

**Peak One Design Review and You**

THE PEAK ONE NEIGHBORHOOD  
DESIGN STANDARDS

November 11, 2010

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## 1. Statement of Intent

It is the intent of these standards to provide direction to owners for the improvement of their properties, to establish thresholds for design quality and the suitable application of materials, and to insure sensitivity to Peak One Neighborhood residents. Compliance with the spirit of these standards is crucial in maintaining quality of life, property values, and visual effectiveness of the neighborhood.

The standards have been written to encourage a variety and diversity of thoughtful design within the neighborhood while at the same time respecting certain existing design patterns that: a) maintain the sense of community and place; b) establish and preserve a harmonious design for the Project; c) protect and enhance the value of the Property, Lots and Units; d) respect the environment. It is not the intent of these standards to burden owners when they chose to improve their property; these standards should guide owners through the design review process to ensure a successful project for you and the neighborhood.

These standards may be amended from time to time and it is the responsibility of the owner to obtain and review all changes. Current copies may be obtained from the Neighborhood Administrator, [administrator@twna.net](mailto:administrator@twna.net), and on The Peak One Neighborhood Association website, [www.twna.net](http://www.twna.net).

## 2. Design Review Procedures

2.1 Step One: Determine if your project requires approval from the Design Review Committee (DRC) and the Town of Frisco (TOF). (This may require a visit or phone call to the Town Planning Department, 970-668-0717 x704, before your submittal to the DRC.)

Changes Requiring Approval: Any and all “Exterior Modifications” to your home and/or property, including landscaping. Essentially, this includes construction, installation or placement of any improvements of a permanent nature on your property.

Please note: Interior Modifications to your home, although not requiring DRC approval, may require TOF Planning and/or Building Department approvals. Call or meet with a planner to be sure.

### Examples of improvements that require DRC review and approval:\*

- Building a garage, shed, fence, or deck or patio.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is a different material, size, shape, and/or color than that of the existing material (i.e. other than normal maintenance).
- Planting or removing trees (see suggested trees species in Appendix 5.5).
- Adding a parking pad. (Parking pad must meet TOF standards.)

- Adding solar panels to a roof.
- Adding underground sprinkler systems.
- Replacing or adding exterior lighting fixtures.

Examples of improvements that do not require DRC review and approval:\*

- Interior modifications to your home.
- Planting or hanging annual flowers.
- Planting perennial plants
- Temporary holiday decorations.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is *exactly* the same material, size, shape, or color of the existing (i.e. normal maintenance).
- Laying sod
- Installing rain gutters and downspouts when they meet the requirements of section 4.19

\*The lists above only provide examples of improvements; exclusion from this list does not mean your improvement does not require DRC approval. Please contact the Neighborhood Administrator if you are unsure whether or not your improvement requires DRC approval. Also, please note that many improvements may also be subject to Town of Frisco approval and may also require a building permit.

## 2.2 Step Two: Prepare required materials to submit to the DRC for review

Your application to the DRC must include: 1. Standard Cover Letter (see appendix 5.2 and 5.3 for copy) and 2. appropriate drawings (site plan and/or elevations) as described below.

The Standard Cover Letter (appendices 5.2 and 5.3) includes all of the following:

1. Description of your proposed exterior improvements for review by the DRC and, if required, initial review by the TOF Planning Department.
2. Location of your improvements. Copies of your property's Improvement Location Certificate (ILC) or platted site plan can be obtained from the TOF Planning Department. Also, any recorded property easements can be obtained.
3. Proposed materials
4. Proposed colors
5. Construction schedule
6. Phasing plan (if applicable)

The Standard Cover Letter shall include a site plan and elevations, if appropriate. These plans must meet all of the following requirements:

1. Plans must be presented in a legible format, be scalable and accurate.
2. Plans must be to scale. The site plan shall be drawn at a scale of one inch equals twenty feet (1" = 20') or one inch equals ten feet (1" = 10'). 1" = 10' is preferred.
3. Site plans should include as needed:
  - a. Your name, property address, and legal description of your property.
  - b. Property lines.
  - c. Dimensions.

