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*Burlingame Ranch Affordable Housing  
Design Guidelines*

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# 1 OVERVIEW

*Burlingame Ranch Affordable Housing*

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## OVERVIEW

Burlingame Ranch Affordable Housing has been carefully designed to create a livable, sustainable and economically viable community consistent with the historic character of the land. The site is located in the heart of historic ranch land that once dominated the Roaring Fork Valley. It is the intent of these design guidelines to ensure the ranch vernacular aesthetic is maintained, as well as encourage the use of green technologies and green building practices throughout the site.



*Regional Site Photo*

The architectural and landscape character of each lot are crucial components to maintaining a *Ranch Vernacular* aesthetic. Historic ranch architecture combines simple, well proportioned building forms to create functional living spaces. The existing natural landscape is dominated by sage and native grasses which is typical to drier climates. Site and landscape improvements are to respect the existing ranch character by utilizing site specific materials and native, xeric landscape plants. An understanding and respect for the natural resources of the site will ensure the *Ranch Vernacular* aesthetic is preserved and maintained throughout the site.



*Ranch Vernacular Aesthetic*

The Burlingame Ranch Affordable Housing Design Guidelines have been formulated to ensure that all improvements preserve the natural character of the site, ensure sustainable design and create a healthy living environment. The Design Guidelines provide the property owners with specific direction and assistance in respect to design considerations. The Design Guidelines are administered by the Burlingame Ranch Design Review Committee.

The guidelines within this document are supplemental to the City of Aspen Land Use Code and are based on the City of Aspen and Pitkin County Ecological Bill of Rights. All development within Burlingame Ranch Affordable Housing shall correspond with the COWOP Land Use Development Plan and comply with the Green Building Guidelines within.

## 2 DESIGN REVIEW PROCESS

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### *Burlingame Ranch Affordable Housing*

- *Review Procedure*
- *Pre Design Meeting*
- *Preliminary Design Review Meeting*
- *Final Design Review Meeting*
- *Appeals*
- *Inspections*
- *Application Fees*
- *DRC Committee*
- *DRC Schedule*

The Design Review Process has been put in place to ensure the overall design intent and ranch vernacular aesthetic is maintained throughout the project. A Design Review Committee (DRC) will facilitate the review process based on the Burlingame Ranch Affordable Housing Design Guidelines. The design review process must be followed for any of the following improvements:

- All new construction.
- Major site and/or landscape improvements.
- Major renovations, expansions or exterior refinishing of existing buildings. Major renovations include any additions over 100 square feet and or any changes that would affect the overall appearance of the residence. If there is a question whether a renovation or site improvement is deemed major the DRC shall be consulted.

### **Review Procedure**

The design review procedure is made up of 4 steps:

- Pre Design Meeting
- Preliminary Design Review
- Final Design Review
- Inspections

### **Pre Design Meeting**

Prior to the preparation of design plans, the owner and/or architect is strongly encouraged to meet with the DRC. The intent of the Pre Design Meeting is to discuss any particular site issues and offer guidance prior to the preparation of design plans. This preliminary meeting is intended to ensure the owner understands the guidelines and to avert wasted time and fees that occur when designs are not in compliance with the guidelines. Any discussion during the preliminary submittal shall be advisory only and not binding upon either the owner or the DRC. See Appendix “B” for Pre Design Meeting checklist.

### **Preliminary Design Review Meeting**

During this step the applicant is required to submit a Conceptual Design package to the DRC for review and comment. See Appendix “B” for Preliminary Design Review checklist. Upon submission of the required documents the DRC will notify the owner of the scheduled date to review the preliminary development plans. The owner is required to provide the preliminary plans to the DRC at least 14 days prior to the meeting date. Failure to provide the required documents will result in a delay in project schedule.

The DRC will review and discuss the preliminary submittal at the scheduled meeting, providing a written record of the issues discussed. The DRC may request additional review meetings based on comments and changes to the design plans.

### **Final Design Review Meeting**

The Final Design Review Meeting shall be scheduled within six months of the initial Preliminary Design Review meeting. The final submission shall be provided to the DRC

at least 14 days prior to the final review and should include a written application, final development documents and the appropriate fee. The DRC will review and discuss the final submittal at the scheduled meeting. The DRC may request additional review meetings based on changes to the preliminary plans.

Following the Final Design Review meeting, the DRC will issue a written notice of the results to the applicant. If the DRC decides to disapprove the submission a written statement describing the reasons for disapproval will be issued and the applicant is required to resubmit for final approval. The DRC may require additional design review fees for each resubmission.

The DRC will issue a written final design approval with 15 days of the final vote. Final design approval is site specific, and should not be construed to establish precedent for other sites. Following final DRC approval the owner may begin applying for all applicable building permits from the City of Aspen.

### **Appeals**

The owner has the right to appeal any decision made by the DRC. All appeals within Phase I shall be submitted in writing to the City Sub Committee (a committee or entity appointed by Aspen City Council). All appeals in future phases shall be submitted in writing to the Burlingame Ranch Board of Directors. The appeal will then be reviewed and the owner will receive a written response within (15) days.

### **Inspections**

The following inspections must be scheduled with the DRC during construction:

Initial inspection – To review the of building corners and the location of the driveway. This inspection must be completed prior to start of construction.

