



**MINUTES OF A REGULAR MEETING OF THE  
EAGLE RANCH DESIGN REVIEW BOARD  
February 16, 2023**

A Regular Meeting of the Eagle Ranch Design Review Board was held on Thursday, February 16, 2023, at 2:00 p.m. at 1143 Capitol Street, Suite 208, Eagle, Colorado, and by Zoom.

**MEMBERS ATTENDING**

Melanie Richmond  
Tom McCord  
Rick Messmer  
Alicia Davis

**MEMBERS NOT ATTENDING**

John Martin  
Jim Crine  
Rick Dominick  
Michael Sanner

**OTHERS ATTENDING**

Nick Richards, Association Manager (via Zoom)  
Shelley Bellm, Association Assistant Manager  
Mike Ingo, DRB Administrator  
Spec Home – Eric Johnson  
Piper – Brett Piper (via Zoom)  
Packer – Tom McCord  
Krueger – John Krueger, Maggie Fitzgerald  
Kay – Bobbi Kay, Dave Herron (via Zoom), Kyle Hoiland

**MEETING MINUTES**

The Board reviewed the January 19, 2023, meeting minutes. There being no corrections to the minutes, the minutes stand approved.

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

**Spec Home** Filing 21 – Block 00 – Lot 26 \_ 0086 Harvester Court – **Pre-Design (2<sup>nd</sup>)** – Architect: Eric Johnson; Uplands, Craftsman

- a. **Discussion Item:** Review revised house location meeting 35' setback per UDG 2.2.1.2. *OK*
- b. **Discussion Item:** Garage and Entry fill range from 8-11 feet of fill. Finished grades around perimeter of the residence may not vary from existing ground by more than 5 feet. UDG 2.2.2. *Will work options to move driveway more direct off the street to drop elevation, possibly down to a 7.5' fill.*
- c. **Discussion Item:** Review roof revisions. Replaced reverse sheds at rear elevation with gables. Replaced shed roof at Entry with low slope gable, 2:12. Added shed roof at entry next to garage. Gables should pitch from 6:12 to 10:12. UDG 3.3.2.2. *Rear gable roofs OK. With Craftsman, 2:12 gable at entry fits better than shed. With lowering garage, shed at mud room may be covered with extended gable instead, if desired.*
- d. **Discussion Item:** Review Front Porch Design. Showing 12'x16' covered porch. Review and incorporate requirements for Craftsman Style. UDG 3.3.2.3. *OK. Size adjusted by wrapping with patio. With driveway revisions for fill may require framed porch instead of on grade, will study drainage options.*
- e. Driveway grades should not exceed 6% for first 20 feet from edge of pavement. Max. driveway width is 12'. UDG 2.2.5.

- f. Provide Divided Lights at Windows and Doors for Preliminary Review. UDG 2.3.3.3. *Trapezoid transom windows at rear are not acceptable. Will study rear further, may consider smaller step-down square windows. Doors will not require divided lights so will study rear elevation further.*

**Summary:** Provide continuing compliance with Uplands Design Guidelines.

**Additional Board Discussion:**

1. TOE may require driveway to be perpendicular 90 deg. with street at driveway apron
2. Board will consider a 2.5' variance for fill of 7.5', but cannot do 5' of fill as shown.
3. Study massing and window/doors off the Master. If add a balcony or Juliet railing? Cannot be cantilevered balcony, must be supported.
4. Craftsman will require rafter tails, beams or brackets, ornamental detailing, gable rakes min. 30", max. 48" overhang.
5. Include Building Height and grades on Elevations for Preliminary Review. Review guidelines and work with DRB Administrator.
6. Provide Site Calculations Table and Exterior Lighting Worksheet on Plan sheets.

