

**DRB DESIGN GUIDELINES AND  
PROCEDURES LAWSON HILL P.U.D.  
TELLURIDE, COLORADO**

\*\*\*Please note that any alteration from or addition to the DRB approved set of plans, even to another element allowed herein, must be re-approved through the Board in order to comply.

## 1. THE GUIDELINES

### A. General Guidelines

#### 1) Urbanscape

The most important objective of the Design Guidelines and design review at Lawson Hill is to assure that the development, individually and in its totality, is visually recessive and coherent. The intent of the Masterplan for Lawson Hill is to create a compact series of hamlets surrounded by nature, with natural open space generally predominating.

#### 2) Materials and Forms

Neighboring buildings should generally be compatible and resemble each other. Within each treatment area, buildings should be similar in use of materials and forms, but with allowance for some variety in massing and scale. Roof form and exterior material

July 8, 1998

guidelines for Individual Treatment Areas shall be carefully adhered to. However, uniformity between buildings is not necessarily desirable.

#### 3) Building Form Guidelines for All Treatment Areas

a) In general, building forms should be "conventional" rather than "unusual", and "simple" rather than "busy."

b) Contemporary design is encouraged, nonetheless, design may be derivative of a robust, uncomplicated "Western" style. Other derivative styles such as "Pueblo", "Southwestern Adobe", "Bavarian", "Half-timber", and "Log Cabin" are prohibited.

c) Visual connection between the street and building (such as front porches, commercial display windows, decks, or other devices) is encouraged. Where possible, entrances should be visible from the street. Where flat roofs are allowed or employed, public or private uses of such

surfaces are encouraged (roof-deck or patio).

One garage per dwelling unit will be allowed and shall not utilize more than fifty percent (50%) of the lateral building. The width of the garage door shall not be more than ten feet (10'). An entry door is to be included in the same elevation as a garage door.

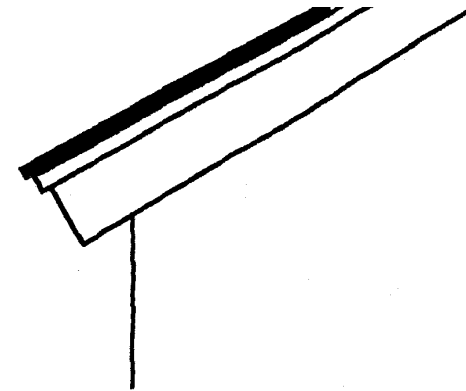
In Treatment Area AH-4, two car garages are allowed but must fit within the maximum allowed footprint.

- d) The use of decorative elements on buildings should be relatively simple and restrained.
- e) The organization of windows should be relatively simple and repetitive. Windows should tell "the true story" about how many floors are inside. Individual windows should not be needlessly large. However, display or storefront windows, where appropriate, are encouraged.

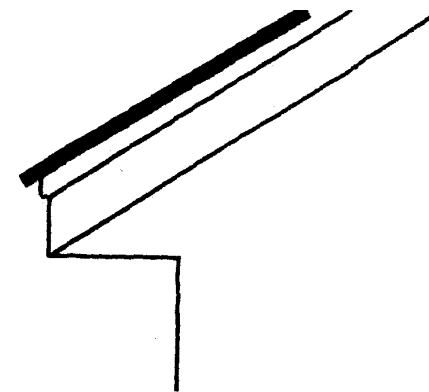
Windows should be taller than they are wide, or square. Triangular, half-round, round, oval or polygonal windows are discouraged. Sliding glass doors are allowed only on a case by case review basis. Bay windows are prohibited. Mirrored and tinted glass is prohibited on doors and windows.

- f) In general, eaves and gable fascias should be thinner than characteristic rafter depths. The fascia dimension on roofs of smaller buildings and dormers should be between three inches (3") to five and one-half inches (5-1/2"). Large roofs should not have fascias exceeding seven inches (7"). Horizontal eave soffits are prohibited, and plumb-cut eave fascias are discouraged.

