

Steamboat Lakes Subdivision, Filings 1 through 4

AKA

**Willow Creek Pass Village
Association**

RESIDENTIAL DESIGN REVIEW

—SUBMITTAL INFORMATION—

Architectural Review

Compliance with the spirit of the guidelines contained herein is crucial to the natural enhancement and protection of the qualities of the Subdivision and to the collective homeowners' commitment to the preservation of this quality subdivision.

The guidelines provide the framework for the Environmental Control Committee (ECC) to review, process, and approve residential construction in the Steamboat Lake Subdivision Filings 1 through 4 (Subdivision). An Owner/Applicant must comply with the following procedures, as well as Routt County planning, zoning, and building code requirements, to secure necessary approvals.

No building or other structure shall be constructed, erected, or maintained on any lot, nor shall any addition thereto or change or alteration therein be made until the following plans and specifications have been submitted to the ECC and by it approved in writing as follows:

- Location on lot and site orientation
- Floor plans, elevations, and building sections (min ¼" = 1'0")
- Landscaping, drainage and grading plans (min 1" = 20'0")
- Provisions for off street parking and driveway access
- Snow storage, on site
- Specifications of principal exterior materials and color schemes
- Drawings of the locations and method of utilization of all utilities.

Owners of lots within the Subdivision are encouraged to consult with the ECC prior to and during the preparation of such plans and specifications in order to avoid withholding or delay in approval. Such plans and specifications shall be deemed approved 30 days after delivery of the same to the ECC if not specifically approved or rejected in writing within such 30-day period.

These guidelines are subject to the ECC's supervision and approval, and to the Routt County zoning and planning regulations and where applicable, federal and state statutes, rules and ordinances. Final judgment of any submission remains discretionary to the ECC. An owner should reply in writing to any concerns expressed by the ECC during the review process. Rejection by the ECC may be appealed to the Board of Directors.

The ECC and the Board will be guided in their decisions by the Declaration of Covenants, Conditions, and Restrictions for the Steamboat Lake Subdivision Filings 1 thru 4 (CCRs), the Bylaws for the Association, and these guidelines, including the ECC Point System. The guidelines may be changed from time to time by the Board of Directors to reflect new experiences and to accommodate changing conditions without modifying the overall stated intent. Owners contemplating activities covered by these guidelines should be sure they have obtained the most recent approved version, by using the version on the Association's website

ECC Approval Process

Information regarding the ECC can be obtained by contacting Double H Management at 970-879-6697. Address all written submittals to:

Willow Creek Pass Village Association
Attention: Environmental Control Committee
P.O. Box 775836
Steamboat Springs, CO 80477-5836.

You may also deliver directly to the Double H Management offices at 1125 Lincoln in the heart Steamboat Springs.

All ECC approvals shall be valid for a period of one (1) year from the date of issue. If construction of an approved structure has not commenced within said period, the review process must be started anew.

1. Optional Orientation Meeting and Statement of Design Intent (Discretion of ECC or owner, not a requirement)

Purpose: To ensure familiarity with the guidelines and communicate the Owner's design intentions to the Committee

Composition of Meeting: A meeting between the ECC and the owner/applicant and his/her architect to address applicable standards and constraints.

Form of Submittal:

- Two copies of a written and/or graphic explanation to include the design approach, citing philosophy and materials to be used.
- Two copies of a preliminary site plan (scale 1" = 20'0") to include building location, driveway, parking, grading, snow storage and any other explanatory materials the owner may wish to submit.