**Motion:** No Board Motions made at Pre-Design Phase

**Piper Swimming Pool** Filing 24 – Block 00 – Lot 52 \_ 0014 Clover Ln. – **MEI Pre-Design** – Architect: TBD; Highlands

- a. **Discussion Item:** Proposed pool location with regard to interpreted rear yard. HDG 2.2.9.(1) and ORSFP 1.3.1.(d) *OK*
- b. **Discussion Item:** Proposing approved retractable safety cover in lieu of fencing. Submit spec sheet for DRB Review and must meet TOE requirements. ORSFP 1.3.1.(d) *OK, be mindful that elk may walk on cover and damage it.*
- c. **Discussion Item:** Proposing access from E. Haystacker in previously disturbed area from original home build.
- d. Building Envelope cannot exceed 16,500 SF HDG 2.2.1. *Revegetation during disturbance for utility work did not take well. Would like to remedy that as part of the project. Goal is not to disturb areas of landscaping within existing Building Envelope that did take well.*
- e. Locate pool equipment dog house inside Building Envelope for Final review.
- f. Provide Required Materials for Submittal per Final Plan Submittal Check List and HDG 4.3.2.3. as applicable to pool for Final Review.
  - i. MEI Application – Contact DRB Administrator for proper fee based on Board Motion of DRB Meeting.
  - ii. Topographic Survey
  - iii. Site Plan
  - iv. Construction Management Plan
  - v. Architectural Plans
  - vi. Preliminary Landscape Plan
- g. Provide Site Calculations Worksheet on Plans for Final Review
- h. Provide Exterior Lighting Worksheet on Plans, if applicable for adding lighting, for Final Review.

**Summary:** Provide continuing compliance with Highlands Design Guidelines and Outbuildings, Recreational Structures & Fire Pits Policy.

**Additional Board Discussion:**

1. Will need to see a Landscape Plan and proposed access shown on Site Plan for review.
2. Have Architect study items f, g, and h of Administrative Review prior to formal MEI submittal.

**Motion:** No Board Motions made at Pre-Design Phase

**Packer Residence** Filing 25 – Block 00 – Lot 90 \_ 0998 East Haystacker Drive – **CDC Windows/Stone/Balconies** – Architect: Turnipseed; Highlands Ridgeline, Alpine Ranch

- a. **Discussion Item:** Review revised Elevations #1 (Entry) and #2 (Mud & Garage)
  - i. Deleted full-height tapered stone columns at Entry.
  - ii. Replaced vertical siding with stone veneer at Entry.
  - iii. Deleted front balcony and window/door revisions above garage.
  - iv. Replaced vertical siding with full-height stone at garage.
  - v. Deleted stone wainscot at stucco.

- vi. Relocated and deleted windows, added door next to garage.
- b. **Discussion Item:** Review Elevation #3 (Garage End)
  - i. Added full-height stone wrap from face of garage around corner.
  - ii. Deleted stone wainscot at vertical siding.
  - iii. Extended rear balcony depth.
- c. **Discussion Item:** Review Elevations #4 (Garage Back) and #5 (Kitchen End)
  - i. Deleted stone wainscot at vertical siding at Utility Enclosure.
  - ii. Extended rear balcony width. *Railing design not finalized yet. HRDG requires at least 50% solid railing.*
  - iii. Relocated window at Kitchen/Pantry.
  - iv. Deleted 1/3-height tapered stone column bases at rear patio. Also see Elevation #6
- d. **Discussion Item:** Review Elevation #6 (Back Façade)
  - i. Replaced vertical siding with full height stone veneer at larger gable end mass.
  - ii. Deleted stone wainscot at smaller gable end mass at patio for full height vertical siding.
  - iii. Replaced 4-panel center meet sliding door with 3-panel bi-fold door.
- e. **Discussion Item:** Review Elevations #7 (Master Wing), #8 (Master End), and #9 (Master Entry)
  - i. Deleted window next to chimney and replaced vertical siding with full height stone veneer.
  - ii. Deleted windows on sides of Master End.
  - iii. Deleted stone at Master End, extended vertical siding down to transition to stucco at floor level to grade.
- f. Deletion of crawl spaces to slab on grade are acceptable.
- g. Revised Building Heights as shown are acceptable.

**Summary:** Provide continuing compliance with Highlands Ridgeline Design Guidelines.

**Additional Board Discussion:**

1. Area of masonry does not appear to exceed 50% max. allowable area except South/Southeast Elevation which is allowable up to 75% of an elevation for Ridgeline. Actual grade below deck will be higher than shown on elevation so less stucco and stone visible. Differing materials, variations in roof lines, and chimney all break up the mass.
2. If any lighting changes due to door changes, provide revised plans with updated Exterior Lighting Worksheet on the plans.