Final inspection – To ensure that all portions of the construction activity including all landscaping and remedial work are fully completed according to the approved final working drawings. Upon approval of this inspection the DRC issues a certificate of compliance.

The DRC or its authorized representative may inspect all work in progress at any given time during construction. If any changes to the original approved plans are found, a written notice of non compliance will be issued. The owner is then required to resolve the specific issues and adhere to the original plans approved by the DRC. Following completion of construction the owner must request a Certificate of Compliance. The DRC will make a final inspection of the property with in 30 days of the request.



### **Application Fees**

In order to cover any administrative costs and to compensate the professionals on the DRC, an application fee is required for all applications. All fees are due prior to final design approval and vary depending on type of submittal.

- New Construction \$1,000
- Renovations, expansions and major site improvements \$500

A Damage and Performance Deposit of \$3,000 must be deposited with the DRC prior to construction. Deposits will be refunded without interest with the final inspection and Certificate of Compliance. In the event of action by the HOA or the DRC to remedy any violation of regulations or unapproved variance from the approved plans, the actual costs of remedies, including any fees, will be charged against the Damage and Performance Deposit. These fees are subject to change at the discretion of the DRC.

### **DRC Committee**

The DRC Committee will consist of at least three and no more than five members. During the construction of units within Phase I the DRC will consist of three members of the Design Team including City staff from Asset Management and Community Development. Following Phase I, a new DRC will be selected by the HOA's Board of Directors.

Each DRC member will be selected by the HOA's Board of Directors based on their professional experience and knowledge of the Burlingame project. The primary role of the DRC is to review and act upon design proposals based on the Burlingame Ranch Affordable Housing Design Guidelines. The DRC may amend the Design Guidelines as deemed appropriate by the Board of Directors with notification to the City of Aspen.

The City of Aspen Community Development Department shall only be consulted if there are specific variances or permitting issues.

### **DRC Schedule**

The DRC will meet on a monthly basis to be determined by the committee. All applicants are required to submit design proposals according to the following schedule.

#### **Pre Design Meeting**

- Meeting to be scheduled in writing (7) days prior to scheduled monthly meeting.
- Required documents (see checklist Appendix "B") to be submitted the day of the meeting.

#### **Preliminary Design Review**

- All required documents to be submitted to the DRC at least (14) days prior to scheduled monthly meeting. (see checklist Appendix "B")
- Any comments from DRC will be provided in writing to applicant within (15) days.

*Final Design Review*

- Final Design Application to be submitted to DRC (14) days prior to scheduled monthly meeting and within (6) months of Preliminary Design Review meeting. (see checklist Appendix “B”)
- Written comments or notice of approval will be issued to applicant within (15) days of final vote.

*Inspections*

- Initial construction inspection shall be scheduled with the DRC at least (7) days in advance.
- Final construction inspection shall be scheduled with the DRC at least (7) days in advance.
- Miscellaneous construction inspections may occur any time during construction and require no written notice from the DRC.

Failure to provide the required documents to the DRC by the schedule outlined above may result in delay of project schedule by one month.

# 3 SITE PLANNING AND LANDSCAPE DESIGN

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*Burlingame Ranch Affordable Housing*

- *Site Design*
- *Landscape Regulations*
- *Grading and Drainage*
- *Irrigation*

All site related issues within Burlingame Ranch Affordable Housing development are to be governed by the City of Aspen Land Use Code unless otherwise noted within these design guidelines.

**SITE DESIGN**

**Building Envelopes**

Each building lot has a building envelope defined by the building setback requirements of the Burlingame Ranch Affordable Housing PUD. All structures shall be built completely inside the building envelope. Other site features such as landscape planting, driveways, walks, and walls are allowed outside of the building envelope as defined in the Design Guidelines. Any changes to the building envelope would require the approval of the City of Aspen with approval of Burlingame DRC.

**Building Setback Requirements:**

- Front Yard: 10' min.
- Rear Yard: 10' min.
- Side Yard: 5' min.