2. Construction Plan Review

Purpose: To ensure the construction plans conform to the Guidelines

Form of Submittal: **Owner Information** sheet, **Construction Submittal** form, \$30 for the design review, \$1000 as a damage deposit¹ (for new home construction), and **two (2) copies of the plans containing the following items (both copies to be stamped by Routt County prior to submittal):**

- Lot plan (1" = 20'0") to include, but not be limited to, building location, driveway, parking, grading, designated storage areas for excess fill, construction debris and materials, a designated parking area for construction vehicles, other temporary structures to facilitate construction, existing and proposed contour lines at 2 foot intervals, decks, utilities and accessory development of any kind.
- Floor plans, roof plan, and building sections (1/4" = 1'0").
- Exterior elevations (1/4" = 1'0") to include existing and proposed grade levels, material and color indications.
- Schematic landscape plan to include existing and proposed plant material
- A written explanation of exterior materials, colors, textures. (The ECC may require samples of materials and color chips.)
- Site staking of building corners, driveway and improvements.
- A building construction schedule to include starting and completion dates for the building

Again, it's important that drawings be taken to the Routt County Building department before submittal to the Association. Routt County will stamp the drawings and immediately return two copies to you.

Construction documents must be approved in writing by the ECC prior to construction.

The ECC Chairman will contact the owner/applicant of approval or rejection.

¹ Should the contractor be on the **Non-Performing List**, the damage deposit will be **\$5000**. All contractors start as "performing" and through multiple violations and non-responsiveness to issues are placed on the Non-Performing List. Examples of violations include port-o-lets in the roadway, obstruction of roadways, etc.

3. Construction Progress Review

A member of the ECC or its agent will periodically visit the construction site to monitor compliance with the approved Construction Plan and the Construction Period Regulations. Any items of non-compliance will be immediately corrected or removed by the owner or his/her representative.

Additionally, ECC and/or Association Board members will monitor the project for compliance to Association Rules and Regulations. These are available at the website www.wcpva.org, or by contacting Double H management. Some specific rules governing construction projects:

- a) It is prohibited to place any material, equipment, vehicles, trailers, or portable toilets in the public right-of-way or in the front lot easement. This is important as any material interferes with road maintenance, drainage, snow removal, emergency vehicle response, and traffic safety. Please make appropriate accommodations to keep all construction related material and equipment on your property.
- b) The Greenbelt parcels are not to be used for placement of any material or equipment. This includes placement of over burden material from site clearing, trees, vehicles, construction material, etc. Again, keep the effects of construction limited to your property. Do not use adjacent property or public parcels for your convenience.
- c) Utility cuts (water, sewer, power, telephone) in the public roadways are prohibited from October 15 through May 15. Any work effecting roadways must be **completed** by October 15. Fines of \$500 per day will be assessed for violation of this restriction.
- d) All utility cuts are to be done so as not to prohibit emergency vehicle access. All utility cuts are to be repaired with two-foot compaction intervals, as well as **new** pit run material and road base. All roads are required to be restored to their original condition, or better.

4. Project Completion Review

The owner or his/her representative shall inform the ECC in within ten (10) days prior to the occupancy permit inspection by the building inspection authority. The ECC shall then schedule an on-site meeting with the owner and his/her representative to review the construction to ensure the final exterior building form is substantially in accordance with the approved contract documents.

Non-conforming improvements identified by the ECC shall be promptly removed or corrected by the Owner or his/her representative. The Damage Deposit will not be returned until the house conforms to the approved plans.

Construction Guidelines

Architectural review, aided by construction guidelines, benefits everybody by creating and upholding the quality and value of the community. The objective of the guidelines is to ensure that Willow Creek Pass Village will have a cohesive personality while still encouraging flexible design expression so that residents may feel a sense of pride in their own residence, their neighborhood, and all of Willow Creek Pass Village.

The review process is concerned with elements that can be viewed from the outside, i.e. the overall architectural form, colors, textures, and landscaping. The guidelines outline the basis for a favorable review, however everything contained herein should be considered advisory, and not as specific design solutions. Creative individuality is encouraged. There is no precise formula for approval. In the final analysis, the committee will review all submissions in “the spirit of the guidelines.” There will be no “technical approval” because the prescription of the guidelines has been met.

The ECC or the Board may supplement, amend or repeal all or any portion of these guidelines at any time, and without being obligated to notify any builder, owner or any other person. Consequently, it is the responsibility of each builder, owner or person to obtain and review a copy of the most recent guidelines in effect (always posted on the www.wcpva.org website.) If these guidelines are inconsistent with the terms of the CCRs, the CCRs shall prevail.

