



## Eagle Ranch Design Review

### Regular Meeting Agenda – July 20, 2023

Eagle Ranch Association Conference Room, 1143 Capitol Street, Suite 208, Eagle, Colorado 81631 - 970.328.2172  
Contact the DRB Administrator for the virtual meeting link at [EagleRanchDRB@eastwest.com](mailto:EagleRanchDRB@eastwest.com) - 970.328.2174

Time	Action
2:00pm	<b>General</b> – Approve Meeting Minutes June 15, 2023
2:10pm	<b>Van Voorst Garage ADU Addition</b> 08-11-06 _ 0652 Hernage Creek Rd. – MEI Final 2 <sup>nd</sup> – Architect: The McKinzie Group, Larry McKinzie – Uplands
2:30pm	<b>Josefina Residence</b> 24-00-01 _ 2453 E. Haystacker Drive – Preliminary – Architect: KK Design, Kasia Karska – Highlands, Alpine Ranch
3:00pm	<b>Lloyd-Ladd Residence</b> 08-11-09 _ 0726 Hernage Creek Road – Preliminary – Architect: RAL Architects, Bobby Ladd - Uplands, Craftsman
3:30pm	<b>Ladd-Barela Residence</b> 24-00-31 _ 2532 E. Haystacker Drive – Final – Architect: RAL Architects, Bobby Ladd - Highlands, Alpine Ranch
3:50pm	<b>Beatty Residence</b> 22-00-20 _ 0244 N. Penstemon Lane – Final – Architect: Turnipseed, Paul Roberts – Uplands, Victorian
4:10pm	<b>Other Business:</b> Design Review Board – Roles and Responsibilities, Wood-like Metal Siding Follow-up

#### Staff Reviews since Last Meeting Submittal Date

- 03-06-20\_0146 Robins Egg Ln.\_Evans-Ottley\_CDC-Landscape Revisions – APPROVED
- 03-03-62\_0089 Abrams Creek Rd.\_Rush\_MEI-Patio & Deck Extension – APPROVED
- 03-06-26\_0010 Robins Egg Ln.\_Kick\_MEI-Patio Revisions – APPROVED
- 25-00-05\_1017 E. Haystacker Dr.\_Wynton Homes\_Site Mock-up – APPROVED
- 21-00-07\_0045 Thresher Ct.\_Coopersmith-Burns\_MEI-Landscaping & Fencing – APPROVED
- 21-00-07\_0045 Thresher Ct.\_Coopersmith-Burns\_MEI-Paint Changes – APPROVED
- 03-03-43\_0099 Silver Spur\_Elicker\_MEI-Trash Enclosure - APPROVED
- 25-00-90\_0998 E. Haystacker Dr.\_Packer\_CDC-Solar – APPROVED
- 24-00-39\_2272 E. Haystacker Dr.\_Kokoska\_CDC-Lighting & Garage Door Revs – APPROVED
- 01-02-30\_0202 Sawmill Cir.\_Kish\_MEI-Deck Extension – APPROVED
- 24-00-39\_2272 E. Haystacker Dr.\_Kokoska Residence\_CDC-Garage Door and Lighting Changes – APPROVED
- 01-01-17\_0344 Lime Park Dr.\_Everett Residence\_Technical – APPROVED
- 24-00-01\_2453 E. Haystacker Dr.\_Josefina Residence\_Pre-Design – Reviewed



**MINUTES OF A REGULAR MEETING OF THE  
EAGLE RANCH DESIGN REVIEW BOARD  
June 15, 2023**

A Regular Meeting of the Eagle Ranch Design Review Board was held on Thursday, June 15, 2023, at 2:00 p.m. at 1143 Capitol Street, Suite 208, Eagle, Colorado, and by Google Meet.

**MEMBERS ATTENDING**

Melanie Richmond  
John Martin  
Rick Messmer  
Alicia Davis  
Jim Crine  
Tom McCord  
Michael Sanner

**MEMBERS NOT ATTENDING**

Rick Dominick

**OTHERS ATTENDING**

Nick Richards, Association Manager  
Shelley Bellm, Association Assistant Manager  
Mike Ingo, DRB Administrator  
Higgins – John Higgins  
Van Voorst – Larry McKinzie  
Patriacca – Brennen Fitzgerald  
Bottger – Brennen Fitzgerald  
Wynton – Leah Mayer  
Birk – Gaby Meola, Craig & Kristina Birk  
Ladd-Barela – Bobby Ladd & Monica Barela  
Everett – Bobby Ladd  
Dow – Maggie Fitzgerald  
Douglas – Kurt Peterson & Daniel Douglas

## MEETING MINUTES

The Board reviewed the May 18, 2023, meeting minutes. **Motion to approve by Melanie Richmond, Seconded by Rick Messmer, 4-0-1**

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

**2:10pm – Higgins Fencing** Filing 03 – Block 06 – Lot 25 \_ 0036 Robins Egg Lane – **MEI-Variance Request/Final** – Architect: N/A; Meadows, Craftsman

- a. **Discussion Item:** Review variance request for increased enclosure area. Proposing approximately 5,196sf area. Per Fence Guidelines, max. allowable is 15% of lot (.5375 acres x 15% = 3,512sf allowable), but not more than 5,000sf. – **3,512 maximum of enclosed area**
- b. **Discussion Item:** Review variance request for fencing outside of setbacks. Proposing fence 15' from rear property line and up to 7.5' Utility & Drainage Easement along NE/N corner of lot. MDG rear yard setback is 25'. Owner notes that PUD rear yard setback is 15'. – **must get to 15' setback**
- c. **Discussion Item:** Review proposed fencing options provided to fit with Craftsman Style of house.

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

### **Additional Board Discussion:**

**Hard to support project as submitted as a true hardship, other than landscaping, a hardship does not exist. Board indicated that Mike Ingo could finalize and approve fencing based on Board direction.**

**Motion:** **Melanie Richmond moved to approve a 42" fence with conditions, second by Jim Crine, passed 6-0**

1. **Enclosed fence area shall not exceed 3512 sf.**
2. **Variance approved to 15' rear setback**

**2:20pm – Van Voorst Garage ADU Addition** Filing 08 – Block 11 – Lot 06 \_ 0652 Hernage Creek Road – **MEI-Final** – Architect: The McKinzie Group, Larry McKinzie; Uplands, Prairie

- a. **Discussion Item:** Review proposed cantilevered element for ADU for utilization of floor space, 748sf Total.
  - i. Review 28" cantilever to front and rear over existing garage. Showing braced supports at front to match existing entry porch.
  - ii. Proposing full width of existing structure, 33'-9". Max. width is 24', max. projection is 4'. UDG 2.3.9.
- b. **Discussion Item:** Review second story deck at rear of house. Decks must be consistent with the architectural style of the residence and integrated into the mass of the structure. At least 6 feet of the depth of second story decks must be covered by roof. Scabbed-on or scaffold like decks are not permitted. UDG 2.2.10(4)
- c. Note designated ADU Parking on Site Plan for Technical Plan review.
- d. Proposed deck showing 6'-2" projection. Second story decks may not project farther than 6 feet beyond the outboard wall plan of the building perimeter. UDG 2.2.10(5)
- e. Coordinate deck support posts with structural per UDG 2.2.10(7).
- f. Provide landscape screening around base of existing ground mounted solar array.
- g. Include structural drawings for Technical Plan review.