**Motion:** Melanie Richmond motioned to approve CDC as submitted with condition that Item “c.(ii.)” extended rear balcony railing shall be 50% opaque. Rick Messmer seconded. Motion passed unanimously, with Tom McCord abstaining.

**Krueger Residence** Filing 01 – Block 01 – Lot 31 \_ 0077 Seven Hermits Drive – **Final** – Architect: Maggie Fitzgerald Architects; Meadows, Prairie

- a. **Discussion Item:** Review cantilevered balcony at ADU. Discussed supporting by posts of bracket back to house at 1/19/23 Preliminary Meeting. Still showing unsupported cantilevered beams. Details appear uncoordinated between Arch elevations and details and Structural. Coordinate final details for Technical Review. *45 degree 6x6 braces OK.*
- b. **Discussion Item:** Exterior Materials
  - i. Stucco: Review revised stucco massing following discussion at 1/19/23 Preliminary Meeting. *OK*
  - ii. Trim and Fascia: Review details sheet. *OK. Remove the reveal shown on outside corner detail.*
  - iii. Clarify bottom of wall belly band requested at 1/19/23 Preliminary Meeting. Provide details for Technical Plan review. *Will show 1x8 on Technical*
  - iv. Review Garage Door: Called out as Northwest “Modern Tech” in Black. *OK*
  - v. **Discussion Item:** Clarify Post and Beam details. *Posts bases will have black Simpson connections, no exposed connection at tops and lag bolted through beam to top of post.*
- c. **Discussion Item:** Review revised ADU parking. *OK*
- d. **Discussion Item:** Landscape Plan
  - i. Review considerations for rear yard transition with the golf course. MDG 2.4.1. & MDG 2.4.6. Revised berms to meander more and will be native seed mix after adjustment to Area of Disturbance line from Preliminary. *OK*
  - ii. Review front yard. Added partial sod section to compliment manicured yards across the street. MDG 2.4.4. *OK*
- e. Include Exterior Lighting Worksheet on Plans for Technical Review.

**Summary:** Provide continuing compliance with Meadows Design Guidelines.

**Additional Board Discussion:** See above comments in red italics.

**Motion:** Melanie Richmond motioned to approve to Technical review with conditions:

1. Rear ADU deck shall have supports at some angle back to the house in a 6x6.
2. Corner trim as shown is acceptable as 1x4 connected with no reveal at the corner.
3. Garage doors as proposed is acceptable.
4. Post bases to be Simpson connection in black, top connection will be lagged into structure.
5. ADU parking is acceptable as shown.
6. Landscaping is acceptable as shown.
7. Show 1x8 Hardie board added at interface between grade and siding first course.
8. Mockup of materials on site to be provided prior to ordering materials.
9. Provide Lighting and Site Calculations Worksheets on Plans for Technical review.

Alicia Davis seconded. Motion passed unanimously.

**Key Residence** Filing 24 – Block 00 – Lot 28 \_ 2604 East Haystack Drive – **Final (2<sup>nd</sup>)** – Architect: Herron & Partners; Highlands, Alpine Ranch