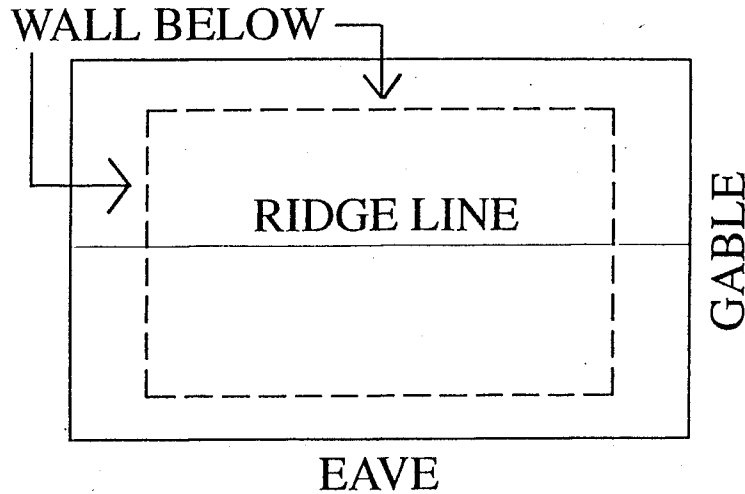
Eaves should look like this:



Eaves should not look like this:



On individual buildings, gable overhangs should be greater than eave overhangs

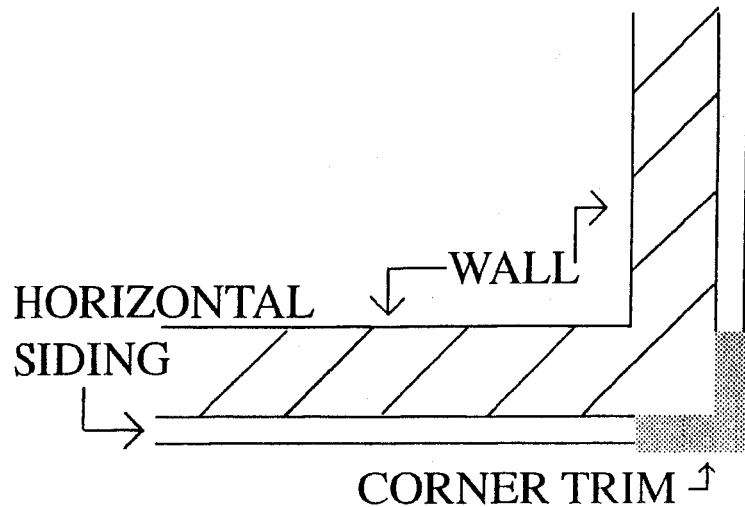


Where horizontal siding is allowed, outside butt miters are prohibited.

The lower edge of wood siding shall follow the slope of the site with angled or stepped cuts parallel to the slope. If stepped cuts are utilized the finished material should wrap around outside corners.

Exterior door, window head and jamb trim should be butt jointed, not "picture frame" mitered.

- g) Where board and batten construction is permitted, the battens should be relatively thin compared to the dimension of the board. Where horizontal siding is permitted, corner trim and jamb trim shall be deep enough to receive the butt ends of the horizontal siding:



- 4) Uses of Color

Applied exterior colors should be very limited in extent and muted. Accent colors, when allowed by the Committee, shall be limited to entrances and store fronts.

- 5) Exterior Lighting

Every reasonable effort shall be made in the design of exterior lighting to minimize its impact to off-site views. Strategies shall include shielding, directing light down and into the site, and more frequent low level and low intensity lighting. Color temperature of lighting shall be limited to the incandescent range.

Spots lights, flood lights, colored lighting and other lighting of massive areas are specifically prohibited.

6) Fences

Fences should be no taller than functionally necessary. Fences may be the same material as the building wall or as otherwise specified in the Individual Treatment Area Guidelines. Fences should not enclose any more area than functionally necessary. Within wooded areas, the extent of fencing is further restricted by the Individual Treatment Area Guidelines.

**Note:** Property line and perimeter fencing shall be prohibited within 300 feet of undeveloped open space unless required for purposes of safety, as reasonably determined by the Design Review Committee.

7) Finish and Treatment of Natural Wood

Where unpainted wood is specified in the Individual Treatment Area Guidelines grades, species and finish treatment shall be specified in the Submittal Documents. Committee approval is required.

Where flame retardant wood is required in the "Fire Protection Plan for Lawson Hill" grades, species and finish treatment shall be specified in the Submittal Documents. Committee approval is required.

In order to give positive consideration of alternatives, the Committee must find that they are reasonably durable and stable, and do not grossly deviate in appearance.

Samples are required.

Where unpainted and/or flame retardant woods are used stains, preservatives and/or sealants shall be very restricted in color and use. Opaque stains are not permitted. Semi-transparent stains in neutral or earth-tone colors may be used.

8) Landscaping

Landscaping shall be restored to its pre-construction state utilizing native species. Limit disturbance of existing vegetation during construction to an area within eight feet (8') of the building footprint unless otherwise authorized by the Design Review Committee.

Irrigation should be limited to short term use as required for the establishment of new plant materials. New plants are to be indigenous species and drought tolerant.