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

### **Additional Board Discussion:**

**Recommend extending the garage out to remove the need for some of the cantilevered elements. This may allow for enclosing the staircase.**

**Motion:** **Melanie Richmond motioned to table to a future meeting, seconded by Jim Crine, approved 6-0**

**2:30pm – Patriacca Residence** Filing 24 – Block 00 – Lot 42 \_ 2220 E. Haystacker Drive – **Preliminary** – Architect: Turnipseed, Brennan Fitzgerald; Highlands, Alpine Ranch

- a. **Discussion Item:** Review house/garage orientation on site. **Need to stay within the 16,500 Limit of Disturbance**
- b. **Discussion Item:** Review entry porch size showing 8'-10 ½"d x 11'-11 ½"w. Discussed at Pre-Design of extending porch out into the steps to meet min. size. Must provide roofed front porch at least 16' wide and 8' deep. HDG 2.2.7(1) **-okay as designed**
- c. **Discussion Item:** Review all roofs shown as Shed Roofs with Alpine Ranch Style. HDG 3.5.2.2.
- d. **Discussion Item:** Review proposed typical dimensions for all eave and rake overhang sizes. Alpine Ranch Style does not specify sizes. HDG 3.5.2.2.
- e. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3. **- okay as designed**
- f. **Discussion Item:** Exterior Materials. Review rendering with color board. Provide all clarifications discussed on plans for Final Plan review.
  - i. Vertical siding: 1x8 T&G w/ ¼" reveal, brown
  - ii. Stone Veneer: drystack limestone veneer, or similar.
  - iii. Metal Cladding: 24ga 24x18 rectangular metal panels, matte black.
  - iv. Soffit: 1x6 T&G beetle kill, stained clear
  - v. Fascia & Timbers: RD doug fir, stained semi-transparent brown
  - vi. Windows, cladding, trim: charcoal matte finish
    - i. Review Window Trim details. Showing 2x4 wd trim for all heads, sills, jambs. Must have head or sill differentiated at min. HDG 2.3.3.2(2)
  - vii. Roofs: All roofs 2:12 sheds with standing seam metal, black
  - viii. Unknown wall cladding: Review proposed cladding material at walls of Lower Level. Clarify and provide all materials and colors for Final Plan review.
    - i. Same cladding shown on deck support piers but Building Section 2/A4.0 showing stone. Clarify and update.
- g. **Discussion Item:** Clarify garage door finish. Provide garage door spec for Final Plan review. HDG 2.3.2.
- h. Showing LOD<16,500sf but scales at 17,169.68sf Building Envelope is restricted to not more than 16,500sf. HDG 2.2.1.
- i. Landscape Plan: Provide the following for Final Plan review.
  - i. Include all final quantities and sizes in Plant Schedule meeting minimum requirements. HDG 2.4.1.4(6)
  - ii. Provide location and detail for Address Marker on Plan. HDG 2.2.3.
  - iii. Provide for all Wildfire Defensible Space Criteria. Includes extents of Zone 1 and Zone 2 Defensible areas and roof drip line on plan. HDG 2.4.1.
  - iv. Verify Irrigation Areas shown on Irrigation chart to values provided on Site Calculations Worksheet shown on Site Plan.
  - v. Coordinate all calculations shown in Site Areas/Impervious Coverages Legend for Final Plan review. Building Envelope shows 14,415sf in table, plan callouts LOD<16,500sf, and scales 17,169.69sf.
- j. Construction Management Plan: Provide the following for Final Plan review.
  - i. Provide temporary vehicle tracking pad at site entrance.
  - ii. Provide silt fence detail and note for continuous silt and construction fence with exception at driveway. Can show on Site Plan if preferred.
- k. Light fixture spec information's text is scrambled on plan. Correct and verify that Exterior Lighting Worksheet and fixture lumens are coordinated properly for Final Plan review.
- l. Verify Gross Area calcs on Floor Plans. Showing 5,895sf and DRB take-off is 5,989.9sf. Area should be measured from outside of exterior framing or concrete. HDG 2.1.1
- m. Size Utility Enclosure shown on plans accordingly to accommodate all proposed solar equipment.
- n. Review opening height off Greatroom measuring 10'-4 ¾" for Final Plan review. Max. height of opening is limited to 10'. HDG 2.3.3.1(5)
- o. Review Chimney detail 3/A5.1. Showing wood reveal set into stone, ref Elevations. Elevations do not show this. Update plans accordingly for Final Plan review.
- p. Provide all submittal requirements per Final Plan Submittal Check List.

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

#### **Additional Board Discussion:**

**East elevation shed is long, potential for break?**

**Motion:** Melanie Richmond motioned to approve with the following conditions, seconded by John Martin. Passed 6-0

1. Study the rooflines more on east side – see if a break can be provided
2. All other discussion items fine as designed
3. Final review must show compliance with LOD
4. All items must be complied with for Final review

**3:00pm – Bottger Residence** Filing 25 – Block 00 – Lot 79 \_ 1340 E. Haystacker Drive – **Preliminary** – Architect: Turnipseed, Brennen Fitzgerald; Highlands Ridgeline, Victorian

- a. **Discussion Item:** Review Gross Area: House is massive as noted at Pre-Design with DRB take-off of 8206.2sf. Take-off at Preliminary of 7080.7sf still exceeds max. allowable 7000sf, which did exclude areas hatched “Low Headroom, Typical <5””, crawlspaces scaled >5’ high, and labeled Attic Storage over Garage. **Attic space needs to be reduced in height to not count toward finished SF**
  - i. Attic Storage and Crawlspace do have labeled access points on Plans. Dead spaces 5’-0” or more that could be accessible will count toward the overall square footage. HDG 2.1.1(1)
    - i. Provide section cut through Garage showing proposed Attic Storage for Final Plan review.
    - ii. Provide dimensions showing proposed heights of all Crawlspaces shown on Sections plans for Final Plan review.
- b. **Discussion Item:** Review 30’ Max Building Height for Ridgeline. Elevation 2/A3.3 shows roof ridge higher than 30’ offset line shown. HRDG 4.1 **Confirm building heights with accurate Topographic elevations.**
  - i. Provide both existing and proposed grades with 30’ building height offset line to most restrictive grade on ALL Elevation details. HRDG 4.1.
  - ii. Verify grades are accurately represented on Elevations for Final Plan review. Currently showing discrepancies of feet from what is shown on Site Plan, resulting in multiple locations exceeding 30’ max allowable height.
- c. **Discussion Item:** Review grading at driveway identified at Pre-Design. Showing 70% fall from crown. No improvements may be placed on slopes of 30% gradient or greater. HDG 2.2.1(10) **Verify site grading**
- d. **Discussion Item:** Review shed roofs. Roof Plan and Elevations do not match. Coordinate plans for Final Plan review.
- e. **Discussion Item:** Review skylights shown on Roof Plan but not on any Elevations or Perspectives. Skylights are not permitted on roof surfaces visible from Brush Creek Rd. HRDG 4.4(f) **Skylights not permitted if facing Brush Creek Road. These may be approvable if no one will see them as home is on the north side of the road.**
- f. **Discussion Item:** Review Entry Door/Window Opening measuring 12’-5”. Clarify mullions measuring 10”. Window opening height cannot exceed 10’-0”. HDG 2.3.3.1(5) **Door will be wood or steel. Verify mullions – 1’ break vertically to separate door from glazing above.**
- g. **Discussion Item:** Review discrepancy between window shown at Attic Storage on Floor Plan and no window shown on Elevations. Coordinate drawings for Final Plan review. **Will be adjusted to match**
- h. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3. **All have divided light, except for picture window.**
- i. **Discussion Item:** Exterior Materials. Review rendering with color board. Provide all clarifications discussed on plans for Final Plan review.
  - i. Vertical siding: 1x8 w/ ¼” reveal, “brown”
  - ii. Stone Veneer: Clarify stone veneer that refers to Interior Design Document
  - iii. Fascia and Timbers: stained dark brown.
  - iv. Soffit: 1x6 pine T&G. Clarify color
  - v. Door Cladding and Windows Trim: Charcoal, matte finish.
  - vi. Roofs: Primary 10:12 gables with asphalt shingle, Onyx Black. Secondary 2:12 sheds with standing seam metal, Charcoal – matte finish
  - vii. Trim: Clarify corner trim, window trim materials and colors. **There will be window trim. Details at final.**
  - viii. Clarify unknown darker horizontal siding material shown on Elevations. Show in Exterior Materials List for Final Plan review. **Dark brown wood siding 1 x 10**
- j. **Discussion Item:** Clarify garage door finish. Provide garage door spec for Final Plan review. HDG 2.3.2. **Wood sided**
- k. Site Plan: Provide the following for Final Plan review.
  - i. Take-off of Building Envelope exceeds max. allowable 16,500sf. Bring into compliance for Final Plan review. HDG 2.2.1.
  - ii. Define the walkway off driveway to man door of garage.
- l. Construction Management Plan: Provide the following for Final Plan review.
  - i. Provide temporary vehicle tracking pad at site entrance.
  - ii. Provide silt fences detail and note for continuous silt and construction fence with exception at driveway. Can show on Site Plan if preferred.
- m. Exterior Lighting Plan: Provide the following for Final Plan review.
  - i. Review text content not properly showing for fixture specs. Cannot confirm fixture lumens.
  - ii. Fixture heights not shown on Plan or Elevation sheets. Provide note this sheet or further develop on Plan or Elevations regarding 6’-8” max. height facing Brush Creek Rd. HRDG 4.6
- n. Landscape Plan: Provide the following for Final Plan review.
  - i. Landscape plans shall be prepared by a professional Landscape Architect. HRDG 5(a)