- d. Structures, existing and proposed.
  - e. Existing natural features.
  - f. Grading plan with existing and proposed topography (if applicable).
  - g. Location of landscape materials to be planted or removed.
  - h. Description of how any material to be removed is being disposed.
  - i. Any existing public utility pedestal or easements.
4. Elevations should be provided for any proposed improvement that is not at grade level.
  5. Plans for lots that are not yet landscaped should include all details for the proposed landscaping and irrigation.
  6. Photographs (if applicable) are helpful to present proposed improvements such as picket design or to show neighbors' fences to be matched.
  7. Before you begin any Improvements, any plans for accessory buildings, sheds, fences, trees, etc., subject to TOF approval must include your approved Development Permit and/or Building Permit from the TOF.

### 2.3 Step Three: Submit your application to the DRC

Mail your application to the Peak One Neighborhood Administrator at PO Box 4622, Frisco, CO 80424, or preferably via PDF to the email provided below, before close of business on Fridays the week before a Design Review Committee meeting. For a schedule of when the Design Committee meets, consult the Peak One Neighborhood Association website,

<http://www.twna.net/>, or contact the Neighborhood Administrator, 970-668-0717x 704, [administrator@twna.net](mailto:administrator@twna.net)

### 2.4 Step Four: Await a decision from the DRC

The standard of review for your application shall be as set forth in 1.0 Statement of Intent (above). A practical time limit may be subject to the number of applications to be reviewed. Additional time may be applied due to the volume of applications received and their complexity. You may contact the Neighborhood Administrator, 970-668-0717 x704, [administrator@twna.net](mailto:administrator@twna.net) to check the status of your submittal after 30 days.

The DRC meets every 3 weeks during May-October (see <http://www.twna.net/> for the scheduled dates). Applicants are encouraged to attend DRC meetings to answer any questions that the DRC may have re: their application. During these meetings, the DRC will choose to 1. Preliminarily approve your application as submitted or 2. request further

information on your application or 3. Preliminarily approve your application with conditions.

A written Final Approval with Conditions will be issued by the Neighborhood Administrator within five business days of approval by the DRC. You will be required to meet the terms of the Conditions set forth in the Final Approval to commence work on your improvement, or you may choose to modify the initial improvement proposal and resubmit an application to the DRC following the same procedure as the original submittal.

Remember, in addition to DRC approval, the Town of Frisco (TOF) may have codes that need to be adhered to and additional permits may be required before beginning any work. The TOF should be consulted as part of the planning process. (See Appendix 5.6.)

## 2.5 Step Five: Commencement and Completion of Construction

Upon receipt of approval from the DRC, you shall obtain any required permits from the Town of Frisco and then begin construction/alteration pursuant to the approved DRC application. If the you fail to commence construction/alteration within the same building season of your approval or fail to communicate a change in your construction schedule to the DRC, your DRC approval shall be deemed automatically revoked and new approval must again be obtained prior to the commencement of any improvement.

Your improvements must be completed within the time approved on your application or you must communicate a change in construction schedule to the DRC within 2 weeks of the approved schedule to avoid penalty.

Please notify the DRC or administrator upon completion of your improvement. The DRC will verify that your improvement is consistent with the approved plans.

## 3. Definitions

- 3.1 “Front Wall”: The “Front Wall” shall be any wall (and a building may have more than one “Front Wall”) facing a sidewalk, green, public road and/or alley.
- 3.2 “Front Yard”: A yard extending between the side lot lines across the full width of the lot and lying between the front lot line and any portion of any structure on the lot. In those instances where a lot abuts two (2) streets, such as a corner lot or a double

frontage lot, the DRC shall designate which yard constitutes the front yard, based on existing development patterns within the neighborhood.

- 3.3 “Side Yard”: A yard extending between the front and rear lot lines along the full width of the lot and lying between any side lot line that does not abut a public way and any portion of any structure on the lot.
- 3.4 “Back Alley”: A yard extending between the side lot lines across the full width of the lot and lying between the rear lot line or alley and any portion of any structure on the lot.
- 3.5 Site plan: A scalable drawing of your property with existing and proposed improvements, your address and the legal description of the lot. The site plan shall include labeled property boundaries, any easements, buildings, landscaping and utility structures. Lot plans are available (at no charge for deed restricted properties) from the TOF Planning Office in Town Hall or for a fee from Tetra Tech.

#### 4.1 Governing Documents

The Governing Documents can be found at the Association Office. If conflict occurs between this document and the Governing Documents, then the provisions of the Governing Documents shall prevail.