- a. **Discussion Item:** Review revised Roof Plan
  - i. Gable pitches of main house mass and rear now match as discussed at 1/19/23 Meeting. All shown at 8:12, except main Garage/ADU mass remains 12:12 **OK**
  - ii. Added dimensions for eave overhangs. *1'-0" as proposed looks small. Intent of architect is to keep fascias aligned.*
- b. **Discussion Item:** Review revised roofed front porch and overall front elevation revisions. See sheets A201 & A304 and alternate entry roof at 12:12 on Sheet A304-ALT **8:12 front porch OK**
- c. **Discussion Item:** Exterior Materials:
  - i. Review revised window pattern and mullion pattern.
  - ii. Review fascia detail and material. Plans show overall dimension at 14"+. Discussed increasing fascia from 8" to 10" and adding a smaller piece to create shadow line at 1/19/23 Meeting. *Will review again pending structural engineering at roof framing (2x12 or possibly manufactured trusses), double fascia is an option. 8" min. OK as no guideline for specific requirements.*
  - iii. Review Elevations for revisions from 8" Vertical Siding to 9" Horizontal Shiplap. **OK. Product will be Hardie Aspyre, add to plans for Technical**
  - iv. Review added board and batten detail and Alternate detail for LP Smartside. Provide only approved detail for Technical review. *Will use LP's 12" plank and single batten at butt joints similar to Alternate detail. Update details sheet for Technical*
  - v. Review soffit material and clarify soffit color requested at 1/19/23 Meeting. *Discussed eaves will change to square cut per owner and contractor vs. plumb cut as shown. Will add a note for soffit color on detail.*
  - vi. Review added chimney detail.
- d. **Discussion Item:** Review revised Utility Enclosure location. *Will ultimately be Utility Company determination.*
- e. Proposed contour lines from Sheet C1 added to all Site Plans as requested in 1/19/23 Meeting are heavy line weights making it difficult to read plan content, i.e. elevations, call outs, and leaders. Reduce line weights of proposed contour lines for Technical review set.
- f. Provide existing and proposed grades with 35 foot offset elevated plane on all Elevation drawings as required on Final Checklist Item 3. (f.) & HDG 4.3.3.3. and show Maximum Building Height dimension per HDG 2.1.4. for Technical review.
- g. Review Floor Area and Site calculations on Cover Sheet. Values in tables do not match values on plans and math looks to be incorrect. Verify added concrete pad in rear yard is included in calculations. Provide revisions for Technical review.
- h. Provide detail for Construction Sign and Material and Color Board on Construction Mgmt Plan as requested in 1/19/23 Meeting.
- i. Landscape Plan per HDG 4.3.3.3.e ("d"), page 60.
  - i. Provide roof drip line of buildings.
  - ii. Landscape Plan Details/Notes: Zone 1, Zone 2 requested in 1/19/23 Meeting.
  - iii. Provide Zone 1 and Zone 2 revegetation on plan and legend requested in 1/19/23 Meeting. Need to show and specify seed mix.
- j. Correct ADU Area on Sheet A102 to match area listed on "Site and Improvements Calculations Table" posted on Sheet A006 for Technical review.
- k. Correct description of Downing Slate color chip to match description of siding material callouts on elevations for Technical review.
- l. Provide callout at garage door elevation to identify horizontal wood siding as noted on the garage door quote shown on Sheet INFO for Technical review.
- m. Provide all sheets as listed on Cover Sheet's Sheet List or revise Sheet List if sheets deleted for Technical review.
- n. Provide Structural plans for Technical review.

**Summary:** Provide continuing compliance with Highlands Design Guidelines.

**Additional Board Discussion:** See above comments in red italics.

**Motion:** Melanie Richmond motioned to approve to Technical review with conditions:

1. Gable ends are acceptable as drawn.
2. 8:12 pitch at the front porch acceptable.
3. Board and batten siding will be 12" plank providing approx.. 10" spacing between battens. Battens being a 1x2
4. Horizontal siding revision requires corner trim, min. 2x6 at outside corners.
5. Item "c.(i)" windows as modified are acceptable.
6. Fascia detail with 8"-10" is acceptable for Staff Approval at Technical.
7. Horizontal shiplap, 9", is acceptable for the siding.
8. Soffit material as shown is acceptable. Color to be provided at Technical.
9. Chimney detail as drawn is acceptable.
10. Utility location is acceptable as drawn, no foundation is required. Ultimately the Utility Company will determine where to put it.
11. Items "e through k" shall be completed as specified in the Administrative Notes.
12. Item "l" garage door as proposed with spruce siding in the stain is acceptable as presented.
13. Items "m and n" shall be provided for Technical.
14. Mockup on site shall be presented prior to material order for Board Approval.

Alicia Davis seconded. Motion passed unanimously.

## **OTHER BUSINESS**

### **DRB Meeting Time**

- a. Meetings will move to 2:00pm start time. Administrator will update schedule and invites.