Erosion control vegetation is required on slopes 2-1/2:1 or greater. Finish grade is to be feathered into the surrounding natural topography unless this results in significant tree loss.

For larger non-residential buildings located at or near tree fringe or outside tree-like areas, special consideration should be given to berming and/or tree planting to diminish off-sight views of buildings.

### C. Conformance to Guidelines

- 1) All of the general and specific guidelines shall be followed by every applicant, except when, in the sole opinion of the Committee, their strict application would diminish the intent of the Design Guidelines, or if new and/or unforeseen materials, methods or design would better achieve the same objectives.

Economic hardship may only be considered for the Deed-Restricted Affordable Housing portions of the project. Projects, or portions of projects, that directly abut a neighboring treatment area may, at the sole discretion of the Committee, selectively "borrow" from the Guidelines of the neighboring treatment area to help "blend" from one treatment area to the next.

- 2) All significant man-made objects or construction activities shall be submitted for design review by the Committee. This includes, but is not limited to, the following:
  - a) Any buildings, structures, fences, enclosures, retaining walls, lighting standards, poles, roads, driveways or paths.

- b) Any proposal to cut any tree three inches (3") or greater in diameter or twenty-five feet (25') or greater in height.
- c) Any change in grade that alters the existing condition by more than two feet (2') or that involves more than ten (10) yards of material.
- d) Signs (for property identification only):
  - To be used on a temporary basis only
  - Limited to 2 1/2 square feet in size
  - To be posted on a post or building
  - Approval limited for 1 year, extension to be sought beyond that
  - Approved on a case to case basis
  - No company logos allowed
- e) Any new painting, staining, repainting or restaining of any previously approved building that involves any change in color or extent of coverage of application, or any change in tone or color.
- f) Any other externally visible devices, such as:
  - Recreation and play equipment
  - Awnings or other sun-control devices
  - Pools and ponds
  - Antennas or satellite dishes
  - Chimneys and flues
  - Exterior lighting
  - House numbers
  - Mailboxes

- Permanent barbecues
- Shutters
- Clotheslines

g) Any of these above items erected or caused to be erected by any party including the developer, any homeowners' or business association, any government or utility, or any individual owner.

## 2. APPLICATION PROCEDURES

### A. Pre-Design Meeting

Applicants for design review should schedule and attend a pre-design meeting with the Committee to familiarize themselves with the design review process and discuss their project. The owner and designer should attend the pre-design meeting.

### B. Submittal Fees & Deposits

As a condition to allowing Owner to cut any existing pavement or asphalt, such Owner shall deposit with the Propertyowners' Company, in addition to all other sums to be deposited by such Owner, the sum of \$2,000.00 to assure the replacement and reconstruction by such Owner of such pavement or asphalt.

As a condition for consideration of any application by an Owner for construction submitted to the Design Review Board, such Owner shall deposit with the Propertyowners' Company, in addition to all other sums to be deposited by such Owner, the sum of \$1,500.00 to assure compliance by such Owner with the requirements of the Design Review Board.

After the pre-design meeting, but before formal review, the applicant shall pay a design review fee to the Lawson Hill Property Owners' Company, Inc. The design review fee is intended to help pay for the administration of the design review

meetings. The initial design review fee schedule is as follows:

- 1) Residential (including Live/Work)  
\$450.00 per dwelling unit.
- 2) Non-Residential  
A minimum of \$500.00 per project application determined by complexity of project and \$0.10 per square foot of floor area above 5,000 square feet.
- 3) Signs, Fences and Other Minor Applications Not Involving Floor Area  
\$35.00-\$150.00 per application.
- 4) Roads, Trails, Developed Parks, and Landscaping Projects  
\$35.00-\$150.00 per application, or \$0.10 per square foot of right-of way or parcel area, whichever is greater. \*

\* Improvements made or to be made as a requirement of Final Platting shall be exempt from this review process.

The Committee may adjust its fee schedule from time to time to reflect the actual cost of the design review process.

**C. Submittal Requirements**

No later than five (5) business days before the Committee's review meeting, the applicant shall make their entire submittal and pay the appropriate design review fees.

Non-residential projects over 5,000 square feet shall follow a two-step process: 1) Conceptual Plan submittal; and 2) Final Plan submittal. The Conceptual Plan shall be approved by the Committee before the Final Plan is submitted. A work session is encouraged before the submittal of the Final Plan. All appropriate design review fees for the two-step process shall be paid no later than five (5) business days before the meeting for the Conceptual Plan.