#### 4.2 Patios

Patios are prohibited in any Front Yard. Patios are also prohibited in any area ten feet (10') behind the plane formed by the Front Wall of the house; however, the Design Review Committee may approve patios located in such areas if the patio is: i) designed to be consistent with neighborhood architectural character; ii) located behind an adequate landscape buffer so it is well screened and not readily visible from the adjoining green and/or street; and, iii) located so as to protect the privacy of immediately adjoining neighbors and so as to not be directly visible from an immediately adjoining front porch; or iv) is proposed on a double home lot where the “Front Yard” may also be considered the “Side Yard”.

#### 4.3 Landscaping

DRC approval is required for landscaping that involves change in grade, elevation or drainage, especially landscaping beyond plantings in the “Front Yard” (as defined in section 3.2). Approval is needed for walkways, patios, retaining walls, and rock placement. Approval is NOT required for simple laying of sod nor for planting annual or perennial plants. A list of suggested native plantings can be found in Appendix 5.5. (See Appendix 5.6 re: TOF rules.)

#### 4.4 Fences

##### 4.4.1 Construction

Material: Fence pickets may be made of natural wood (cedar, etc) or a plastic with wood texture.

Color: The fences shall be painted or stained in a color approved by the DRC.

Pickets styles: The DRC will consider adjacent fencing picket styles when approving the proposed style. 6" wide pickets are permitted in side and back yards only. 4" wide pickets must be used in front yards.

Gates: Gates must be constructed with the same materials as the fence, remain the same height as the fence, and maintain the same picket spacing as the fence. Double-door gates are subject to approval by the DRC.

Other guidelines:

1. The depth at which posts are seated should be appropriate for the fence post height, with concrete footing preferred. The commonly accepted standard is one-third (1/3) of the height of the post should be underground and placed in concrete; i.e., a post thirty inches (30") above ground should have fifteen inches (15") in the ground with concrete poured around the base.
2. Fence lines must be aligned in a straight line.
3. Picket tops must line up appropriately. Also, lower edges of pickets should not be at ground level, rather up to a few inches above ground to prevent rotting of lower picket edges.
4. All jogs, corners, turns of fence must be explicitly delineated on the site plan drawing plus the objects/reasons for the jogs should be delineated or described.
5. The outside face of the pickets must face outward toward alleys, streets, parking spaces and neighbor's property as applicable.