Building Height and Mass

1. Minimum Square Footage

- a) Per the CCRs, Section 3A, each home shall have a minimum of 750 square feet. In the case of one-story houses, all 750 square feet must be situated on the first floor. In the case of multi-story houses, there must be a minimum of 750 square feet of living space on the first floor. The “first floor” is determined by the amount of area wholly or substantially below ground level. As an example, if the ground/lowest level is wholly under ground, the next level up is the first floor.
- b) Based on the elevation, the lowest level may be the first floor and thus would be required to contain 750 square feet of living space. A PDF file (750.pdf) is provided to better illustrate how to determine the definition of “first floor.”

2. Roof Pitch

Principal structures shall have a minimum roof pitch of 8/12 with no maximum. Depending on the given style of a submission, the committee may deem the pitch too steep or too shallow. Roof pitches less than 8/12 will be considered on an individual basis.

3. Roof Overhangs

A minimum of 2’0” overhangs are required. Greater than 2’0” are recommended for steeper pitches.

4. Fascia Boards

Fascia boards should be proportional to the pitch and overhang of the building. However in no case will they be less than 6” in height. Double width (2”) fascia is encouraged.

5. Dormers

Gable or shed dormers are encouraged as a design feature as well as a functional component of the building. All dormers should compliment and have balanced proportions relative to the roof they are helping to articulate. Typically the dormer should have the same fascia detail and roof pitch as the main structure. Windows used within dormers shall be centered in the end wall of the dormer.

6. Porches

- a) Balconies and above grade decks provide outdoor living space and add human scale to the house. Decks and balconies should be designed as an integral part of the house and are highly encouraged.
- b) Porch roofs add additional character and weather protection and should compliment the principal structure. The use of hip, gable, and shed roofs all add style and design features to the building and their use is strongly encouraged.

7. Exterior Trim Elements

- a) Window and Door trim should be proportioned to the façade it is embellishing. The size of casing used for the leg, header, and sill of any window or door should be proportional to the size of the window or door.
- b) Miscellaneous trim and corner boards should be 3½” to 8” wide depending on the style of the residence.
- c) Railings should be appropriate to the overall design of the house. Visual weight and articulation should be considered when designing the railing layout.

8. Building Height

- a) The maximum height allowed for any structure is not to exceed 35 feet, or a height defined by Routt County Regulations, which ever is less. Building height is determined from the existing grade or finished grade, whichever is more restrictive.
- b) A PDF file (height.pdf) is provided to clarify how maximum height should be calculated.

9. Fireplaces and Chimneys

Chimneys should be designed in proportion to the house. The use of masonry and stone veneer is encouraged.

Building Materials

1. Exterior, Chimney, and Façade Materials

Most natural wood products, stucco, brick, stone veneer, or decorative block and stone are acceptable. Per the CCRs: tarpaper, rollbrick siding, and plywood or similar materials are not allowed. Vinyl siding is discouraged.

2. Foundations

Exposed foundations must be finished. Examples of approved finishes are stucco, paint, or another approved method. No exposed black waterproofing will be allowed.

3. Roofing

Natural wood shake shingles or reflective metal will not be allowed to be used as roofing material. Asphalt shingle, concrete tiles, slate, synthetic slate, pro-panel metal, weathered galvanized metal, and metal shakes are examples of roofing materials that are acceptable. Treated wood shake shingles meeting Underwriting Laboratories “Class A” fire rating are acceptable.

4. Flashings

Typically, flashing metal should match the roofing material. Any exposed flashing shall be either colored metal, metal with a patina or copper. No reflective flashing will be allowed.

5. Garage Doors

Garage door color schemes should be that of the principal structures. Sided doors which match the house are encouraged.

6. Manufactured Homes

Manufactured Homes will be considered on an individual basis. No mobile (with or without wheels) homes or trailers will be allowed. This restriction does not affect the panelized construction methods. No Prow fronts will be allowed.