**C. Submittal Requirements (continued)**

The applicant shall submit two (2) copies of all the following for any proposed project:

- 1) Site Plan and Building Footprint inclusive of the following:
  - Any existing or other proposed buildings or future building phases.
  - Existing and proposed contours at two foot (2') intervals.
  - Proposed dimensioned building set-backs.
  - Existing and proposed driveways.
  - Existing and proposed on-site parking.
  - Screening of on-site parking, if required.

- Visibility of public ROW traffic, if required.
- Underground and exposed utilities locations (meters, valves, etc.).
- All existing trees three inches (3") or greater in diameter or twenty-five feet (25') or greater in height that are proposed to be cut (see Item #8 of Submittal Requirements)
- Proposed garbage storage location
- Any existing and proposed fence locations
- Property corners and property lines
- Site drainage
- General vegetation
- Toilet Spec.

The Site Plan shall be at a scale of not less than one-tenth (1/10) of one inch to one foot, except that the Chairman may allow the Site Plan to be not less than one-twentieth (1/20) of one inch to one foot for larger, simpler building projects.

**Note:** The Fire Protection Plan requires a minimum twenty foot (20') separation between residential buildings within forested areas. Please review the Fire Protection Plan for further requirements.

- 2) Landscaping Plan inclusive of any proposed replacement trees, shrubs and ground cover with location, extent, size and species. The Landscaping Plan shall show any proposed site irrigation.



The Landscaping Plan may be combined with the Site Plan and shall be at a scale of not less than one-tenth (1/10) of one inch to one foot.

**Note:** Site irrigation shall not irrigate an area that exceeds 150 square feet for each Dwelling Unit.

- 3) Primary Elevations from property line to property line, showing existing and proposed grades, driveways, parking, existing and proposed new trees to true height, fences, and screens.

\*Must include all height calculations.

The Building Elevations shall be not less than one-tenth (1/10) of one inch to one foot.

- 4) Building Materials List & Wall Cross Section, including all exterior building materials and their location. This may be listed directly on the Building Elevations.
- 5) Building Material Samples, as may be required, particularly for any (proposed) unusual materials or deviations from the Guidelines.
- 6) Site Photos showing the existing site condition, any neighboring buildings and on-site trees.

- 7) Exterior Lighting Plan. All exterior lighting requires approval. The Plan may be submitted for approval, separately, after construction on project has begun.

- 8) Flagging and Stakes. Trees proposed to be cut must be flagged, and proposed building corners and driveway locations must be clearly staked five (5) days prior to the Committee's design review meeting date.

- 9) Energy Conservation Plan, if required in Zoning & Design Guidelines for Individual Treatment Areas.

These submittal requirements may be reduced by the Design Review Committee at the pre-design meeting.

#### **D. Approval or Denial**

At its scheduled meeting the Committee shall review the applicant's submittal and in-person presentation, as well as other written or oral testimony from neighbors or other concerned parties, and shall render a decision by voting at that meeting.

If the Committee finds the application to be complete and in substantial compliance with the Design Guidelines, it shall approve the proposal.

If the Committee finds the application to be incomplete or needs additional information, or if it decides it needs a site-walk to review the application, it may vote to continue its review to the next meeting, or longer if the applicant so agrees.

If the Committee finds the application to be out of compliance with the Design Guidelines, or if it finds that the application does not comply with the zoning regulations, it shall deny the proposal.

If the proposal is denied, the Committee shall give the reasons for its denial in writing no later than seven (7) days after such vote to deny. If the applicant wishes to appeal the denial, it shall request an appeal hearing to the Executive Board. The Executive Board shall hear such an appeal no later than forty-five (45) days after its receipt of such an appeal. The Executive Board may uphold the decision of the Design Review Committee by simple majority, or it may overturn the decision of the Committee by an extraordinary majority of two-thirds (2/3) of its attending membership.

The applicant must show evidence of financial ability to complete the approved improvements in a written form satisfactory to the Committee prior to the issuance of a building permit.

#### **E. Certificate of Final Plan Approval**

If the Committee approves the application, it shall issue a Certificate of Final Plan Approval with amendments, if any, with one set of the applicant's

documents, signed and dated, as an exhibit and shall retain one copy of the Certificate of Final Plan Approval with the applicant's signed and dated documents.

#### **No construction activity shall be allowed at Lawson Hill without such a Certificate of Final Plan Approval.**

A Certificate of Final Plan Approval is good for twelve (12) months from the date the applicant receives an approval of the application, unless prior to the expiration of the twelve (12) months a building permit is issued and construction is substantially commenced and diligently pursued toward completion. If substantial progress on the work is interrupted for any six (6) month period after the issuance of a building permit, the Certificate of Final Plan Approval shall become invalid, and a new application and fee shall be made.