### **Solar Policy**

- a. Current Design Guidelines or Policies do not include a written policy for Solar Installation. Approval with Conditions has typically been done at a Staff Level. Due to the increase in solar applications and recent Owner complaints of previously installed systems, Administrator will draft a written policy, inclusive of the standard conditions, for applicants to review compliance expectations prior to submittal. Will also add considerations for potential deposit and final inspection for Certificate of Compliance to align with general process for all projects and to assure accountability for compliance. Draft policy to be reviewed by Board at the next DRB Meeting.
- b. Considerations for policy to include regarding exposed conduit and equipment, roof mounted systems, ground mounted/free standing systems.
- c. Exposed piping of mini-split units being added as MEI's and may require a future policy or document to address some of the upcoming Energy Code requirements. At a min. covers for mini-split condenser and electrical lines shall be painted to match home.

### **Section 4: "THE DESIGN REVIEW AND APPROVAL PROCESS" AND Section 5 "CONSTRUCTION REGULATIONS"**

- a. Discussed inconsistencies in the Review and Approval process across the various neighborhoods of the Design Guidelines. All Review and Approval should be the same. Administrator and Team to draft a separate document from the "Design Guidelines" to explain this process to Owners and Architects, while creating a standard for ALL submittals to the DRB.
- b. Discussed that Technical Plan Review process by the Administrator following the Final Approval step by the Board is not clearly defined in the Guidelines under the current sections "Town of Eagle Building Permit Sets". The noted time constraint in this section for the DRB to issue the Design Review Approval Letter is not realistic due to various conditions at time of submittal outside of the DRB's control so that language will be removed. This Technical process will be defined and updated in the draft of a separate Design Review and Approval Process as noted above.
- c. Discussed necessary updates needed to the Construction Compliance requirements regularly brought up in Design Review and on site with the Builders. Discussed construction requirements are also provided in multiple documents: 1.) individual Neighborhood Design Guidelines; 2.) a separate document "Construction Inspections and Regulations". Administrator and Team to draft a separate document from the "Design Guidelines" and "Construction Policy" for a single source of information. Draft update will include updates to the current guidelines and policies for better education to Owner and Builder, while creating standard expectations of the DRB for ALL projects.
- d. Design Guideline revisions will be forthcoming to remove Section 4 and Section 5 from the individual guidelines, making the Guidelines more focused on "Design" components with the new documents focused on processes and expectations.
- e. Modification to Existing Improvements (MEI) are becoming more frequently submitted with the DRB. Current DRB documents have very little guidance to MEI's. Additional explanation and category of MEI will be included in draft of Design and Review Process document.

**Building Envelope**

- a. Discussed how to evaluate Building Envelope requirements as it relates to MEI (Modification to Existing Improvement) projects. The requirements of the Building Envelope are in many Town of Eagle and Eagle Ranch documents from the original planning of the development over 20+ years ago. Administrator to coordinate with Town of Eagle Planning Department and Wildlife Committees to review the current governing documents for any modifications that may be needed to better fit the age of the development including but not limited to the increased renovation requests, wildlife impacts, increased wildfire requirements.

**Physical On-site Material and Color Board (Mock-up)**

- a. Discussed this is a regular requirement discussed during design review as a condition of approval. There is a disconnect from this information getting to Builders to complete in a timely manner, if at all. Will include requirements in both new Design Review Process and Construction Compliance documents to close the communication gap from Design Review to Construction.
- b. Approval has typically been done by the Board. Discussed that with the new fulltime Administrator, allowing Staff Approval if physical mockup matches the approved color board and materials during the design review by the Board. Changes to colors or materials will be assessed by the Administrator if a minor CDC can be accepted through a Staff Approval or if presentation to the Board at a DRB Meeting is required.
- c. Design Review Process will also make a material and color board with thumbnails/photos a requirement within the Approval Plan Set and not a separate document.
- d. Discussed potentially going to physical sample requirements during Design Review as required previously.

**Wood-like Metal Siding Material**

- a. A request has been made based on an applicant's desire to reduce combustible materials. Discussed consideration of wood-like metal siding as a simulated wood like material. The Board Members will review an alternate mockup that has been provided with the metal wood-like siding. A Special DRB Meeting will be held to discuss and vote if an acceptable material to align with increasing wildfire concerns and mitigations.

**DRB Applicant Checklist**

- b. Checklist was not discussed and tabled, pending process and guideline revisions.

Melanie Richmond made a motion to adjourn at 5:28 pm, second by Tom McCord

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END OF MINUTES