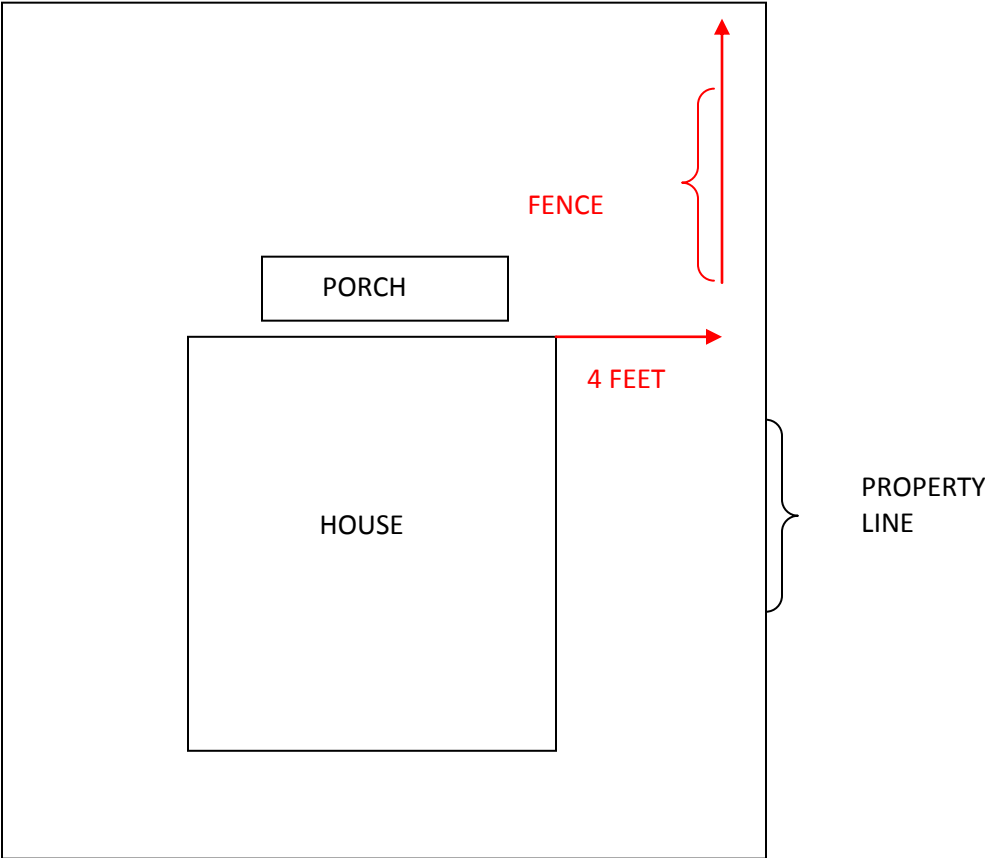
#### 4.4.2 Front Yard Fence

The fence shall be placed on the front property line, abutting the green where applicable. Any fence that defines the front yard property lines shall be no taller than thirty-six inches (36") high. Front yard picket spacing can be no less than 25%\* of the picket width. For example four-inch (4") pickets would be spaced not less than one inch (1") apart. "Front yard property lines" shall be deemed to include all property lines (front or side) that are in the Front Yard defined above (in section 3.2).

A fence that separates the front yard from the back yard: i) may be not more than fifty-six inches (56") high with picket spacing no less than 25%\* of the picket width; ii) shall begin at least at, if not behind the plane formed by the Front Wall of the house (as defined in section 3.1). Fences of more than thirty-six inches (36") height must be at least ten feet (10') or more behind the front plane of the house; and iii) in no event shall the fence dissect any porch or window on any property.

The portion of the fence forward of the Front Wall of the house (excluding the porch) must be on your property line or four feet (4') from the side wall of your house, whichever is less. (See illustration below.)

\*The DRC may approve spacing less than 25% when the intent is to match an existing fence with spacing less than 25%.



4.4.4 Side Yard Privacy Fence

4.4.5 Back Yard Fence

4.5 Decks

Decks are only permitted behind the Front Wall of a home. In those instances where a lot abuts two (2) streets, such as a corner lot or a double frontage lot, the DRC shall designate which wall constitutes the Front Wall, based on existing development patterns within the neighborhood.

Materials and colors should be selected to match existing porches and railings and are subject to DRC approval. The DRC may request material samples when an applicant is proposing a synthetic deck material.

Lattice is required to be installed on the perimeter of a deck when the deck is greater than one foot (1') above grade. Decks may be subject to TOF Building Department approval. (See Appendix 5.6 re: TOF rules.)

#### 4.6 Parking Pads

All parking pads must be paved and may be constructed with paving materials approved by the TOF. All materials are subject to DRC approval. Two (2) strips of paving material no less than twenty-four inches (24") wide each are acceptable. Gravel parking pads are prohibited. Parking pads shall be no less than nine feet (9') wide by eighteen feet (18') deep. Parking pads must be placed outside the seven foot (7') snow stack easement. The size and location of a parking pad is subject to DRC approval. Snow storage, landscaping, and drainage should be carefully considered when designing a parking pad. (See Appendix 5.6 re: TOF rules.)

#### 4.7 Accessory Buildings

All accessory buildings, including but not limited to, sheds, Garages, Garage with Bonus Rooms and Carriage Houses shall be located at the rear of the lot not less than seven feet off of the alley and will require TOF approval. The Peak One Neighborhood Master Plan (on file at the TOF) dictates the allowed width, depth and height of garages, garages with bonus rooms, and carriage houses.

#### 4.8 Garages

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house. Garage doors and garage man-doors must be painted the primary or "body" color of the house and garage (i.e. garage doors may not be painted the color of the trim).

##### 4.8.1 Standard Garage

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house.

##### 4.8.2 Garage with Bonus Room

The Garage with Bonus Room shall: a) be built consistent with the specifications shown below, unless otherwise approved by the DRC; b) shall not have a kitchen (a kitchen shall be defined as a space used for food preparation that has either a full size refrigerator or a range – i.e. no gas line or 220 V utility feeds are allowed in Bonus Rooms); c) the main house plus the garage with bonus room shall not be

occupied by more than three (3) unrelated persons; d) the finishes for a Garage with Bonus Room shall use siding, trim, colors and roofing material identical to the main house; and e) the Garage with Bonus Room shall not be rented for less than six months as provided in the Declaration.

#### 4.9 Exterior Colors and Materials

##### 4.9.1 Exterior colors

A homeowner must submit an application to the DRC to change the color scheme of their property. No more than 3 different colors may be used on a property. The DRC will consider: a) adjacent property color schemes, and b) increased or decreased maintenance resulting from the color change while reviewing applications.