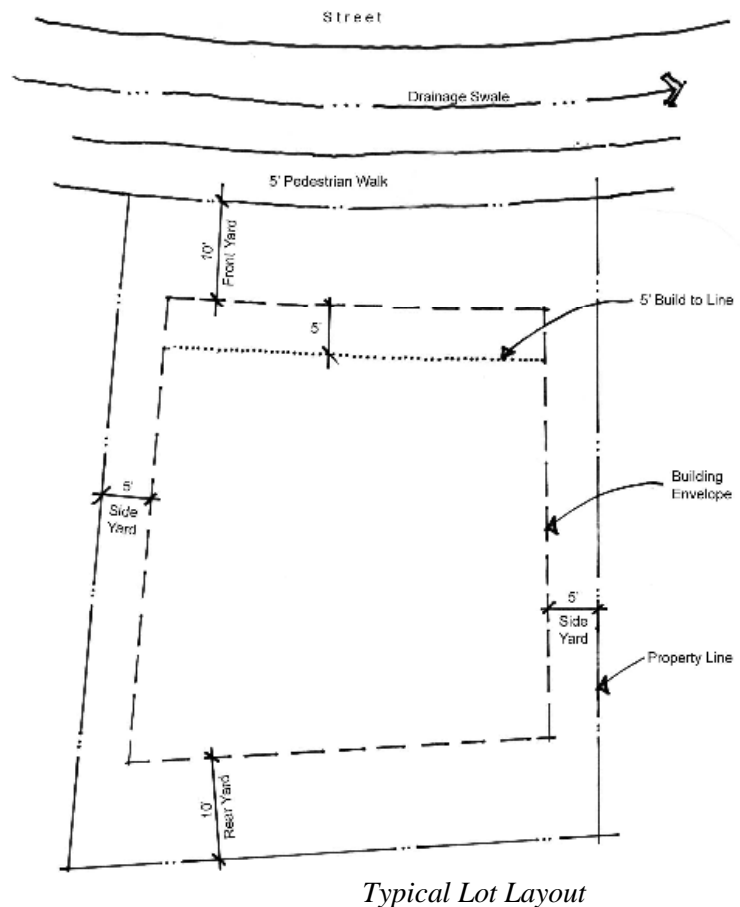
In an effort to create a consistent façade line, at least 60% of the front façade shall be within 5 feet of the minimum front yard setback line. Front porches are required and may be used to meet the 60% standard. See Architecture Guidelines for porch requirements (page 17). In the case of corner lots, at least 60% of one facade must be within 5' from the front or side yard setback.

**Open Space Requirements**

Each building lot is required to provide 55% open space within the property boundary. Open space is defined by sections 26.104.100 and 26.575.030 in the City of Aspen Land Use Code. In addition, 75 percent of the open space must be landscaped.

**Building Orientation**

Building Orientation is an important component to creating a healthy community. The street and pedestrian circulation has been carefully planned to create a welcoming and visually aesthetic experience along the street. In an effort to maintain a welcoming



*Typical Lot Layout*

experience from the street all front façades of the principle structures shall be parallel to the street.

Proper solar orientation of the site will have direct impacts on the resident's quality of life and well as minimize the pressure on non-renewable resources. Structures shall be designed to take advantage of maximum solar exposure by orienting windows, outdoor patios and indoor living space to receive maximum sun during the winter months. Residents are encouraged to take advantage of the southern exposure by locating garages on the northern side of the house.

### **Vehicle Access**

To achieve the goals of reducing private auto dependence and providing alternative modes of transportation, the automobile has been limited to two parking spaces per lot. In an effort to limit the numbers of cars on the street specific lots have been designated as rear loaded. See Burlingame Affordable Housing PUD subdivision agreement for lot designations.

### **Driveways**

To ensure minimal visual and drainage impacts of several driveway cuts, one driveway is permitted for each front loaded homesite. Front loaded driveways with one car garages are permitted to park within the ROW and shall not exceed 10' in width. A parking easement is included in the PUD/ subdivision as well as the HOA documents. Front loaded driveways with two car garages are not permitted to park within the ROW and shall not exceed 24' in width. See Architecture Guidelines (page 18) for specific garage requirements.

Rear loaded homesites are permitted to park parallel within the rear setback; given the parking area does not exceed 300sf. Parking within the side yard setbacks is not permitted.

In the case where a driveway crosses a drainage swale a culvert is required. At a minimum this culvert is to match the existing culverts and cut to match existing grade. The diameter of the culvert shall match that of the nearest downstream culvert, unless otherwise approved by the DRC. The homeowner is responsible for the cost of all driveway construction, including any required drainage structures.

Wherever possible driveways shall drain into the appropriate drainage swales. If there are no adjacent drainage swales, runoff shall follow its historic drainage pattern. In cases where the driveway slopes up or down from the road to a garage, the FFE of the garage shall not exceed two (2) feet in depth as stated in section 26.410.040 of the City's Residential Design Standards.

Driveway paving materials may vary with each homesite, but shall be constructed of a singular material throughout. To help minimize surface runoff homeowners are encouraged to use porous driveway materials. Recommended materials include:

- Recycled Asphalt

- Recycled Aggregate Concrete
- Grass Pave or similar product
- Gravel with appropriate weed barrier and edging
- Soil Cement
- Concrete Pavers
- Concrete
- Asphalt

Where a driveway crosses the pedestrian walk, the walk material shall be maintained regardless of the material being used on the driveway. Any damage to the pedestrian walk during construction of the driveway is the owner's responsibility.

### **Parking**

Each single family residence shall include two parking spaces, including any spaces that are enclosed in a garage. The minimum parking space size shall be 9 feet by 18 feet.

Outdoor parking of recreational vehicles, boats, trailers, motor homes, buses and campers is permitted within the season of use. Parking of such vehicles is limited to a period of 48 hours and must be within the two designated parking spaces within the property limits. Utilization of the multi-family parking lots and street guest parking is prohibited.

### **Site Utilities**

All site utilities are to be installed underground and routed to minimize site impacts. Any utility meters shall be screened to the greatest extent possible. Refer to the Architecture Guidelines (page 19) for satellite dish regulations.

Freestanding solar panels are not permitted. See Architecture Guidelines (page 19) for solar panel regulations.

Trash is to be stored within the building at all times. All trash and recycling receptacles are to comply with applicable municipal codes. Trash and recycling receptacles and mailboxes are located at the community transit shelters. No individual service is permitted.