7. Skylights

Skylights are permitted as long as there is not an excessive or inappropriate amount of glass in the roof plane.

8. Exterior Lights

Exterior lighting must be down-facing, with opaque covering on the other five sides of the fixture.

Color Schemes

Color schemes are allowed to vary from structure to structure and style to style. Color palettes are strongly encouraged to have a basis in color schemes found in nature. The recommended colors are those that are readily found in the forest surrounding the subdivision, such as: green, brown tones, tans, dark gray, and red.

Colors not allowed are fluorescent, pastel or garish shades. No highly reflective materials will be approved. It is highly encouraged that the trim color, fascia, and body color be different, complimentary colors that assist in displaying the architectural features of the residence.

Utilities

Propane tanks are required to be buried (strongly preferred) or screened. Screen material is to be submitted and approved by the ECC. Above ground storage tanks are to be screened so as not to be visible from the road and adjacent lots.

Electric power meters are to be installed according to utility company requirements. Temporary construction meter locations are to be removed and replaced with acceptable, permanent meter placements.

Well heads shall be concealed from view with shrubbery.

Raised bed leach fields are discouraged, as they require the removal of trees and other vegetation from the area. All leach fields and any tree removal associated with them must be indicated on the site plan. Linear trench type leach lines are highly encouraged over leach fields as they lessen the impact on the landscape.

Ancillary Buildings

1. Detached garages

Detached garages must resemble the principal structure in color scheme, trim details, proportioning, siding, roofing, etc. The façade should be articulated with windows and doors just as if it was an extension of the principal structure.

2. Garden and Storage Sheds

Sheds must resemble the principal structure in color, siding, trim details, proportioning, etc. They should be situated on the lot in such a way that they fit with the over-all site plan and do not detract from the residence. Shed size is not to exceed 80 square feet or must conform to Routt County rules and regulations. The larger of the two shall prevail.

3. Remote mechanical equipment

Remote mechanical equipment or buildings associated with any off grid application are discouraged. This includes but is not limited to hydronic equipment associated with hot water systems, PV battery or other equipment, exterior wood burning or gas furnaces, water or fuel tanks. Remote equipment will be reviewed on a case-by-case basis.

Landscaping

1. Driveways

Driveways will be constructed according to the Routt County Road and Bridge rules and regulations. **Failure to perform this task will result in the forfeiture of the damage deposit.** A PDF file (site.pdf) is provided to illustrate the type and form of driveway planning that is required and should be provided to the ECC. All driveways must conform to Routt County Road and Bridge specifications. (See <http://www.co.routt.co.us/sections.php?op=viewarticle&artid=81070>).

2. Detached garages

Per CCRs Section 5J, all culverts must be installed prior to the start of construction, size of culvert to be determined by Routt County Road and Bridge Dept. The minimum size of any culvert will be 18 inches in diameter.

3. Water and Sewer Taps

Road cuts created by water and sewer taps will be backfilled with a minimum of 2 feet of an acceptable granular material. The balance of the material shall be a clean backfill material, absent of clay. The backfill material will be compacted with a vibrator type device in lifts not to exceed two feet. Road surface will be restored to the condition existing prior to making road cuts. Pit run and road base

material will be replaced and compacted. **Failure to perform this task will result in the forfeiture of the damage deposit.**

4. Grading, Erosion Control and Drainage

- a) Site grading shall be limited to construction of new foundation/basements of the home and approved parking structure. Excess fill shall be removed from the site. Disturbed areas must be returned to smooth and graded condition within (90) days after occupancy.
- b) Site work contractors and owners must pay special attention to drainage and site management. The existing drainage pattern, ditch designs and grades must be maintained without alteration unless approved by the ECC, which still must not materially affect site drainage or lot elevations.
- c) To maintain good storm water management, culvert pipe may not be extended or relocated without the approval of the ECC. Where homeowners build walkways from the street to their home, a “bridge” design is preferred over the drainage swale. If homeowners install a culvert pipe, written approval and final inspection by the ECC is required.