- ii. Provide extents of Zone 1 and Zone 2 Wildfire Defensible areas and roof drip line on plan.
- iii. Provide min. 5'-0" wide non-combustible zone around perimeter of house. HDG 2.4.1.2.
- iv. Multiple shrubs at rear of house within 5' from structure. Any landscaping taller than 1' within 5' of a structure is considered part of the structure with the Zone 1 inner border extended accordingly. HDG 2.4.1.2.
- v. Update cobble area calcs in Plant Schedule after revising 5'-0" min. non-combustible zone per requirements.
- o. A3.0 shown for all Building Elevation Callouts on all plan views and is not provided as a sheet in the plan set. Coordinate Plan and Elevation sheets for Final Plan review.
  - i. Provide missing Elevation Detail labels for all Elevations for Final Plan review.
- p. Provide dimensions for all eave, rake, and gable end overhang conditions on Roof Plan for Final Plan review to align with Victorian Style. HDG 3.2.2.2(4)
- q. Review scale on ALL Elevations for Final Plan review. Plans show 3/16"=1'-0" and appears to be 1/4"=1'-0", which is what DRB used for scaled dimensions.
  - i. Coordinate all scales and floor level elevations with dimensions shown for Final Plan review. Dimensioned at 12'-0", Floor Level shown as 12'-2", and scales at 11'-11 3/4". Typical all Elevations.
- r. Provide Architectural Details for Final Plan review. Refer to Final Plan Submittal Check List for requirements. i.e. window trim for each siding material, corner trim, eave and rake with soffit and fascia, chimney cap, etc.
- s. Include Site Calculations Worksheet on Plans for Final Plan review.

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

**Additional Board Discussion:**

**Motion:** Melanie Richmond motioned to approve with the following conditions, Jim Crine seconded. Passed 6-0

1. Landscape architect required
2. Square footage must be below 7,000 sf.
3. Study Ridgeline height, provide elevations with appropriate topographic grade
4. Study grades of driveway to verify compliance
5. Skylights as shown are acceptable
6. Front door to be wood & reviewed at final
7. Window patterns as shown
8. Horizontal 1 x 10 dark brown stain
9. Garage – wood sided as shown
10. Must comply with 16,500sf Limits of Disturbance
11. Items I-s shall be complied with for Final

**3:30pm – Wynton Homs Spec Residence** Filing 25 – Block 00 – Lot 06 \_ 1043 E. Haystacker Drive – Preliminary – Architect: LKSM Design, Leah Mayer; Highlands Ridgeline, Alpine Ranch

- a. **Discussion Item:** Review driveway widening prior to front setback.- Okay
- b. **Discussion Item:** Review proposed typical dimensions for all eave and rake overhang sizes. Alpine Ranch Style does not specify sizes. HDG 3.5.2.2. - Okay
- c. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3. Okay
- d. **Discussion Item:** Exterior Materials. Review rendering with color board. Provide all clarifications discussed on plans for Final Plan review.
  - i. Vertical siding: 8" wood shiplap, stained semi-solid Black Alder
  - ii. Stone Veneer: Castle Rock natural thin stone, Barnwood Blue
  - iii. Soffit: Smartsiding Soffit. Clarify painted color.
  - iv. Window & Fascia Trim, Columns, Beams: stained Tricorn Black
  - v. Roofs: Combination of 6:12 gables with asphalt shingles, Pewter Gray and 2:12 sheds with standing seam metal, charcoal matte finish.
    - i. Review 3:12 gable between house and garage.
  - vi. Windows: Black aluminum clad
  - vii. Garage Doors: metal Modern Tech, Black Satin
- e. **Discussion Item:** Review railing detail that appears to meet 50% solid with wood and metal combo. HRDG 4.3 Must be 50% opaque. Nice solution.
- f. Include ILC in Drawing List and as part of Plan Set for Final Plan review. Slip sheeted copy provided at Pre-Design.
- g. Provide Utility Enclosure for Final Plan review. Show on both Site and Floor Plans. HDG 2.3.6.

- h. Provide Construction Management Plan, including details for silt fence continuous around Limits of Disturbance, for Final Plan review. Refer to Final Plan Submittal Check List for requirements.
- i. Specify height of accessible Crawl Spaces on Plan or Section views for Final Plan review. Dead spaces 5'-0" or more that could be accessible will count toward the overall square footage. HDG 2.1.1.(1)
- j. Include Exterior Lighting Worksheet and fixture cutsheets on Plans for Final Plan review.
  - i. Verify light fixture counts shown on A2.1 and A2.2 match worksheet for Final Plan review.
- k. Provide all submittal requirements per Final Plan Submittal Check List.

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

**Additional Board Discussion:**

Thin stone and wainscot will be flush. The Board suggested some variation to provide some relief. Potentially take stone to the top instead of stopping partially up wall. Where it won't be so noticeable that it's thin stone.

Make sure there are enough architectural differences from neighboring residence

**Motion:** Melanie Richmond motioned to approve with Conditions, seconded by Rick Messmer. Passed 6-0

- 1. Driveway as shown is acceptable
- 2. 2' overhang fine
- 3. Windows patterns as shown is acceptable
- 4. Materials fine – may require mock up on stone
- 5. Rear railing is acceptable
- 6. Items f-k shall be complied with for Final

**4:00pm – Birk Residence** Filing 04 – Block 06 – Lot 40 \_ 2023 Eagle Ranch Road – **2<sup>nd</sup> Preliminary** – Architect: Gabrielle Designs, Gaby Meola; Meadows, Victorian