### **Fences and Walls**

In order to preserve the continuous neighborhood character, no fences, gates or free standing walls will be permitted along the front of the property. Privacy fences are not permitted as they diminish the sense of community and impede wildlife movement. Alternatives to privacy fences include planting screens. Side and rear yard perimeter fences are permitted, however they will be limited to "open" two or three wood rail corral fence or similar in character approved by the DRC. No fences shall exceed 42" in height. All fences shall meet Colorado Department of Wildlife



*3 Rail Corral Fence*

guidelines, with the following exception: the DRC may approve the addition of a black wire mesh to the corral fence where it provides a safety barrier. Additional landscape screening may be required. All proposed fences will be approved by the DRC prior to construction.

In specific cases where grading constraints exist, retaining walls will be permitted, however they may not exceed 4.5' in height. If the grading constraints require walls higher than 4.5', a terraced wall will be required. Terraced retaining walls must be offset horizontally to maintain 3' of clear soil and support viable plant material; each lift of a terraced retaining wall may not exceed 4.5'.

## **LANDSCAPING REQUIREMENTS**

In keeping with the ranch vernacular aesthetic it is important to maintain the existing character of the site. All planting schemes should reflect the natural landscape and emphasize indigenous vegetation, reduced irrigation and alternative forms of management. An emphasis on native and naturalized plants is critical to preserving the rural feel of the community.

### **Minimum Requirements**

Each residence is required to plant a minimum of 1 tree and 4 shrubs per 1,000 square foot of homesite area. In addition each resident is required to plant 1 tree, 3 shrubs and the approved seed mix within the ROW (See Appendix A "Approved Plant Materials"). Perennials and ornamental grasses may be substituted for the minimum shrub requirements at a ratio of 3 perennials / ornamental grasses per 1 shrub. Additionally 25% of trees specified must meet the minimum standards for "larger" trees as specified in Appendix A, "Approved Plant Materials."

Within the mix of planting the owner is allowed 300 square feet of non native turf. Turf may not be planted along the property line if the adjacent property or open space is planted in native vegetation. The remaining turf area shall consist of a native seed mix, or wildflower mix, or a combination of both. (See Appendix A "Approved Plant Material".) In an effort to maintain the natural character of the site, the heavily cultivated areas of planting shall be concentrated to the core of the site and transition into more native planting on the fringes. Planting designs should assume the mature sizes of plant material when spacing plants.

### **ROW Planting**

All planting within the ROW has been carefully designed and is to be maintained by the Burlingame HOA. All planting within the ROW shall be consistent with the overall planting design. Only the HOA is authorized to install or alter plantings in the ROW, except as noted above in *Minimum Requirements*. Any damage to the ROW planting during construction is to be repaired in a timely fashion by the home owner, as approved by the DRC. Any repairs are required to match the existing landscape features prior to the damage.

**Maintenance**

In order to maintain a consistent aesthetic throughout the development, the lot owner is required to maintain the plantings in a manner that is consistent with the normal character of the plants. This includes any irrigation, pruning, mowing and removal of dead branches and brush. Refer to the HOA Maintenance Protocol document for specific maintenance guidelines.

**GRADING AND DRAINAGE**

**Grading**

Site grading and drainage is critical to overall aesthetic of each residence. Extreme care must be taken during excavation to assure that neighboring lots, structures and right-of-ways are not adversely affected. Sites are to be designed to balance the amount of cut and fill, and blend as much as possible into the existing grades surrounding the property. Retaining walls, though permitted, should be avoided wherever possible. Slopes should not exceed 4 feet horizontally by 1 foot vertically. Grading is not permitted outside the property line.

Brush, surplus, soil and other excavated debris must promptly be removed from the building site. Blowing dust from grading must be controlled by watering.

**Drainage**

Wherever practical, surface drainage shall be directed to the appropriate drainage swales, including the swales within the ROW. Surface drainage shall not be directed onto an adjacent lot or open space unless it follows a natural drainage course. Wherever possible natural drainage ways shall be protected and maintained. In order to help control storm water runoff, all impervious surfaces should be minimized.

All topsoil disturbed during construction shall be stockpiled on site and reused to establish final grades. Residents are encouraged to reuse material on site and minimize excess waste.

**Erosion and Sediment Control**

During construction, erosion shall be minimized through proper soil stabilization, water control and timely revegetation. The contractor shall implement all control techniques outlined in the applicant's approved Erosion Control and Revegetation Plans.

**IRRIGATION**

In order to maintain the native plant palette of the overall project, owners are encouraged to seek planting schemes that limit the use of irrigation. All irrigation systems must utilize the pumped raw water system and tie into mainline provided for entire site. Fees for irrigation water to be negotiated with the HOA. The homeowner is required to submit drawings showing the schematic irrigation layout for DRC approval. The use of irrigation between the hours of 10am and 3pm is strictly forbidden.



# 4 ARCHITECTURE

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## *Burlingame Ranch Affordable Housing*

- *Architecture Character*
- *Sustainable Design*
- *Building Forms*
- *Building Elements*
- *Building Materials*
- *Accessory Items*
- *Construction Regulations*

## **ARCHITECTURAL CHARACTER**

The Burlingame Ranch Affordable Housing Project has been developed to embrace the ranching heritage of the land. On working ranches, as buildings were required to grow, the rancher would combine simple-form shelters in what has later become described as “additive architecture.” The architectural character of the buildings within Burlingame Ranch Affordable Housing development shall utilize “additive architecture” to reflect their western ranch heritage and provide identity to individual forms.