5. Snow Storage

All snow on a lot must be stored within each individual lot. Under no circumstances shall snow be plowed into the public right-of-way. Snow removal from personal driveways is the responsibility of the individual owner. Snow shed from roofs shall not encroach on adjacent lots. In the case of a shared driveway easement, owners shall be responsible for moving snow on their property away from the other owners’ lot line.

6. Plants and Trees

All plants should be of native varieties and consideration should be given to the use of low water demand type plants. Irrigation systems are strongly discouraged.

7. Sanitary Facilities

Each owner/builder shall provide adequate sanitary facilities for its construction site. Portable toilets or similar temporary toilet facilities shall be located only within the building envelope or in areas approved by the ECC. Portable toilets that obstruct the road will be result in a fine issued.

8. Off Street Parking

Each lot will provide two (2) guest parking spaces in addition to the double garage, carport, or two (2) spaces that are required. There will be a total of four (4) on site parking spaces on each lot. **ON STREET PARKING WILL NOT BE ALLOWED.**

Passive Solar Design

Passive solar considerations typically should not drive architecture. Submissions with no North facing glass, huge expanses of South facing glass with no breaks, or “TV set” type floor plans (few or no windows on non-South facing walls) are strongly discouraged.

Shading devices that are components of such passive solar designs shall be integrated into the architecture and take on a similar materiality to the rest of the house. Large overhangs, as with any passive design solution are highly encouraged. South overhangs shall not be disproportionately larger than other overhangs.

Trombe walls typically will not be approved as they significantly require large expanses of uninterrupted southern glass. If you wish to employ this type of passive system, a pre-design meeting is highly encouraged, and these systems will be considered by the ECC on a case by case basis.

Active Solar Equipment

- 1. PV (Photovoltaic) Panels.** All PV shall be required to be integrated into the architecture. Remote Panels are discouraged and will only be considered on a case by case basis. Separate PV roof frames are prohibited.
- 2. Hot Water Panels.** The same restrictions that apply to PV panels typically will also apply to hot water panels.
- 3. Solar access.** Removing trees, other than those within the building footprint or drive is typically not allowed. However, the ECC realizes that solar access can be a big issue in an off grid context. Any trees that are to be removed in order to obtain solar access shall be located, on a topographical survey indicating size and species. Also on this document, adjacent trees to remain and new trees shall be located. The ECC may require an applicant to plant trees to offset the removal of those obstructing solar access. Again, these submissions will be reviewed on a case by case basis.

Wind Energy Equipment

Wind turbines and masts associated with this equipment are not allowed. If an applicant wishes to pursue this technology the ECC will consider remote wind turbines on a case by case basis. As a general rule, remote masts that are visible from adjacent property or the ROW are not permitted. Requests for remote masts will be reviewed if they have no effect on neighbors.

Additional Resources

<http://www.usgbc.org/>

<http://www.nrel.gov/>

<http://www.powerfilmsolar.com/products/index.htm>

<http://www.oksolar.com/roof/>

<http://www.scsolar.com/UniSolar.html>

http://en.wikipedia.org/wiki/Solar_power

http://www.solardepot.com/r_off-grid_systems.htm

<http://www.bp.com/sectiongenericarticle.do?categoryId=9003136&contentId=7006021>

OWNER INFORMATION

LOT # _____ FILING # _____
OWNER NAME (S) _____
OWNER NAME (S) _____
ADDRESS _____
PHONE _____ FAX _____ CELL _____
EMAIL _____
ARCHITECTURAL FIRM _____
ADDRESS _____
PHONE _____ FAX _____ CONTACT _____
BUILDER/CONTRACTOR _____
CONTACT _____ PHONE _____
ADDRESS _____

I/We have read and are familiar with the latest version of the Residential Design Review Submittal Information for the Willow Creek Pass Village Association and hereby make application to the ECC for approval of the attached construction plans.