- a. **Review of 2<sup>nd</sup> Preliminary is only of revisions made based on discussions at first Preliminary Review. Must comply with all items of both 5/18/23 DRB Meeting and this review for Final Plan review.**
- b. **Discussion Item:** Review garage setback measuring at 14'-2 1/2" which still does not meet 15' min. setback. MDG 2.2.6(6) – **Verify will meet guidelines. Show dimension lines to clearly show that the 15' of separation is met.**
- c. **Discussion Item:** Review status with Town of Eagle for approval of proposed double driveway. **Second driveway eliminated.**
- d. **Discussion Item:** Review relocated ADU balcony to rear elevation of rear garage over added Storage. **Okay**
- e. **Discussion Item:** Review revised roofs over rear garage and Upper Level massing from metal standing seam to asphalt shingle. **Shingle added**
- f. **Discussion Item:** Review snow and ice build-up concerns discussed at 5/18/23 DRB Meeting at shed roof and stone parapet between wings of the house. **Okay**
- g. **Discussion Item:** Review previously cantilevered front bay window now showing extension down to grade. **Okay**
- h. **Discussion Item:** Review revised window layout/orientation and divided lights at both garages. **Okay**
- i. **Discussion Item:** Review revised garage door at rear garage to single 2-car door per discussion at 5/18/23 DRB Meeting.
- j. **Discussion Item:** Review Exterior Materials with updated color board and renderings provided.
  - i. Vertical siding: Board & batten. Clarify material will be wood as called out with 12" reveal and 6" batten in staggered application. **Okay**
    - i. Large multi-story spans shown, particularly with deletion of windows at rear garage. Review potential belt course not less than 2x12 at each floor to eliminate butt joints in board and batten similar to Uplands DG 3.2.2.5. Typical all elevations with multi-story spans. **Owner does not want belly boards and instead will use full length boards and stagger joints so that there is not a distinct horizontal line where vertical boards stop and start.**
    - ii. Review height of rear garage with deletion of ADU Loft Space. **Okay**
  - ii. Stone: Clarify proposed pattern. Random horizontal ashlar lay-up of stone is required. No more than 20% of surface area may be comprised of non-rectangular units that must be randomly dispersed within the ashlar field. MDG 2.3.1.1(7) **Horizontal stack**
- k. **Discussion Item:** Review railings. Clarify design intent and provide details for Final Plan review. **Railing materials still being discussed. Must be provided at final.**
- l. Provide ALL plans at proper scale required on Final Plan Submittal Check List.
  - i. Increase sheet sizing if needed.
  - ii. Resolve Town of Eagle approval of double driveway or show option as separate Alternate Sheet.

- m. Garage setback measures at 14'-2 ½" which still does not meet 15' min. setback. MDG 2.2.6(6)
- n. Clarify hatching that appears to be concrete between double driveways in front of Raptor Garage.
- o. Clarify or cleanup intent for Unfinished Storage shown on added sheet for SQFT. Calcs, A2.2. Keep consistent as appears intent was to separate area values between Primary Residence and ADU.
- p. Coordinate Exterior Lighting Worksheet with Plans. Showing 6974 of calculated lumens on plans and only list 4628 lumens on worksheet. Refer to additional comments from 5/18/23 DRB Meeting.
- q. Comply with all previous review items from 5/18/23 DRB Meeting for Final Plan review.

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

**Additional Board Discussion:**

Some wood elements may be added to final design

Privacy wall needs to be broken up, so it isn't a stark wall, potential mesh top to open it up.

Review shed roof on back for drainage as it currently drains toward building

Due to outstanding design issues from May & June meeting, this project may or may not pass at initial final review. Architect and owners were told that all items must be complete at final. Things will not be pushed to technical for missing items.

**Motion:** Melanie Richmond motioned to approve with the following conditions, seconded by Jim Crine, Passed 5-0-1

1. Final comes back with all comments addressed from 5/18
2. Garage set back should be shown at 15', verify scale
3. Double driveway eliminated
4. ADU railing as shown is acceptable
5. Study ADU privacy wall
6. Railing materials must be provided for at final
7. Roofs acceptable, study 2:12 shed to review ice snow shed
8. Window orientation as shown is acceptable
9. Garage door acceptable
10. Material as shown are acceptable. Any material changes must be shown at final
11. Stone – ashlar pattern required
12. Landscaping design required
13. Landscaping required to screen ADU parking
14. Items l-q must be complied with for final
15. Verify exterior lighting – it appears to be over allowable lumens

Alicia recused due to potential conflicts of interest.

**4:30pm – Ladd-Barela Residence** Filing 24 – Block 00 – Lot 31 \_ 2532 E. Haystacker Drive – **Preliminary** – Architect: RAL Architects, Bobby Ladd; Highlands, Alpine Ranch

- a. **Discussion Item:** Review house/garage orientation. HDG 2.2.5.2(3) **Okay**
- b. **Discussion Item:** Review Level 2 rooftop deck.
- c. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3.
  - i. Review rear window opening off Entry to clarify sill height. The max. height of continuous window opening is limited to 10'. HDG 2.3.3.1(5) **Window height to be adjusted**
- d. **Discussion Item:** Exterior Materials. Review color board. Provide all clarifications discussed on plans for Final Plan review.
  - i. Horizontal siding: Clarify siding material and color for each size. Showing 8" and 4". Min. reveal for wood siding (either horizontal or vertical) may not be less than 8". HDG 2.3.1.2(1) Colors: Amherst Grey (semi-transparent) and Dragons Breath (semi-solid). **8" standardized around, with accent color**
  - ii. Stone Veneer: Skyline Sandstone. **Real stone, should stand proud of wainscot**
  - iii. Fascia & Timbers: stained black semi-solid
  - iv. Flashing/Metal Accents: Dark Bronze.
  - v. Windows: Black.
  - vi. Roofs: Combination of 6:12 gables with Davinci simulated shake shingle, Mountain, and 2:12 sheds with standing seam metal, Dark Bronze
  - vii. Trim: Clarify corner trim, window trim materials. Colors to match siding. **Trim proposed as 4x4 side / bottom, 4 x 6 top heavy timbers**



- e. **Discussion Item:** Clarify garage door finish. Provide garage door spec for Final Plan review. HDG 2.3.2. **Wood veneer**
- f. **Discussion Item:** Review cantilevered ADU deck at front of garage. **Ties into home, under roof. okay**
- g. Provide scales on Site and Landscape Plans for Final Plan review. Assumed 1" = 10' for Preliminary review.
- h. Identify designated ADU Parking on Site Plan for Final Plan review.
- i. Provide Construction Management Plan, including details for silt fence continuous around Limits of Disturbance, for Final Plan review. Refer to Final Plan Submittal Check List for requirements.
- j. Locate Utility Enclosure on Site and Floor Plan for Final Plan review. HDG 2.3.6.
- k. Landscape Plan: Provide the following for Final Plan review.
  - i. Include all final quantities and sizes in Plant Schedule meeting minimum requirements. HDG 2.4.1.4(6)
  - ii. Provide irrigation notes on Plan and include on Site Calculations Worksheet, including any temp irrigation.
  - iii. Provide fencing detail or inspiration photo.
- l. Verify Gross Area for Final Plan review. DRB Take-off is 7,003.1, just over 7,000sf max allowable. HDG 2.1.1.
- m. Provide 35' building height offset from most restrictive of existing or proposed grades on all elevations for Final Plan review. HDG 2.1.4. This will support calculations provided on Sheet A1.4.
- n. Include Exterior Lighting Worksheet and fixture cutsheets on Plans for Final Plan review.
- o. Provide Architectural Details for Final Plan review. Refer to Final Plan Submittal Check List for requirements. i.e. window trim for each siding material, corner trim, eave and rake with soffit and fascia, chimney cap, etc.
- p. Include Site Calculations Worksheet on Plans for Final Plan review.

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

**Additional Board Discussion:**

**Front porch roof is very high and skinny, consider lowering or changing proportions of accents**

**Motion:** **Melanie Richmond motioned for approval with the following conditions, seconded by John Martin, Passed 5-0**

1. **Landscape screening for ADU Parking**
2. **Rear window pattern is fine, height needs to be reduced**
3. **Exterior siding materials minimum 8" with, color variation acceptable**
4. **Stone should stand proud of rest of siding**
5. **Roof pitches are acceptable**
6. **Trim must be minimum of 6" on corners**
7. **Window trim 4x4 on sides & bottom, & 4x6 top**
8. **Garage wood veneer is acceptable**
9. **Cantilever deck acceptable**
10. **Items g-p must be complied with for final**

**5:00pm – Everett Residence** Filing 01 – Block 01 – Lot 17 \_ 0344 Lime Park Drive – **Final** – Architect: RAL Architects, Robert Ladd; Meadows, Craftsman

- a. **Discussion Item:** Review Exterior Materials with proposed Color Board – **Darker blue acceptable. Stay away from bold / bright colors**
- b. **Discussion Item:** Review added gable roof over rear patio. **Okay**
- c. **Discussion Item:** Review revised entry door with Craftsman Style. **Okay**
- d. **Discussion Item:** Review added post bases. **Okay**
- e. Driveway flare at street connection point appears to be 23'+. Driveway may flare to 16 feet in width at point of connection. MDG 2.2.5(3) **To be adjusted to meet TOE requirements**
- f. Review MDG 2.4.2.4. for Berms for Technical review. Must meander substantially to imply natural feature and avoid straight lined impression of a window of soil. May not exceed 1/3 the length of respective property or disturbance area boundary.
- g. Show Utility Enclosure on Floor Plan as shown on Site Plan.
- h. Include Site Calculations Worksheet on Site Plan for Technical Plan review.
- i. Include Exterior Lighting Worksheet and manufacturer's fixture cutsheets with lumen specs on plans for Technical Plan review.
- j. Include structural drawings for Technical Plan review.