The City of Aspen Land Use Code and Aspen/Pitkin County Housing Authority Guidelines will govern the specific floor area, height and bulk requirements of each structure developed within Burlingame Ranch. To promote and establish a pedestrian scale to the residences of Burlingame Ranch, the Residential Design Standards of the City of Aspen Land Use Code are to be followed. The design guidelines herein are specific interpretations and clarifications of these City Standards to address the ranch character of the Burlingame Ranch Affordable Housing Project. Refer to Architectural Character sheets in Appendix “C” for more information.

### **Sustainable Design**

Burlingame Ranch has been developed to be a model of energy efficiency and sustainability. Each structure, alteration and or addition developed within must meet minimum Sustainability requirements as established by the Burlingame Ranch Affordable Housing Project PUD. Each structure will be required to achieve a minimum of 145 points within the City of Aspen Efficient Building Program. Each Structure is to be designed and constructed utilizing the principals of the U. S. Department of Energy’s Build America program. Additional sustainable design concepts, systems and products are encouraged to reduce the embodied energy of each structure within Burlingame Ranch.

### **Building Forms**

Building forms which respect the ranching heritage and embrace “additive architecture” will include a primary mass with secondary masses and forms. The resultant composition is typically asymmetrical. The primary mass of each structure shall orient to the street as prescribed in the Site Planning and Landscape Design Section of these Guidelines (page 11). Secondary massing must be clearly distinct from the primary mass through a change of wall plane of at least 2’, a change of roof pitch, and preferably a change in roof plate height from the primary mass.

The primary mass of each structure shall have a roof pitch of 6:12 or greater. Approved maximum building heights are 25’ for single family units, and 34’ for multi-family buildings. Building height is to be measured pursuant to the current (at the time of submission for initial review) City of Aspen standards.

## **Building Elements**

### **Porches**

Each single family residence will include a street facing, covered entry porch of 60 square feet or more, with a minimum depth of 6'. Entry porches and canopies shall not be more than one story in height.

### **Garages**

As designated within the Burlingame Affordable Housing PUD each lot has been designated as Front Loaded or Rear Loaded Driveway Access, this designation will dictate the development of Garages on each specific lot.

1. For all lots with Rear Loaded Driveway Access the following standards shall apply:
  - a. Parking, garages and carports shall be accessed and oriented to the designated driveway access location.
  - b. Garage doors are to be single stall doors no larger than 10 ft in width.
  - c. Pre-manufactured structures are permitted, however must be approved by the DRC.
  - d. The total vehicular entrance width of a garage or carport shall not be greater than 24 feet.
2. For all lots with Front Loaded Driveway Access the following standards shall apply:
  - a. On the street facing façade(s), the width of the living area on the first floor shall be at least 5' greater than the width of the garage or carport.
  - b. The front façade of attached garages shall be set back a minimum of 5' from the front most wall of the house, unless approved by DRC due to site conditions.
  - c. Garage doors are to be single stall doors no larger than 10 ft in width.
  - d. Pre-manufactured structures are permitted, however must be approved by the DRC.
  - e. The total vehicular entrance width of a garage or carport shall not be greater than 24 feet.

## **Building Materials**

The exterior material palette of Western Ranch vernacular buildings has traditionally been field stone foundations, timber or wood siding, and wood shake, stone, or metal roofing. As structures were expanded with additive forms, the exterior material on the new elements typically changed with the current availability of products. This mixture of forms and materials create a rich variety of texture on structures and within compounds.

While building materials have changed to become sustainable, the richness of texture and variation can be achieved. The residences within Burlingame Ranch are encouraged to change exterior building materials within the composition to achieve a rich variety of texture.

While the City of Aspen Building and Wildfire Codes, and the Sustainable Design requirements of the Burlingame Ranch Affordable Housing Design Guidelines may dictate material selection, the following materials are prohibited:

- aluminum or vinyl siding,
- stucco, or exterior insulation finish systems (E. I. F. S.).

### Colors

Colors of buildings are to be selected from, and to blend with, the colors found in the natural surroundings of Burlingame Ranch. In general tertiary colors are preferred over primary or secondary colors. All proposed exterior building colors must be submitted on the proposed substrate material for DRC review.

### Accessory Items

The DRC shall have review as to the location and detailing of all accessory items placed upon structures. These items are to be clearly denoted on submittal documents with respect to location, physical size, color and function. Such items can be, but are not limited to Exterior Lighting, Solar Panels, Satellite Dishes, Gutters and Downspouts, Signage, Utility meters and disconnects.

### Exterior Lighting

In order to reduce the use of non-renewable energy and preserve the rural character of the site, exterior lighting will be minimized. All structures within Burlingame Ranch are required to follow the International Dark Sky guidelines and section 26.575.150 of the City of Aspen Land Use Code. A minimum number of exterior light fixtures will be approved in excess of those fixtures required by Building Code regulations. All exterior lighting shall be located, specified and product specification sheets provided within the submittal documents for review by the DRC.