OWNER SIGNATURE _____ DATE _____
OWNER SIGNATURE _____ DATE _____

ATTACHED IS:

- Construction Submittal Form
- Design Review Fee of \$30
- Damage Deposit Fee of \$1000 (or \$5000 if the contractor is on the Non-Performing List). Refundable after one year of Certificate of Occupancy, ECC verification that the house conforms to the approved plans, and satisfactory inspection of the road.
- 2 sets of plans. Plans must be exact plans submitted to and stamped by Routt County Planning. One set to be retained by the ECC.

CONSTRUCTION SUBMITTAL

Date: _____

Re: Filing # _____ Lot # _____ Steamboat Lakes Subdivision Filings 1 through 4

Owner Name: _____

1. MAIN FLOOR SQUARE FOOTAGE _____

2. TYPES AND STYLE OF EXTERIOR MATERIALS _____

3. EXTERIOR COLOR _____

4. EXTERIOR TRIM COLOR _____

5. CONSTRUCTION MATERIALS _____

6. ROOF COLOR _____

7. TYPE OF ROOF MATERIALS _____

8. ROOF PITCH _____

9. FOUNDATION MATERIAL _____

10. CULVERT SIZE AND LOCATION _____

11. STRUCTURE HEIGHT NOT _____

12. PROPANE TANK DISPOSITION buried? YES or NO

CONSTRUCTION START DATE _____ COMPLETION DATE _____

DATE APPROVED _____ DATE REJECTED _____

REASON FOR DISAPPROVAL: _____ POINTS: _____

Susan Marshall Tim Stone Lanny Mack

Three signatures are required for approval or rejection.

ECC Point System for Evaluation

Construction Type (Framed homes are the nominal case)

Log (real logs, not milled logs)	+ 3
Timber Frame	+ 3
Manufactured	- 2

Garage/Carport

Neither carport nor garage	- 3
Carport	- 2
Basement Garage	- 1
Two Car Garage	+ 2
Attached Garage	+ 1
Sided garage doors	+ 1

Porch

Covered under separate roof element twice the width of the front door w/ railing	+ 2
Larger Porch / Deck – minimum eight feet deep, 10 feet long with railing	+ 2

Roof Pitch and Ridge Lines

More than 20 percent pitch steeper than required	+ 1
Two major ridge lines of not less than 12 feet (not dormers)	+ 2
Additional ridge lines that equal at least 4 feet (not dormers)	+ 1
Building orientation, street face aesthetic (ECC discretion)	-2 to + 2

Additional Corners

For each additional corner (over 4) resulting from pitch changes, building breaks, and back sets	+ 1
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Square Footage

Less than 1,000 square feet of living space w/o garage	- 2
Second story of at least 500 square feet	+ 2
More than 1,000 square feet of living space	+ 2

Other Architectural Elements

Each dormer on second story	+ 1
Natural wood, stucco finish	+ 1
Brick or stone at least 30 inches high on exterior walls	+ 1
Natural stone instead of artificial	+ 1
Complete stone veneered elements	+ 2
Decorative elements on fascia and front porches	+ 2
Two different and distinct patterns and colors in siding	+ 2
Vinyl siding	- 2
Above ground propane tank	- 5

General Architectural Merit (ECC discretion)

Overall Architectural Merit	-4 to + 4
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Steamboat Lakes Subdivision, Filings 1 Thru 4

AKA

Willow Creek Pass Village Association

P.O. Box 775836 Steamboat Springs, CO 80477

ECC Approval Report

DATE: _____

TO: Steamboat Lake Water and Sanitation District
Attention: Robert Hulton

Re: Filing # _____ Lot # _____ Steamboat Lakes Subdivision Filings 1 through 4

Owner Name: _____

The Environmental Control Committee (ECC) of the Willow Creek Pass Village Homeowners Association has approved the plans and specifications for the owner and location noted above—in accordance with the Declarations for Willow Creek Pass Village, Steamboat Lakes Subdivision Filings 1 thru 4, Routt County, Co. The ECC has therefore authorized me to certify the above application.

Sincerely,

Susan Marshall
ECC Chairman

