

## The Keystone Design Review Board

January 19, 2009

### I. Call the Meeting to Order

The Keystone Design Review Board meeting was called to order at 1:05 pm in the Neighbourhood Company conference room on Monday, January 19, 2009.

Board Members Present Were:

Paul Schwarz, Chairman

Ken O'Bryan, Member

Todd Weber, Member

Gene Baker, Member

Other Attendees:

Clark Griffith – VRDC/DRB Inspector

Molly Speer, Exe. Director KNC

### Approve Previous Meeting Minutes

The previous meeting minutes dated December 15, 2008 were approved as revised.

### II. Board discussion on revision of documents, fee schedule, applications

A discussion ensued regarding the review of the Arrowhead DRB applications, guidelines and fee structure. A review of the Keystone Design Review Board guidelines and fee structure was discussed. The compliance deposit fees and application fees will be revised to correlate with the Beaver Creek and Arrowhead fee schedules. The chairman of the Board requested the Board members review the documents and give their input so the KDRB can prepare similar forms and guidelines. The new procedure for submittals was outlined as having the applicant submit two weeks prior to the meeting date, the inspector will check the documents submitted against the review application, if all documents are included the inspector will tell the administrator to add the project to the next meetings agenda. If the submittal is incomplete the applicant will receive notice and have to bring the required documentation on or prior to the submittal date for the next meeting. All of these documents will be available on the Keystone Neighbourhood Company web site for ease of access for applicant.

A review of the new Summit County sustainable building ordinance began. The Board will review and consider including in the amendments to the neighborhood guidelines along with the information submitted regarding alternative energy devices.

Discussion began regarding the letter to respond to the e-mail sent to Gene Baker by Dan Sprague of Precise Customs Inc. on December 13, 2008 regarding the removal of his signs on Lot 17 and Lot 25 in Settlers Creek. Gene Baker abstained from comment on the letter. The letter will be revised per Board comment and e-mailed to the Board for final approval. It was also noted that Mr. Sprague reinstalled an illegal sign on Lot 17. An additional letter and photo will also be sent to Mr. Sprague requiring him to remove the sign immediately.

III. Lot 4B North Fork – 2<sup>nd</sup> Round Preliminary (A. T. Franco & Associates representative)

The Keystone Design Review Board reviewed and approved the project at Lot 4B North Fork with the following comments:

- 15' side set back 25' rear and front set back per Summit County resubmit on next set of plans how the steps, etc. will be affected by setbacks.
- Drainage will need culvert and swale.
- Check with county for shared drive ways in North Fork.
- West elevation by gas meter tall blank wall. Request windows to break up flat wall giving natural light into the work shop. Suggest putting window off the sides of bump out on flat surface.
- Large wall on back of garage the Board requests windows to break up massing.
- North elevation 4' to the window sill. Needs to be 44" to opening.
- The Board prefers the location of the house as shown on drawings dated January 19, 2009 due to the minimum impact on the lot to the east.
- Board requires finishes for wood, metal on doors and materials board for the file with finalized materials and stains.
- Light fixtures must be dark sky compliant per county regulations
- Board approves the project to go to CD's

IV. Lot 3 Keystone Ranch D – Window Change (Mindy for Karl at KC Custom Builders)

The Keystone Design Review Board reviewed and approved the window change at Lot 3 Keystone Ranch D with the following comments:

- Approved as submitted

V. Lot E18 Keystone Ranch - CD Review (Barb Shepler, Architect)

The Keystone Design Review Board reviewed and rejected the project at Lot E18 Keystone Ranch with the following comments:

- Construction fence must be inside or on the building envelope except at areawell.
- Need stamped and signs plans by architect and engineer.
- Need dumpster on final site plan.

- Require change to drainage by driveway. Draining on to the road is not allowed.
- Board request lighting cut sheets.
- Need materials and color boards on 8 1/2 x 11 sheet for DRB files
- Coordinate structural drawings with the architectural drawings
- Roof issues at 4 corners of valley locations must be resolved
- Missing sheet A4-1 building section.
- Provide clarification for deck framing. Foundation plan does not match building elevations.
- Verify utilities placement with Xcel.
- Show dry wells and permanent drains for draining.
- Landscaping feature outside building envelope, DRB will support opinion of HOA. Please submit HOA approval for DRB file.
- Copy of review letter from October 6, 2009 included to review and complete all items.
- Due to additional reviews there will a fee of \$750.00 for each additional review.

VI. Lot E1 Keystone Ranch – 2<sup>nd</sup> Round Schematic (Barb Shepler, Architect)

The Keystone Design Review Board reviewed and rejected the project at Lot E1 Keystone Ranch with the following comments:

- Must show existing and purposed grades
- Area wells must be within building envelopes unless written approval from HOA
- The Board suggests the home step more with the topography of the site in order to minimize site disturbance.
- Verify utilities placement with Xcel
- It is noted there are 3 types of wood siding, 1 type of stone and 1 type of metal siding. Per guidelines metal is not allowed as a siding material. Board requests the reduction of the number of various materials.
- A copy of the Design & Configuration section in the Architectural Standards and Procedures guide book is supplied with this letter. Board requests review of the entire section.
- Review the tree and the relationship to the area well. If the tree is in questionable health the area well maybe approved upon removal of the tree. If the tree is robust the area well may need to be moved.
- Indicate north with arrow on site plan and adjust plans so floor plan faces north.
- Copy of June 16, 2008 review letter included to review and complete all requested items.
- Due to additional reviews there will a fee of \$750.00 for each additional review

VII. Lot 7 Settlers Creek – Additional Landscape Review (Mindy for David Steltzer, Owner)

The Keystone Design Review Board reviewed and approved the landscape as submitted at Lot 7 Settlers Creek with the following comments:

- After additional review the Board will allow the landscaping as submitted.
- Board approves the final refund of the compliance deposit of \$1000.00

VIII. **Note:** Lot 20 Saw Whiskers submitted the application and fee on December 19, 2008.

IX. Adjourned:

The meeting was adjourned at 5:05 p.m.