### Air Conditioning/Evaporative Cooling Units

Air conditioning/evaporative cooling units must not be visible from the street. Owners of units in multi-family structures may not modify the roof or exterior wall structures to install such units. Owners of single family lots must provide visual and sound screening from adjacent lots and public spaces. Selection and location of air conditioning/evaporative cooling units will be approved on a case-by case basis by the DRC.

### Solar Panels

While the use of solar collection devices is promoted, the location size and detailing of such devices are to be reviewed by the DRC and incorporation of such elements should be discussed at each step of the review process. All such devices are to be incorporated into the design of the structures. Roof mounted devices are to be mounted parallel with the slope of the roof, and as close to the finished roof plane as practical. Wall mounted devices are to be designed as a finish material, or element within the composition. Product specification sheets of each device are to be submitted with each application.

Satellite Dishes

Satellite dishes are to be no larger than 20” in diameter, with a limit of one dish per lot or multi-family unit. The location, orientation and mounting detail of satellite dishes should be planned during the design phase of the residence’s development. The DRC will maintain review and approval as to the location, orientation and mounting detail, whether introduced pre or post-construction.

Signage

Street Address signage is to be located on the Covered Entry Porch or Primary Mass of each residence. Address identification signs shall be attached to the front façade of the residence, easily legible from the street and not exceed 12” in height and 24” in width. No Commercial or home occupation signage will be allowed within Burlingame Ranch. Signs shall comply with City of Aspen Land Use Code Section 26.510. Yard sale signs are permitted provided they comply with Section 26.510 and are up for 24 hours or less.

Utility Meters and Disconnects

All utility meters, disconnects and associated items are to be identified, located and designed onto the exterior of structures so as to not create visual impact upon the composition of the building. Submission documents are to locate all such items for review by the DRC.

Fire Suppression Systems

All structures within Burlingame Ranch are to have automatic Fire Suppression Systems, as required by the City of Aspen Community Development Department.

Expansion of Multi Family Units

These Design Guidelines will govern the review and approval of all additions and exterior alterations to the Multi-Family Units constructed within Burlingame Ranch. Those units specifically identified within the Burlingame Ranch Affordable Housing Project P. U. D. as expandable can increase the livable area of the unit as outlined by the P. U. D. Plans for expansion are to be reviewed by the DRC.

The design of the Multi-family Units have been designed to accommodate expansion of the units vertically over their existing foot prints to maintain open space, minimize impacts upon neighboring yards and maximize the livability of the exterior environment within Burlingame Ranch. Vertical expansion is limited to horizontal “footprint” of each unit as described within the condominium documents. No unit can expand onto or over the footprint of a neighboring unit, yard or open space. All expansions must meet the height, bulk and area requirements of the City of Aspen Land Use Code and Aspen/Pitkin County Housing Authority Guidelines

Utilizing the principals of Additive Architecture, additions or alterations of Multi-family units can occur on or within the roofs of individual units. Particular attention shall be paid to the affect of the proposal upon neighboring units, roof drainage, snow storage, window locations and privacy issues. Submittals for the expansion of Multi-family units

will include all requirements stated herein and in addition roof plans and building elevations of the entire multi-family structure.

**Construction Regulations**

Construction Regulations consists of the general guidelines for the construction process. A construction management plan is required of all projects for review during the final review application.

Construction shall not begin until final plan approvals have been issued by the DRC, and a building permit has been obtained from the City of Aspen. Once begun, construction must be completed expeditiously, strictly in accordance with the approved final plan.

**Building Permits**

Upon DRC approval of final plans, a building permit must be obtained from the City of Aspen prior to the commencement of construction.

**Water Connections and Toilets**

Permanent water connection and temporary enclosed toilets must be available during construction. Temporary toilets should, if possible, be screened from view and be located away from neighbors.

**Construction Signs**

One construction sign will be allowed for each project. The sign shall adhere to Section 26.510.030 of the City of Aspen Land Use Code, except as noted herein. The sign shall be located within the project boundary and visible from an adjacent roadway and/or entry to the project. Construction signage will be allowed for the duration of construction or 12 months, whichever is less.

**Noise**

Each applicant shall use all reasonable efforts to minimize external noise resulting from its construction activity and shall be bound by all regulations governing construction noise. All construction shall meet the City of Aspen's Noise Abatement regulations.

**Protection of Property**

All construction activity shall be contained on the property for which a building permit has been issued unless specific authorization is received in writing from the DRC. In no event shall construction activity affect another lot without prior written approval from the property owner. Access to the construction site shall be only from the approved road adjoining the site. Any common ground, adjacent lot or roads damaged during construction shall be promptly restored to their original condition to the satisfaction of the DRC. If restoration is not accomplished by the end of the growing season following completion of construction, all required repairs will be performed by the Burlingame Ranch Homeowner's Association with all costs plus 50% thereof charged to the person in whose name the building permit was issued.

**Temporary Structures**

A small job office may be maintained on the site. Temporary living quarters for workmen or the owner will not be permitted. The job office shall be removed within 15 days after completion of the permanent building.