Applicants must provide color swatches with their application for all proposed colors. (See Appendix 5.6 re: TOF rules.)

##### 4.9.2 Exterior Materials

All building and/or improvement materials exposed to weather shall be of: brick, stone, stucco, hardboard, smooth cedar, smooth redwood, pressure treated pine, alternative eco-friendly materials (i.e. Trex™), or other materials approved by the DRC. (See Appendix 5.6 re: TOF rules.)

#### 4.10 Roof Materials

Asphalt shingles are the preferred roofing material for all structures in The Peak One Neighborhood. Alternative roofing materials are subject to DRC approval and shall be considered on individual merit with particular consideration given to the quality of materials, color, pattern, and warranty. (See Appendix 5.6 re: TOF rules.)

#### 4.11 Windows and Doors

#### 4.12 Solar Applications

While approval from the DRC and the TOF is required, energy-saving features and active solar applications are encouraged whenever possible. Solar panels, when used, shall be integrated with the roof form to be as unobtrusive as possible. Solar panels must be roof mounted and shall be flat glass with frames colored to match adjacent surfaces and shall be installed flush with the roof line. Special consideration shall be given to color, finishes, and reflective aspects of solar panels as they may affect neighboring homes. (See Appendix 5.6 re: TOF rules.)

#### 4.13 Satellite Dishes

Satellite dishes and high-speed internet antennas shall be mounted on the rear, alley side of structures so as to not be visible from a street or a green and to minimize visual impact to adjoining property owners whenever possible. Installation of satellite dishes and high-speed internet antennas shall be approved by the DRC and the TOF. It is the homeowners responsibility to demonstrate that such positioning is not possible in order to receive a variance from the DRC. Any satellite dish installed prior to May 15, 2002, shall be exempt from the above.

- 4.14 Hot Tubs
- 4.15 Outdoor Play Structures
- 4.16 Exterior Speakers
- 4.17 Gutters
- 4.18 Miscellaneous

#### 4.18.1 Trash/Recycle Receptacles

It shall be the duty of all homeowners and all tenants producing or having garbage, to provide and keep watertight garbage cans of galvanized metal or other nonabsorbent material in which all garbage shall be kept. All garbage shall be placed and kept in such cans until it is hauled away.

All garbage cans and similar refuse receptacles that do not have a latching mechanism which keeps the lid tightly closed against the can or receptacle and which prevents access to the contents of the can or receptacle by wildlife shall be stored inside a home, garage, building or shed. In addition, garbage cans can only be placed at curbside after 6:00 am on the day of pickup and must be removed from the curb by 10:00 pm that day. The TOF also has specific requirements for trash/recycle receptacles.

#### 4.18.2 Signs

All signs must be approved by the DRC. (See Appendix 5.6 re: TOF rules.) Homeowners may have political signs in their yard, not to be posted on structures or trees. Temporary construction signs are permitted when approved by the DRC. No signs may be displayed on association property or Town rights of ways. No signs shall be displayed on association property or Town right-of-ways.

#### 4.18.3 Clotheslines

DRC approval is required for placement of exterior clotheslines. It is preferred that these lines be located to be visually unobtrusive as possible and also be retractable or removable. They must be placed only in the backyard of the house, facing the alley. For lots abutting a street on the side of the property, it is preferred that clotheslines be placed on the half of the lot farthest away from the street

## HOMEOWNER DIRECTORY INFORMATION

Please complete the following information for the Association records. We use email as our primary communication and send out many important messages this way so please provide an email address that you check regularly. Please note all our correspondence is prefaced with PON: on the subject line for easy filing and so you can set up rules to sort this important email.

We are looking to add an online neighborhood directory to our web site and this information will be used to complete this information. If there is specific information you would like left out please indicate that below. When the information is completed please return this form to the Peak One Neighborhood P.O. Box 4626 Breckenridge, CO 80424.

Please note: As a policy the HOA does not share your info with any outside parties.

NAMES:

Homeowner no. 1

Homeowner no. 2

Children:	#1	#2
	#3	#4

Physical Address

Mailing Address  
(P.O. Box, City, State, Zip Code)

Home Phone Number

Work Phone Number

Cell Phone Number

Fax Phone Number

Email Address

Pet(s)  
Pet Name(s)