan review, similar to detail provided in HDG 2.2.3.
 - j. Construction Management Plan: Provide the following for Technical Plan review.
 - i. Per 7/20/23 DRB Meeting, revise note on Construction Management Plan for Limit of Disturbance to include continuous green fence AND silt fence, except 20' opening at driveway.
 - ii. Construction Sign proof as shown is old outdated version. Provide current proof of project sign.
 - iii. Per 7/20/23 DRB Meeting, provide silt fence details this sheet.
 - k. Landscape Plan: Provide the following for Technical Plan review. **Consider screening ADU balcony with evergreens since at a corner intersection.**
 - i. Showing 3 gal. serviceberry shrubs in Plant Schedule. Provide min. #5 pot as required. HDG 2.4.1.4.(6)
 - ii. See comments on E2.0 regarding path light fixture tag discrepancies showing as Fixture #1 in detail and on Worksheet but shown as EXT #3 on Landscape Plan. Coordinate plans and Worksheet accordingly.
 - l. Irrigation Plan: Review the following and update Irrigation Schedule and Site Calc Worksheet accordingly for Technical Plan review.
 - i. Permanent drip irrigations shown as 3,527sf appears excessive for a localized irrigation at the trees/shrubs.
 - ii. Temp irrigation shown as 915sf appears extremely low when showing 6,555sf of low growth seed on Sheet A1.3.
 - m. Per 7/20/23 DRB Meeting, Provide 35' building height offset from most restrictive of existing or proposed grades on all elevations for Technical Plan review. HDG 2.1.4. Must provide plane from actual existing/proposed grades at tallest point of roof, see DRB comments on Plans. Provide USGS elevations to all roof high points either on Elevation sheets or Roof Plan.
 - n. Provide chimney/cap detail for Technical Plan review.
 - o. Coordinate Exterior Lighting Worksheet, fixture cutsheets, and all Plans (A1.3, E2.0, E2.1, E2.2, E2.3, E2.4) for Technical Plan review.
 - p. Include renderings within plan set for Technical Plan review.
 - q. Provide structural drawings for Technical Plan review.

Summary: Provide continuing compliance with Highlands Design Guidelines.

Additional Board Discussion:

Motion: *John Martin made a motion for approval with the following conditions; second by Jim Crine. Motion carried 3-1*

1. *Grades exceeding 5' are acceptable and variance is granted.*
2. *Review gross area and square footage for compliance for technical.*
3. *ADU deck allowed w/ beefed up timber supports w 6' max projection. Screen with trees on landscape plan.*
4. *Divided light windows are okay.*
5. *Exterior materials are okay.*
6. *Corner is okay.*
7. *Windows are okay.*
8. *Items j-q must be complied with for technical review.*

OTHER BUSINESS

a. Design Review Process Overview for New Homes & Major Improvements

- I. Revise composition of the DRB to five members and two alternates.*
- II. Demonstrate two paths for review: 1. New & Major MEI, 2. Minor & Moderate MEI*
- III. Clarify how to register projects.*
- IV. Need to update submittal requirements.*

b. 2023 DRB Meeting Submittal Deadlines

- I. Reviewed revised submittal deadlines for DRB Meetings for remaining 2023.*
- II. Will present draft of 2024 DRB Meeting Schedule at next meeting.*

c. Town of Eagle Educational Notices

- I. Discussed challenges with closing out projects that still have outstanding documentation to closeout with Town of Eagle.*
- II. Any projects where Town of Eagle gets involved will be discussed in greater depth to bring into compliance in timely manner.*

ADJOURN *Melainie Richmond motioned to adjourn at 5:11pm, Seconded by Tom McCord. Motion carries 4-0*

END OF MINUTES