Keystone Design Review Board

April 7th, 2025

Call the Meeting to Order.

The Keystone Design Review Board meets in the Keystone Neighbourhood Company conference room on Monday, April 7th, 2025. The meeting was called to order at 1:00 p.m.

Board Members Present:
Randy May, Member
Todd Webber, Member

Other Attendees:
Jaclyn Cartwright, Admin. Assistant

The previous meeting minutes dated March 10th, 2024, were approved as amended.

I. Lot 55R, Elk Run – Owner: Swisher – Deck Expansion – Schematic Review #1 – 1:15 to 1:35 (Matthew Allen, Contractor).

- The board would like to make note that while the project was submitted under BHH Partners, the current plans are not stamped by a licensed architect. The Elk Run Design Guidelines state that a licensed architect be consulted for the plans.
- Please refer to page 22 of the Elk Run Design Guidelines regarding decks. The current proposed expansion does not currently complement the overall structure of the existing house.
- The board recommends adding landscaping for screening.
- Please revise and resubmit.

II. Lot 65, Elk Run – Owner: Moore – New Home – Schematic #2 – 1:35 to 2:05 (Kevin Moore, Owner/ Allison Noble, Architect).

- The board suggests saving the current trees located in the setback that are identified to be removed. Verify with the fire department if these need to be removed due to their proximity to the structure. If so, the board would like a response from the fire department identifying the trees that need to be removed.
- Please submit a spec sheet for the proposed fire pit.
- Please remove all construction items currently located in the snow stack easement.
- The driveway will need a culvert or drainage swale at the driveway. Verify which one works best and provide a regrading for it.
- For the next submittal, please call out the patio material being used.
- The project is approved to move to the preliminary phase.

III. Lot 17, Tract C, Keystone Ranch – Owner: Carson – Home Addition – Schematic #1 – 2:05 to 2:35 (Board Members Only).

- Todd Webber refrained from voting and commenting on the project.
- Mark Mathews reviewed the plans prior to the meeting as he is on vacation and approved with the conditions listed below.
- There are no lot line encroachments as a result of the improvements, i.e. all construction is within the lot lines.
- The new roof is the same height as or lower than the existing roof.
- Windows are not reflective.
- Exterior colors are in compliance with the Keystone Ranch Architectural Standards and in this case shall be the same as the currently existing exterior colors.
- All contractor parking will be on the homeowner's driveway and not on any of the Keystone Ranch roads.
- Any and all construction materials/trash must be disposed of at the Summit County Landfill and the Keystone Ranch dumpster/compactor/trash facility will not be used for any construction/waste materials.
- Any damage to the Keystone Ranch Common Areas must be returned to their currently existing condition by the homeowner immediately following the completion of the project.
- In general, all construction shall comply with the Keystone Ranch Architectural Standards which are on file with the Keystone Design Review Board.
- The project is approved as submitted.

IV. General Discussion

- No items were brought up for general discussion.

V. Adjournment

- Meeting adjourned at 2:40 pm.