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

**Additional Board Discussion:**

**Motion:** **Melanie Richmond motioned to approve with the following conditions seconded by Jim Crine, passed 5-0**

1. Color samples provided to DRB Administrator, prior to painting home
2. Gable entry at rear is acceptable
3. Entry door is acceptable
4. Driveway flare to be adjusted to meet Town of Eagle requirements
5. Review berm requirements on rear must meander and look natural. Careful with height.
6. Items g-j must be complied with for technical

**5:20pm – Dow Residence** Filing 04 – Block 07 – Lot 10 \_ 0171 West Foxglove Lane – **Final** – Architect: Maggie Fitzgerald Architects, Maggie Fitzgerald; Meadows, Victorian

- a. **Discussion Item:** Review proposed location for Address Numbers at front of garage. Discuss acceptable to provide by street due to driveway length during 5/18/23 DRB Meeting. **Emergency services may require the address marker closer to street**
- b. **Discussion Item:** Review specified garage doors, Northwest Modern Tech – “AFR” Satin Black or Dark Bronze, while laminated glass side lights. **Dark Bronze tone**
- c. **Discussion Item:** Review revised Exterior Materials. Update plans with discussion decisions for Technical Plan review.
  - i. Vertical siding: Revised from cementitious discussed in 5/18/23 DRB Meeting to 1x8 shiplap, color Warm Gray. **Tongue & groove wood**
  - ii. Horizontal siding: Added to tie-in Victorian Style per discussion at 5/18/23 DRB Meeting to 1x6 shiplap, color Warm Gray. **Tongue & Groove wood**
  - iii. Stone veneer: Revised from Limestone-Telluride Stone, Light mortar wet stack “Cottonwood” to Zement Stone-“Mykonos” thin veneer. **Stone should vary in size & depth**
  - iv. Corner Boards: Showing engineered wood trim on rough sawn stained siding. Will these be able to match finishes with different products?
    - i. Review Corner Trim detail showing ¾” reveal. Typically have not allowed reveals. **Corner boards should line up.**
  - v. Stucco: Review stucco color. Provide with Exterior Materials for Technical review.
- d. Include Site Calculations Worksheet on plans for Technical Plan review.
- e. Sheet A2.3 labeled as Main Level Floor Plan and should be Roof Plan. North arrow slightly skewed from other sheets. Provide revised sheet for Technical Plan review.
- f. Provide structural drawings for Technical Plan review.

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

**Additional Board Discussion:**

**Make sure thin stone stands proud of siding.**

**Motion:** Melanie Richmond motioned to approve with conditions, seconded by Jim Crine, passed 5-0

1. Fence for dog at 4' is approved
2. Additional address marker should be at driveway
3. Garage doors is acceptable
4. Siding change to real wood is acceptable
5. Stone veneer needs to be studied for size & depth – mockup required
6. Corner boards to match new wood siding product
7. Area under porch is required to be closed in with solid material
8. Include site calculation worksheet on plans along with lighting worksheet for technical
9. Requires structural for technical
10. Items d-f must be complied with at technical

**5:40pm – Douglas Residence** Filing 24 – Block 00 – Lot 03 \_ 0019 Aster Court – **Final** – Architect: Focal Studio, Kurt Peterson; Highlands, Victorian

- a. **Discussion Item:** Review revised roof pitches to 10:12 as recommended at 5/18/23 DRB Meeting for better consistency. **Okay**
- b. **Discussion Item:** Review landscape screening at ADU parking per discussion at 5/18/23 DRB Meeting. **Okay**
- c. **Discussion Item:** Review revised window patterns and divided lights after discussions at 5/18/23 DRB Meeting. HDG 2.3.3. **Okay**
- d. **Discussion Item:** Review revised Exterior Materials and colors. Update plans with discussion decisions for Technical Plan review.
  - i. Horizontal siding: Composite lap siding. Color revised from Porpoise to Gauntlet Gray. Clarify reveal, min. 8” required. HDG 2.3.1.2(1) **Okay**

- ii. Vertical siding: Clarified Board & batten as LP Smart Siding. Must use LP's full-length plank for Board. Clarify width and spacing of battens. Color revised from Sealskin to Iron Ore.
- iii. Stone Veneer: Versetta Stone. Color revised from Mission Point to Sand in "Ledgestone Style". Stone color should have some variation
- iv. Fascia, Soffit, Trim: Revised from Gray Brown stained wood to LP Smart Trim painted Iron Ore Okay
- v. Timbers: Revised semi-transparent Gray/Brown stain to semi-solid stain "Dark Slate"
- vi. Windows: Clarified windows to be Black finish.
- e. **Discussion Item:** Review variations of 8" and 10" rake and fascia trim. Rake and fascia should all be 10"
- f. **Discussion Item:** Review provided garage door spec. Include spec or callout on plans for Technical Plan review. Okay
- g. Locate stone address marker at property line on both Site and Landscape Plans for Technical Plan review. HDG 2.2.3.
- h. Add note to callouts for proposed utility routing "Revegetate Immediately" for Technical Plan review. HDG 2.2.1(4a)
- i. Per 5/18/23 DRB Meeting, include Exterior Lighting Worksheet and fixture cutsheets on Plans for Technical Plan review.
  - i. Review if code requires light fixture at garage rear man door for Technical Plan review. Update Lighting Worksheet if required.
- j. Provide crawlspace heights on plans for Technical Plan review to clarify less than 5' in height and not part of Gross Area.
- k. Per 5/18/23 DRB Meeting, window trim must stand proud of battens. Update details accordingly for Technical Plan review.
- l. Provide structural drawings for Technical Plan review.

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

**Additional Board Discussion:**

Thin stone needs to stand proud of siding & wainscot.  
Great job incorporating Board comments into final document

**Motion:** Melanie Richmond motioned to approve with conditions, seconded by Jim Crine, Passed 5-0

- 1. Fascia & rakes on all roof elements shall be 10"
- 2. Garage door acceptable
- 3. Mockup for stone required prior to installation
- 4. Items g-l must be complied with for technical

**6:00pm – Morris Residence** Filing 01 – Block 02 – Lot 23 \_ 0053 Sawmill Circle – **Final** – Architect: JMP Architects, Charlie Perkins; Meadows, Victorian

- a. **Discussion Item:** Review ridge height of main mass above max. allowable 35' height from existing grades.
- b. Include Exterior Lighting Worksheet and manufacturer's fixture cutsheets with lumen specs on plans for Technical Plan review.
- c. Provide structural drawings for Technical Plan review.

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

**Additional Board Discussion:**

Neighbor's fence needs to be removed from Morris property  
Windows may be changed to divided lights

**Motion:** Melanie Richmond motioned to approve with conditions, seconded by Jim Crine, passes 5-0

- 1. Provide verification of height below 35'
- 2. Window divided lights can be reviewed at technical.
- 3. Neighbor's fence is between the two parties for resolution.
- 4. Items b-c must be complied with at technical

**OTHER BUSINESS**

**Contractor Registry**

- a. Draft policy was presented to the HOA attorney, and it was recommended that we manage compliance through deposits and not through a registration process. Discussion of \$20,000 deposit with Board. Some Board members thought this was very high for Eagle Ranch.