**Note:** Residential construction must be completed within twelve (12) months of issuance of a building permit by the County. Other construction must be completed within eighteen (18) months of issuance of a building permit by the County.

#### **F. Certificate of Compliance**

Upon substantial completion of any improvements resulting from an approved project plan, the owner shall apply for a Certificate of Compliance.

The Design Review Committee shall then appoint a representative to perform a site-walk to review the improvements, and if the improvements are deemed to be complete and in substantial compliance with the Design Guidelines a Certificate of Compliance shall be issued.

No owner shall apply for a certificate of occupancy, final building approval or other similar occupancy approvals from the County, unless the owner has received a Certificate of Compliance from the Design Review Committee.

No owner shall apply for a temporary certificate of occupancy, temporary final building approval, or other similar temporary occupancy approvals from the County, unless the owner has received a Certificate of Temporary Compliance from the Design Review Committee.

### 3. COMPOSITION & PROCEDURES OF THE DESIGN REVIEW COMMITTEE

#### A. Powers & Duties

The Design Review Committee shall:

- Review development applications.
- Educate owners and residents.
- Budget its own costs.
- Monitor construction and/or work to ensure compliance with any and all plans and construction procedures.
- Modify its procedures and guidelines from time to time.

It shall not use its authority to reduce the allowable density for any project.

All actions taken by the Design Review Committee shall be in accordance with the following:

- The rules and regulations established by the Design Review Committee.
- The purposes and intent of the recorded "Declaration" for Lawson Hill (Doc #0276371 - Recorded in San Miguel County, CO on April 16, 1992, as "Declaration for Lawson Hill, San Miguel County, Colorado"), and all subsequent amendments to the "Declaration".
- The procedures, guidelines, requirements and/or restrictions as set forth by the Executive Board and/or any government or public authority.

#### B. Appointment & Membership

The Executive Board shall appoint the Design Review Committee. The regular Committee members shall be composed of the following:

- One owner.
- One project manager representative.
- One project planner representative.
- One Last Dollar Subdivision representative.
- One or more representatives at large.
- Two or more alternates.

After the first year, the Executive Board shall allow a number of Committee members to be elected from and by residents of Lawson Hill.

The Telluride Fire Protection District shall be offered one non-voting seat on the Committee to help assure design and planning compliance with the Fire-Protection Plan.

#### C. Administrative Support

The Design Review Committee shall retain the services of adequate administrative support for the following:

- The processing of applications including reception of applications and fees.
- The review of applications for completeness.
- The setting and publication of meetings and agendas.
- The recording and publication of meeting.

- Correspondence and notification to applicants regarding approval or denial of design submittals.
- The setting and publication of meetings and agendas.
- The recording and publication of meeting minutes.
- Any other support as may be reasonably directed by the Committee Chairman.

#### **D. Publication and Notification of Meetings**

The Committee shall hold review meetings and shall pre-publicize such meetings. All property owners will be notified of any pending design review of any property zoned industrial (including live/work lots) or public. All owners of property at Lawson Hill that are within 200 feet of any pending design review will be notified, in writing, five (5) days before such review meeting and any written or oral comments will be taken into consideration by the Committee as it reviews the applicant's conformance with the Design Guidelines. Notices shall be posted at the on-site Lawson Hill management office and on the subject property five (5) business days before such review meeting.

Written action minutes and (untranscribed) recordings shall be taken of all open portions of Committee meetings.

#### **E. Frequency & Location of Meetings**

The Committee shall initially meet to review design applications not less than twice a month, or upon call of the Chairman. All meetings shall initially be held at the offices of the Lawson Hill Property Owners' Company, Inc., in the Telluride area, unless otherwise permanently or temporarily changed to another location.

#### **F. Conduct of Meetings**

A quorum shall consist of the bare majority of the number of regular Committee members. A quorum may be made up, if necessary, by the duly appointed alternates. All regular business shall be conducted by a simple majority vote of those members present.

A three-quarters (3/4) extraordinary majority vote of the Committee shall be required for it to change the Design Guidelines once they are adopted by it. Any proposed changes in the Design Guidelines shall be published thirty (30) days before such meeting, and all Lawson Hill property owners (and residents) shall be so notified.

Any Design Review Committee member who is a project applicant shall not vote on such application.

All proceedings of the Committee shall be open to

all owners or residents of Lawson Hill, except for executive sessions. Executive sessions may only be called in the case of unanimous vote of the Design Review Committee members in attendance.

**G. Annexation**

If and when Lawson Hill is annexed into the Town of Telluride, this separate Design Review Committee and Design Guidelines shall remain in force. Lawson Hill will not become subject to the H.A.R.C. review process of the Town of Telluride.

**END**