**Construction Management Plan**

Each applicant shall submit a Construction Management Plan (CMP) to the DRC for review and approval. The CMP shall outline the duration of construction, milestones dates for completion of foundations, framing, backfilling, dry-in, exterior shell and interior finishes. The CMP shall identify the daily workforce anticipated during the milestone periods listed above. The CMP will include a site plan identifying construction staging, storage, parking and access. An auto disincentive program is required for each construction project within Burlingame Ranch. Parking construction vehicles on the street is strictly forbidden. Construction vehicles shall utilize on site parking wherever possible.

**Hours of Construction Operation**

Daily working hours for exterior construction shall be 7:30 am to 7:00 pm Monday through Saturday. No exterior construction work is permitted on Sundays. Interior construction is limited to anytime Monday through Saturday, however shall not create a disturbance to the neighbors. The DRC may provide a variance in specific cases where disturbance can be eliminated.

# 5 APPENDIX

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## *Burlingame Ranch Affordable Housing*

- *Approved Plant Material*
- *DRC Checklist*
- *Architectural Character*



## Appendix A

### Approved Plant Material

#### SHADE AND ORNAMENTAL TREES

<i>Botanic Name</i>	<i>Common Name</i>	<i>Small size</i>	<i>Large Size</i>
Acer ginnala 'Flame'	Flame Amur Maple	2" Cal.	2.5" Cal.
Acer p. 'Emerald Queen'	Deborah Norway Maple	2" Cal.	2.5" Cal.
Acer f. 'Autumn Blaze'	Autumn Blaze Maple	2" Cal.	2.5" Cal.
Acer ginnala 'Flame'	Flame Amur Maple	6' Clump	2" Cal.
Acer glabrum	Rocky Mountain Maple	5 Gal.	5' Clump
Acer 'Warrenred'	Pacific Sunset Maple	2" Cal.	2.5" Cal.
Celtis occidentalis	Common Hackberry	2" Cal.	2.5" Cal.
Craetegus ambigua	Russian Hawthorn	6' Clump	8' Clump
Craetegus v. 'Winter King'	Winter King Hawthorn	6' Clump	8' Clump
Fraxinus p. 'Marshall'	Marshall Ash	2" Cal.	3" Cal.
Fraxinus p. 'Patmore'	Patmore Ash	2" Cal.	3" Cal.
Fraxinus p. 'Summit'	Summit Ash	2" Cal.	3" Cal.
Malus 'Spring Snow'	Spring snow Crabapple	1.5" Cal.	2.5" Cal.
Populus tremuloides	Quaking Aspen	1.5" Clump	2" Clump
Sorbus a. 'Cardinal Royal'	Cardinal Royal Mountain Ash	1.5" Cal.	2.5" Cal.

#### EVERGREEN TREES

<i>Botanic Name</i>	<i>Common Name</i>		
Juniperus monosperma	One-Seed Juniper	5 Gal.	8'
Juniperus scopulorum	Rocky Mountain Juniper	5 gal.	8'

## SHRUBS

<i>Botanic Name</i>	<i>Common Name</i>
Acer g. 'Compacta'	Dwarf Amur Maple
Amelanchier alnifolia	Saskatoon Serviceberry
Caryopteris sp	Blue Mist Spirea
Chamaebatiaria millefolium	Fernbush
Cotoneaster lucidus	Peking Cotoneaster
Fallugia paradoxa	Apache Plume
Perovskia atriplicifolia	Russian Sage
Philadelphus lewisii Cheyenne	Cheyenne Mockorange
Phyocarpus o. 'Nanus'	Dwarf Ninebark
Potentilla fruticosa	Native Yellow Potentilla
Potentilla f. 'McKays' White'	McKays White Potentilla
Prunus bessey Pawnee Buttes	Creeping Western Sand Cherry
Quercus gambelii	Gambel Oak
Rhus trilobata	Three leaf Sumac
Rhus aromatica 'Grow-Low'	Dwarf Fragrant Sumac
Ribes alpinum	Alpine Currant
Ribes aureum	Yellow flowering Currant
Rosa woodsii	Woods Rose
Syringa p. 'Miss Kim'	Miss Kim Lilac
Spirea j. 'Frobelii'	Froebel Spirea
Symphoricarpos oreophilus	Mountain Snowberry
Viburnum lentago	Nannyberry Viburnum
Viburnum lantana	Wayfaring Tree Viburnum

## PERENNIALS

<i>Botanic Name</i>	<i>Common Name</i>
Achillea sp.	Yarrow
Aster sp.	Aster
Centranthus ruber	Red Valerian
Cerastium tomentosum	Snow-in-summer
Coreopsis lanceolata	Lance leaf Coreopsis
Echinacea p. 'Magnus'	Purple Coneflower
Gaillardia	Blanket Flower
Helictotrichon sempervirens	Blue Avena Grass
Leucanthemum x.s. 'Aglaiia'	Double Shasta Daisy
Liatris s. 'Kobold'	Kobald Gayfeather
Lupinus sp.	Lupine
Mahonia repens	Colorado Creeping Holly
Monarda	Beebalm
Nepeta faassenii	Faassens Catmint
Oenothera macrocarpa	Missouri Evening Primrose
Oryzopsis hymenoides	Indian Rice Grass
Papaver nudicalue	Iceland Poppy
Papaver Oriental 'Brilliant'	Orange Oriental Poppy
Penstemon sp.	Penstemon
Rudbeckia f.s. 'Goldsturm'	Black Eyed Susan
Sedum 'Autumn Joy'	Autmn Joy Sedum
Salvia n. 'May Night'	May Night Salvia
Solidago	Goldenrod
Veronica	Speedwell
Vinca minor 'Bowles'	Vinca

