

The Keystone Design Review Board

August 3, 2009

I. Call the Meeting to Order

The Keystone Design Review Board meeting was called to order at 1:13 pm in the Neighbourhood Company conference room on Monday, August 3, 2009.

Board Members Present Were:

Todd Webber, Member

Ken O'Bryan, Member

Tim Baker, Member

Tom Connelly, Member

Other Attendees:

Mindy Bothel, Administrator

II. Approve Previous Meeting Minutes

The previous meeting minutes dated June 22, 2009 were approved.

III. Review of the Proposed Sign Code Amendment – (Alex Iskenderian, VP, VRDC and Greg Brown DHM)

Greg Brown began the discussion outlining some of the changes he has made to the sign code since the last meeting with the KDRB. The new codes will give the KDRB a “guideline” to follow which is more flexible than the current code. Instead of specific sizes being outlined he has added a mathematical equation to add to the flexibility of the code which the Board can apply on a case by case basis. Since sandwich board signs are popular with the merchants the size and material will be regulated by the code, they will be seen as a temporary sign but variation specific to each merchant will be determined on a case by case basis. Since the sandwich board signs can have variable messages the KDRB will have the authority to revoke any sign at any time they feel is inappropriate for the village. All temporary signs will be required to only be out during business hours.

All applicants will be required to submit a sign application and the corresponding fee to the Executive Director of the Keystone Neighbourhood Company. He will review the submittal and make the determination if the sign is within the guidelines or needs to have further review by the entire Board. After the Executive Director, or the KDRB, approves the sign the applicant needs to submit to the county the appropriate application and fee. To give applicants incentive to adhere to the new sign code the Executive Director and the KDRB will be allowed, per the code, to give “bonus” features to the signs. As an example they may allow the sign to increase in size by up to 15% for exceptional designs, material, etc. It was also discussed how the size should be determined, by the frame of the sign or by the lettering and/or logos represented on the sign. The code will note that the frame must be within the scale of the sign. Other unusual features of the sign will be up to the discretion of the Executive Director and/or the Board.

After the final code has been reviewed and approved by the county the Board recommends the leasing agents in the Keystone area be advised of the changes so they can inform all tenants of the compliance needs. The Keystone Neighbourhood Company will serve as an interim inspector for the sign code and all signs old and new in the Keystone area. If an illegal sign is identified they may notify the county.

IV. Lot 16 East Ranch – Propane Tank Installation – (Tom Otto, Homeowner)

The Keystone Design Review Board reviewed and approved the project at Lot 16 East Ranch with the following comments:

- Propane tank must be within property lines.
- Board recommends the homeowner check with county prior to installation for any necessary approvals.
- Board requires the property be re-vegetated to original features.
- It is recommended to mound dirt around the mushroom top to keep snow and water out of connections area.

V. Lot 9 Elk Run – Revised Site Plan – (Ken O’Bryan, Architect)

The Keystone Design Review Board reviewed and approved the revised landscape plan at Lot 9 Elk Run with the following comments:

- Ken O’Bryan abstained from comment.
- A variety of heights is recommended on evergreens.
- It is recommended to clump Aspens together for fuller look.
- Need to pay \$250.00 modification fee.

VI. Lot 4 Wild Irishman – Review Construction Management Plan – (Mindy Bothel for Rick Emarine, Infinite Scope)

The Keystone Design Review Board reviewed and approved the project at Lot 4 Wild Irishman with the following comments:

- Chain link fence required to be on or inside property line.
- Verify any construction activity inside Lot 4R and/or Lot 3R.
- Board requires the verification of the replat of the lot and all associated easements prior to refundable compliance deposit being returned at conclusion of project.

VIII. General Discussion

Discussion began that the Board needs to elect a new president. Ken O'Bryan nominated Tim Baker. Todd Webber seconded the nomination and it was passed unanimously.

Tim Baker began a brief discussion on general KDRB issues to bring the new Board member, Tom Connelly, up to speed on the current issues. He outlined how the Board will be reviewing projects and the general direction the meetings will follow.

There was a courtesy review of the project at Lot 5, Tract F1, Keystone Ranch for the homeowners the Glassman. Todd Webber, the architect, noted a portion of the project may extend onto common area land. The Board recommended asking the HOA for approval.

A Board discussion began regarding the transition to the new fee schedule and how existing projects, in all phases of review, would fall into the new schedule. It was proposed that after a project had gone through schematic and preliminary review and approval, which needed to be completed within one year of the initial submission, the owners would have an additional one year to take the project through the CD review phase and obtain a permit from the county to begin construction. For KDRB purposes "start of construction" is defined as "approved inspection of the first foundation by the county building dept". If the property changes ownership during any phase of review the submitted plans and accompanying fees go with the property not the payee. A one year extension to begin construction may be granted by the KDRB upon receipt of 50% of the initial application fee for the project. All projects have two years after construction commences to be completed with the final KDRB inspector's approval and a CO from the county. For projects currently under any phase of review the Board will send notice to all applicants as of January 1, 2010 they need to obtain CD approval from the KDRB. If CD approval is not complete by the deadline the applicant must comply with the new guidelines and fee schedule. As of January 1, 2010 all CD approved projects have two years to commence construction and four years to obtain KDRB inspectors final approval and be issued a CO by the county building department.

IX. Adjournment

The meeting was adjourned at 3:55 pm.