**Roles & Responsibilities – Design Review Board**

- a. Document was forwarded to the board for review and comment prior to next meeting.
- b. Member term expiration will be discussed at July meeting to ensure continuity on board. Member terms will be staggered (2023, 2024,

2025).

- c. Anticipated adoption July 20, 2023 – Will be presented to Executive Board in August

**Fees**

- a. Approved by Executive Board. Effective July 1, 2023.

**DRB Applications & Workplan**

- a. DRB members are getting calls regarding process.
- b. Review and discussion of application numbers within system, processing through
- c. Role of DRB Administrator has change significantly since bringing in-house full time employee.
- d. 286 current applications/processes moving through system
- e. Shelley has taken over administrative work to relieve pressure; Nick is assisting with small MEI's, CDC's & inspections

Melanie Richmond made a motion to adjourn at 6:49 pm, second by Jim Crine

---

END OF MINUTES



## Design Review Board Meeting July 20, 2023

### Administrative Review

The following project was administratively reviewed and listed as scheduled on the agenda:

**2:10pm – Van Voorst Garage ADU Addition** Filing 08 – Block 11 – Lot 06 \_ 0652 Hernage Creek Road – **MEI-Final 2<sup>nd</sup>** – Architect: The McKinzie Group, Larry McKinzie; Uplands, Prairie

- a. **Review of 2<sup>nd</sup> MEI Final is only of revisions made based on discussions at first Final Review. Must comply with all items of both 6/15/23 DRB Meeting and this review for Technical Plan review.**
- b. **Discussion Item:** Review setbacks shown on Site Plan that are less than required per UDG 2.2.1.2. Update all plans accordingly for Technical Plan review.
- c. **Discussion Item:** Review Gross Area and Site Coverage. Plans included only show partial Existing structure. County records show 2,790sf net finished space with 684sf net garage space. Area Table on A1.1 provides 4,638sf as Primary Dwelling Enclosed Finished Sq. Ft. with 576sf Garage. Clarify significant discrepancy in reported finished spaces and if values provided on plans are net or gross. Showing 748sf for ADU area but DRB take-off is 776.14sf. Provide accurate Gross Area for Existing and Proposed, with separate ADU calculation for interior. UDG 2.1.1 & 2.1.2.
- d. **Discussion Item:** Review revised cantilevered element for ADU for utilization of floor space.
  - i. Clarify revised front cantilever previously shown at 2'-4". Calls 16" on Elevation, dimensioned 1'-6" on Floor Plan, and scales 1'-10" on Elevation. Revised layout of beam supports and deleted support braces previously shown.
  - ii. Review revised rear cantilever previously shown at 2'-4". Floor plan dimensioned 3'-2" with scales same on Elevation. Proposed wing walls added off existing garage wall to conceal sides of cantilever.
  - iii. Review revised width of cantilevered element to 24' to meet UDG 2.3.9. and proposed step-back to existing face of wall for remaining width.
    - i. Clarify roof discrepancies at step-back. Showing continuous roof tie-in to existing on Roof Plan but roof follows wall line on Floor Plan and Elevation.
- e. **Discussion Item:** Review revised rear deck, stair and added gable roof over deck. UDG 2.2.10.
- f. Per 6/15/23 DRB Meeting, note designated ADU Parking on Site Plan for Technical Plan review. UDG 2.1.2(5) & 2.2.7(3)
- g. Update Exterior Lighting Worksheet to include missing 650 lumens for wall sconces as provided on plan. Total lumens appear to be calculated correctly at 5,150.
  - i. Correct lumen calculations on A1.1 for 7 (E) Recessed Can Fixtures. Showing 3,050 but calculates to 3,150 which will also require Total Lumens updated from 5,050 to 5,150 to match Worksheet.
- h. Coordinate deck support posts with structural per UDG 2.2.10(7).
- i. Per 6/15/23 DRB Meeting, provide landscape screening around base of existing ground mounted solar array. Update A1.2 accordingly for Technical Plan review.
- j. Include structural drawings for Technical Plan review.

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

---

END OF REVIEW



## Design Review Board Meeting July 20, 2023

### Administrative Review

The following project was administratively reviewed and listed as scheduled on the agenda:

- 2:30pm – Josefina Residence** Filing 24 – Block 00 – Lot 01 \_ 2453 E. Haystacker Drive – **Preliminary** – Architect: KK Design, Kasia Karska; Highlands, Alpine Ranch
- a. **Discussion Item:** Review house/garage orientation. HDG 2.2.5.2(3)
  - b. **Discussion Item:** Review grades exceeding 5' from existing grade around driveway and front of house. HDG 2.2.2(3)
  - c. **Discussion Item:** Review Gross Area. Showing 6,509sf on Plans and Site Calculations Table which also states excludes ADU Garage, Stair, and Entry. All areas excluded on plans must be included in Gross Area. DRB take-off at Pre-Design was 6,998.7sf and at Preliminary now 7,324.0sf which exceeds the max. allowable of 7,000sf. Gross Square Foot is taken from outside face of exterior walls. HDG 2.1.1.
  - d. **Discussion Item:** Review width of usable covered front porch. Showing a dimension of 16'-0" wide but scaled take-off is only 12'-0". HDG 2.2.7.
  - e. **Discussion Item:** Clarify supports at roof overhang of garage and ADU deck. Calls out steel on Floor Plan but timber supports on Elevation call outs. Coordinate Plans, Elevations, and Details for Final Plan review.
  - f. **Discussion Item:** Review Roof Plan. Provide all clarifications/requirements discussed on plans for Final Plan review.
    - i. Review low 3:12 pitch gables as secondary roofs between primary masses.
    - ii. Review reverse shed at entry for concerns of snow and ice build-up.
    - iii. Review proposed Tesla Roof on all primary roofs. Verify Town of Eagle requirements if acceptable prior to Final Plan review.
    - iv. Review eave and rake overhangs. Provide dimensions on Roof Plan for Final Plan review.
  - g. **Discussion Item:** Review cantilevered deck at ADU. HDG 2.2.10.
  - h. **Discussion Item:** Review garage doors. Provide all clarifications/requirements discussed on plans for Final Plan review.
    - i. Review smaller width door at ADU Garage.
    - ii. Review differing door material and orientation. Clarify garage door finishes. Provide garage door spec for Final Plan review. HDG 2.3.2.
  - i. **Discussion Item:** Review window patterns and divided lights. HDG 2.3.3.
  - j. **Discussion Item:** Exterior Materials. Review color board and renderings. Provide all clarifications discussed on plans for Final Plan review.
    - i. Horizontal siding: 1x12 shiplap with ¼" reveal in Espresso stain
    - ii. Vertical siding: 1x8 in Tobacco Brown stain
    - iii. Stone Veneer: Dry-stack Northstar
    - iv. Columns, Brackets, Fascia: Carbon stain
    - v. Exposed Rafters and Beams: Espresso stain
    - vi. Flashing/Metal Accents: Matte Black.
    - vii. Window & Door Clad: Matte Black.
    - viii. Roofs: Combination of 2:12, 3:12, and 8:12 gables and sheds for primary roofs with Steel Solar Roofing Tiles by Tesla. Combination of 2:12 and 3:12 gables and sheds for secondary roofs with standing seam metal, Matte Black
  - k. Address incorrectly shown as "2463" throughout plans. Correct to "2453" on all plans for Final Plan review.
  - l. Contour lines on all site plans are difficult to read. Differentiate Existing contour lines from Proposed contour lines for Final Plan review. Line weights of Existing are heavier than Proposed. Consider gray-scale or dashed for Existing to not interfere with other pertinent information being presented on plans.
  - m. Elevation Sheets: Provide the following for Final Plan review
    - i. Provide all exterior related callouts for Final Plan review as previously shown on Pre-Design plan set.
    - ii. Scales vary on multiple Elevation Sheets. Provide consistency on all Elevation sheets with same scale for elevation details.
  - n. Provide Construction Management Plan, including details for silt fence continuous around Limits of Disturbance, for Final Plan review. Refer to Final Plan Submittal Check List for requirements.
  - o. Locate Utility Enclosure on Site Plan, Floor Plan, and Elevations for Final Plan review. HDG 2.3.6.