## NATIVE AREA SEED MIX

<i>Botanic Name</i>	<i>Common Name</i>	<i>Pls #'s / acre</i>
Agropyron trachycaulum	Slender Wheatgrass	3
Bromus marginatus	Mountain Brome	3
Oryzopsis hymenoides	Indian Ricegrass	2
Agropyron dasystachyum	Thickspike Wheatgrass	2
Agropyron smithii	Western Wheatgrass	2
Festuca arizonica	Arizona Fescue	2
Poa sandbergii	Sandburg Bluegrass	0.5
Penstemon strictus	Rocky Mountain Penstemon	0.5
Linium lewsii	Blue Flax	0.5
Lupinus alpestris	Mountain Lupine	1
Coreopsis lanceolata	Lance-leaved Coreopsis	0.5
Chrysothanus nauseosus	Rubber Rabbitbrush	0.5
Artemisia frigida	Fringed Sagebrush	0.3
Artemesia ludoviciana	Prairie Sage	0.2

**SWALES/ DRAINAGE AREA SEED MIX**

<i>Botanic Name</i>	<i>Common Name</i>	<i>pls #'s / acre)</i>
Agropyron riparium	Streambank Wheatgrass	4
Agropyron dasystachyum	Thickspike Wheatgrass	7
Bromus marginatus	Mountain Brome	3
Agropyron smithii	Western Wheatgrass	3
Deschampsia caespitosa	Tufted Hairgrass	2
Puccinellia airoides	Nuttall alkaligrass	0.5
Achillea lanulosa	Western Yarrow	0.5
Aster novae-angliae	New England Aster	0.5
Iris missouriensis	Rocky Mounatin Iris	0.5

**NON NATIVE SEED MIXES**

<i>Bluegrass Blend:</i>	<i>Rate: 4-5 lbs / 1000 sq.ft</i>
Award	25%
Odessey	25%
SR2100	25%
Showcase	25%

*Low Grow Native Blend:*

<i>Botanic Name</i>	<i>Common Name</i>	<i>Variety</i>
Lolium Perenne	Perennial Rye grass	Amazing
Festuca Ovina	Sheep Fescue	Black Sheep
Poa compressa	Canada Bluegrass	Reubens
Festuca rubra	Chewings fescue	Tiffany
Festuca rubra	Creeping Red Fescue	Uns
Elymus lanc. Ssp. Esammophilus	Streambank Wheatgrass	Sodar
Phleum alpinum	Alpine Timothy	Uns

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## APPENDIX B

### Application Checklist

#### 1: Pre Design Meeting

1. *Copy of Design Guidelines*
2. *Survey of Property* – 1"=10' min.
  - Should clearly show adjacent properties and include the property boundary, property area, building setbacks, existing topography (min 2' intervals), all easements of record, and all existing natural features.

#### 2: Preliminary Design Review

1. Preliminary Design Application Form (includes (2) copies of full size plans and (2) copies of 11x17 reductions.)
2. Application Fee of \$500
2. *Survey of Property* – 1"=10' min.
  - To include property boundary, property area, building setbacks, existing topography (min 2' intervals), all easements of record, and all existing natural features.
3. *Site Plan* – 1" = 10' min.
  - To include existing and proposed contours, property boundaries, building setbacks, building footprints, driveway access with associated drainage information, parking areas (designated two spaces including garage), all hardscape areas, scale and north arrow.
4. *Building Floor and Roof Plans* – 1/4" = 1'-0" min.
5. *Building Elevations* – 1/4" = 1'-0" min.
  - To include roof heights, FFE elevations, finish grades and notation of exterior materials and colors.

#### 3: Final Design Review

1. Final Design Application (includes (2) copies of full size plans and (2) copies of 11x17 reductions.)
2. Application Fee of \$500
3. *Survey of Property* – 1"=10' min.
  - To include property boundary, property area, building setbacks, existing topography (min 2' intervals), all easements of record, and all existing natural features.
4. *Final Site Plan* – 1" = 10' min.
  - To include existing and proposed contours, areas of cut and fill, property boundaries, building setbacks, proposed building footprints, driveway access with associated drainage information, parking areas (designated two spaces including

garage), utility locations, all hardscape areas including walks, patios, decks, building areas as a percent of total lot area, scale and north arrow.

5. *Building Floor and Roof Plans* – 1/4" = 1'-0" min.

6. *Footing and Foundation Plans* – 1/4" = 1'-0" min.

7. *Building Elevations* – 1/4" = 1'-0" min.

- To include roof heights, FFE elevations, finish grades and notation of all exterior materials and colors.

8. *Landscape Plan* – 1" = 10' min.

- *Planting Plan* – to include all existing vegetation, building footprints proposed plant material (labeled), all turf areas, proposed plant list, open space calculations,
- *Irrigation Plan* – to include all temporary and permanent irrigation systems.

9. *Specifications*

To include written specs and physical samples for exterior wall materials and color, windows and exterior doors, trim materials, fence/wall materials, exterior lighting info.