- p. Provide 35' building height offset from most restrictive of existing or proposed grades on all elevations for Final Plan review. HDG 2.1.4. Provide USGS elevations to all roof high points either on Elevation sheets or Roof Plan.
- q. Include Exterior Lighting Worksheet and fixture cutsheets on Plans for Final Plan review.
  - i. Coordinate Worksheet and Plans. Quantities shown on plans do not match quantities shown on Worksheet. Max. 5,500 lumens. HDG 2.3.8.
- r. Provide Architectural Details for Final Plan review. Refer to Final Plan Submittal Check List for requirements. i.e. window trim for each siding material, corner trim, eave and rake with soffit and fascia, chimney cap, etc.
- s. Include renderings and Color Board within plan set for Final Plan review.

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

---

END OF REVIEW



## Design Review Board Meeting July 20, 2023

### Administrative Review

The following project was administratively reviewed and listed as scheduled on the agenda:

- 3:00pm – Lloyd-Ladd Residence** Filing 08 – Block 11 – Lot 09 \_ 0726 Hernage Creek Road – **Preliminary** – Architect: RAL Architects, Bobby Ladd; Uplands, Craftsman
- a. **Discussion Item:** Review house/garage orientation. Refer to GIS arial image with adjacent lots. UDG 2.2.3(1)
  - b. **Discussion Item:** Review setback greater than 35'. Unique lot location in partial cul-de-sac. Cul-de-sac homesites may require a greater front setback and will be evaluated on an individual basis. UDG 2.2.3(2)
  - c. **Discussion Item:** Review second story cantilevered deck off ADU.
    - i. At least 6 feet of the depth of second story decks must be covered by roof. Scabbed on or scaffold like decks are not permitted. UDG 2.2.10(4)
    - ii. Posts are limited in height to the floor-to-floor of the story below. Any taller posts must spring from a substantial pier or wall. UDG 2.2.10(8) & (9)
  - d. **Discussion Item:** Review gable rake ends and eaves shown as 2'-0" on secondary roofs with Craftsman Style. UDG 3.3.2.2(2)
  - e. **Discussion Item:** Review RV Garage door. Must be designed to match the other doors (i.e. match windows in top panel, same trim package, same materials). UDG 2.2.6(5e)
    - i. Clarify garage door finish. Provide garage door spec for Final Plan review. UDG 2.3.2.
  - f. **Discussion Item:** Review RV Garage massing at front of house. UDG 2.2.6(5c)
  - g. **Discussion Item:** Review window patterns and divided lights. UDG 2.3.3.
  - h. **Discussion Item:** Review front porch with Craftsman Style, particularly support posts. UDG 3.3.2.3.
  - i. **Discussion Item:** Exterior Materials. Review color board. Provide all clarifications discussed on plans for Final Plan review.
    - i. Horizontal siding: 8" wood Color: Platinum.
    - ii. Vertical Board & Batten: Clarify batten size and reveal spacing on plans or provide detail for Final Plan review. Clarify if color is also Platinum? Battens shall be sized to complement the wood siding dimension. UDG 2.3.1.2(1)
    - iii. Stone Veneer: Mountain Ledge Sandstone.
    - iv. Fascia & Timbers: stained black semi-solid. Clarify image on Color Board appears more "brown"
    - v. Flashing/Metal Accents: Dark Bronze.
    - vi. Window Clad: Dark Bronze.
    - vii. Roofs: Combination of 6:12 gables with asphalt shingle, color: Weathered Wood, and 3:12 sheds with standing seam metal, Dark Bronze
    - viii. Trim: Clarify corner trim, window trim materials. Colors to match siding, Platinum
  - j. **Discussion Item:** Review below deck condition at rear. First story decks within 4 feet of finished grade should be enclosed below and tied back to grade at one or both ends. UDG 2.2.10(3)
  - k. Identify designated ADU Parking on Site Plan for Final Plan review. UDG 2.1.2(5) & 2.2.7(3)
  - l. Provide Construction Management Plan, including details for silt fence continuous around Limits of Disturbance, for Final Plan review. Refer to Final Plan Submittal Check List for requirements.
  - m. Provide Utility Enclosure on Floor Plan and Elevations as shown on Site Plan for Final Plan review. UDG 2.3.6.
  - n. Provide details following all Roof Forms of Craftsman Style for Final Plan review, including exposed rafter tails and beams or brackets having some ornamental detailing. UDG 3.3.2.2(3) & (4)
  - o. Provide 35' building height offset from most restrictive of existing or proposed grades on all elevations for Final Plan review. UDG 2.1.4.
  - p. Clarify railings and provide detail for Final Plan review.
  - q. Clarify and provide details for corner trim at horizontal siding and board & batten for Final Plan review. Corner board at horizontal siding must be at least 2x6. UDG 2.3.1.3.
  - r. Provide Architectural Details for Final Plan review. Refer to Final Plan Submittal Check List for requirements. i.e. window trim for each siding material, corner trim, eave and rake with soffit and fascia, chimney cap, etc.
  - s. Include Exterior Lighting Worksheet and fixture cutsheets on Plans for Final Plan review.
  - t. Include Site Calculations Worksheet on Plans for Final Plan review.



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

---

END OF REVIEW



## Design Review Board Meeting July 20, 2023

### Administrative Review

The following project was administratively reviewed and listed as scheduled on the agenda:

**3:30pm – Ladd-Barela Residence** Filing 24 – Block 00 – Lot 31 \_ 2532 E. Haystacker Drive – **Final** – Architect: RAL Architects, Bobby Ladd; Highlands, Alpine Ranch

- a. **Discussion Item:** Review revised roof from 6:12 composite shingle to 2:12 metal standing seam. Reference Elevations 1/A2.1 for relation to Entry revisions and 1/A2.3 for more uniform window openings at Upper Level lookout room.
- b. **Discussion Item:** Review revised front entry. Lowered roof by 1 ft, widened stone wall pillars & added double posts, and revised 2:12 roof line beyond on right side as noted above.
- c. **Discussion Item:** Review revised rear window opening off Entry, separating transoms to meet 10' max opening height discussed in 6/15/23 DRB Meeting.
- d. **Discussion Item:** Review revised Lower Level window and door layout on 1/A2.3. Previously showed 2 sets of double doors only. Now combination of 3 single doors with 3 doubled ganged casement windows.
- e. **Discussion Item:** Review revised siding to all 8" horizontal with different colors for accent. Clarify which color is Siding A and Siding B. Provide color board within plans for Technical Plan review.
- f. Per 6/15/23 DRB Meeting, Provide scales on Site and Landscape Plans for Technical Plan review. Assumed 1"=10' for take-offs for Final review.
- g. Per 6/15/23 DRB Meeting, Identify designated ADU Parking on Site Plan for Technical Plan review. HDG 2.1.2(5) & 2.2.6(3)
- h. Verify if code requires light fixture at patio off Owen's Bedroom. Update Exterior Lighting Worksheet and Site Plan accordingly for Technical Plan review.
- i. Coordinate irrigation areas shown in Irrigation Table on A0.2 with what is shown on Site Calculations Table provided on A0.3 for Technical Plan review.
- j. Update Construction Management Plan to show continuous silt fence around perimeter of limits of disturbance for Technical Plan review.
- k. Verify correct scale on 1/A2.1 for Technical Plan review. Showing 1/4"=1'-0", DRB scale set to 3/16"=1'-0" matches floor-to-floor elevations provided and similar to other Elevation details.
- l. Provide structural drawings for Technical Plan review.

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

---

END OF REVIEW



## Design Review Board Meeting July 20, 2023

### Administrative Review

The following project was administratively reviewed and listed as scheduled on the agenda:

**3:50pm – Beatty Residence** Filing 22 – Block 00 – Lot 20 \_ 0244 N. Penstemon Lane – **Final** – Architect: Turnipseed, Paul Roberts; Uplands, Victorian

- a. **Discussion Item:** Review Gross Square Foot shown with DRB take-off. Scale appears to be corrected on sheets A2.0 and A2.1 from previous Preliminary Plans.
- b. **Discussion Item:** Review garage door widths. Future ADU garage shown as 9' wide with other two doors shown as 10' wide.
- c. **Discussion item:** Review 2x6 trim boards carried down from ADU dormer at rear of garage into field of horizontal siding. Ref. detail 4/A3.2.
- d. **Discussion Item:** Clarify muntin locations on windows. Shown centered on all elevations, perspectives, Window Schedule but shown approx. top 1/3 on detail 4/A5.2 Window Perspective. Update accordingly for Technical Plan review.
- e. Per 5/18/23 DRB Meeting, update Site Calculation Worksheet and areas where shown on Plans for Technical Plan review. Values do not calculate correctly and do not match values provided on plans.
  - i. Building Envelope shown as 15,560 on Site Plan but listed as 14,415 on Worksheet and Area Tables within Plans.
  - ii. Revise Irrigation Areas on Worksheet to match new sheet L-1 values.
- f. Coordinate Building Envelope Limits of Disturbance for all site plans for Technical Plan review. Site Plan and Landscape Plan do not appear to be coordinated properly to complete all work shown between various plans. UDG 2.2.1.1.
- g. Update Lighting Worksheet and Lighting Plan for Technical Plan review to include Landscape Lighting shown on new sheet L-1. UDG 2.3.7. & 2.4.2.4.
- h. Per 5/18/23 DRB Meeting, provide sizes of vertical and horizontal siding for Technical Plan review. May not be less than 6" nor more than 12". UDG 2.4.1.2(1)
- i. Update upper perspective in detail 4/A3.1 to match Elevation detail 1/A3.1 where transom windows were removed to meet max. opening height of 10' per UDG 2.3.3.1(8).
- j. Per 5/18/23 DRB Meeting, ADU dormer at rear of garage can be no wider than 16' per Victorian Style. UDG 3.2.2.2(6)
- k. Correct description for Detail 8/A5.0 showing flagstone detail but labeled as "Typical Wall Assembly" for Technical Plan review.
- l. Callouts on details 5,6, & 7 on A5.0 are cutoff and cannot be read completely. Review viewport sizes on all detail sheets accordingly and update for Technical Plan review.
- m. Per 5/18/23 DRB Meeting, window trim must be detailed with head or sill differentiated at minimum. UDG 2.3.3.2(2) Update details on A5.2 for Technical Plan review.
- n. Review all items previously identified from 5/18/23 DRB Meeting to be included in Technical Plan review.
- o. Provide structural drawings for Technical Plan review.

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

---

END OF REVIEW



**DESIGN REVIEW BOARD**

**ROLES & RESPONSIBILITIES**

**September 1, 2023**

# Design Review Board – Roles and Responsibilities

## Table of Contents

Design Review Board – Roles & Responsibilities.....	3
1.1 Structure .....	3
1.1.1 Alternates .....	3
1.2 Terms.....	3
Design Review Board – Roles & Responsibilities.....	4
1.3 Chairperson .....	4
1.4 Quorum.....	4
1.5 Voting.....	4
1.6 Role.....	4
Design Review Board – Roles & Responsibilities.....	5
1.7 Responsibilities .....	5

DRAFT

## Design Review Board – Roles & Responsibilities

---

Purpose: Ensure the built community creates a series of harmonious, people friendly neighborhoods with house designs that strengthen the sense of community within Eagle Ranch. The Design Review Board shall work with applicants to ensure the Eagle Ranch Guidelines and their intent are followed throughout the design and construction of new buildings and during improvements to existing properties.

### 1.1 Structure

The Design Review Board shall be comprised of not less than three (3) persons and not more than five (5) persons. The Design Review Board need not include any member of the Association. However, it is recommended that at least one member of the Board be an Eagle Ranch Homeowner and have no financial interest in the design, sale, or construction of properties in the community. The Eagle Ranch Executive Board shall appoint, remove, or replace members at its discretion.

#### 1.1.1 Alternates

The Design Review Board may have two (2) alternate members appointed by the Executive Board. Alternates may participate in discussions and make recommendations on applications. Alternates may only vote on applications in the absence of the standing/regular committee members. Alternates may also be counted for purposes of achieving a quorum in the absence of standing/regular committee members.

### 1.2 Terms

The term of office of each member of the Design Review Board, subject to Section 6.6 of the Eagle Ranch Declarations, will be one year, commencing January 1 of each year, and continuing until a successor shall have been appointed.

Members may serve more than one consecutive term and appointments shall be certified by the Executive Board annually.

Members are required to re-apply for their appointment at the conclusion of three consecutive terms. Applications for appointments will be made available in August annually for any person interested in serving on the Board. Interviews with the Executive Board will be scheduled for the last regular quarterly meeting of each year.

Members of the Design Review Board may be removed from the board for inefficiency, neglect of duty, failure to attend meetings, or any other reasons the Executive Board deems appropriate. **Design Review Board members may not miss more than two meetings per year.** Failure to attend scheduled meetings will be considered resignation from the Design Review Board (extenuating circumstances will be considered).

## Design Review Board – Roles & Responsibilities

---

### 1.3 Chairperson

The Design Review Board shall appoint a chairperson, annually from among the members of the Design Review Board by a majority vote of such members. A co-chair may be designated to assist in the management of meetings in the event the chairperson is unable to attend. Additionally, if both the chair and co-chair are absent from a meeting, the DRB member with the greatest tenure will be assigned to oversee the meeting.

Meetings will be rescheduled if a quorum is not met.

### 1.4 Quorum

The Design Review Board will establish that a quorum of members is present for each meeting. A quorum refers to the numbers of members present, not the number voting on a particular question. To establish the quorum a minimum of three (3) members must be present when the meeting is called to order.

### 1.5 Voting

The requirements for approval of an action shall be by a majority vote. Majority vote means more than half of the votes cast by persons entitled to vote, excluding abstentions, at a regular properly called meeting.

Board members shall recuse themselves from participation in discussions and voting on applications where a potential or perceived conflict of interest exists.

### 1.6 Role

The Design Review Board is tasked with reviewing design and construction plans in accordance with:

- Eagle Ranch Declarations;
- Eagle Ranch Design Guidelines;
- Eagle Ranch Rules & Regulations that the Design Review Board establishes to govern its proceedings;
- Town of Eagle Zoning and Construction Regulations

The Design Review Board shall have sole responsibility for interpreting and enforcing the Guidelines. Additionally, the Board shall have the responsibility to interpret and enforce the PUD Guide in accordance with the terms of the Declarations.

## Design Review Board – Roles & Responsibilities

---

The Design Review Board will exercise its best judgment to ensure that all proposed improvements harmonize with existing structures in Eagle Ranch. This will include review of design, construction quality, type of construction, finishes, materials, colors, location on the building site, structure heights, grades, finished ground elevation, and landscaping. All proposed projects will be reviewed for compliance with Eagle Ranch Design Guidelines and Association Documents and Covenants.

### **1.7 Responsibilities**

The Design Review Board meets monthly on the third Thursday of each month. It is expected that each member appointed to the board will attend all meetings.

The Board will review all plans & documents prior to each meeting and be prepared to discuss the design with the applicant.

The Board will actively participate in discussion, motions, and voting.