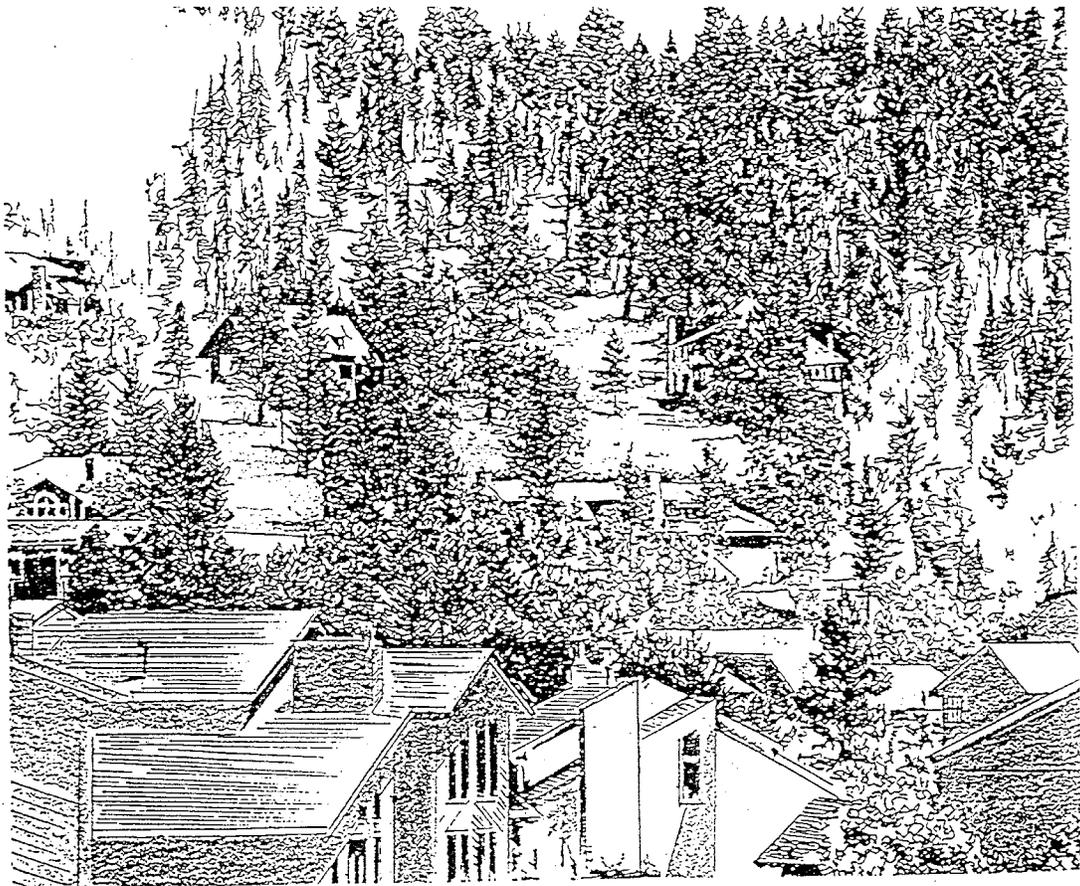


Town of Winter Park

Residential Architectural Guidelines and Design Regulations



Forew ord

The Town of Winter Park's mission statement is:

“To actively develop as a quality resort community which reflects the beauty of our natural surroundings.”

To provide a greater level of detail regarding the type of development that promotes the Town's mission statement and development direction, the Town adopted Ordinance Number 229 which created a Design Review Committee and *Design Guidelines and Regulations* for the downtown and all commercially zoned areas. In similar spirit, the following *Residential Architectural Guidelines and Design Regulations* were adopted by the Town Council and created through careful analysis and scrutiny of similar mountain communities such as Colorado Springs, Park City, Telluride, Summit County, Steamboat Springs and Routt County, etc. All residential development projects must adhere to the Guidelines and gain approval by the Planning and Zoning Commission and the Design Review Committee. An “Authorization to Proceed” must be obtained from the Community Development Director or Town Manager before any site clearing or construction may begin.

The *Residential Architectural Guidelines and Design Regulations* are a supplement to the *Town of Winter Park Master Plan*, the *Downtown Improvements Plan*, the *Master Street Plan*, the *Town Charter* and the *Town Code*. The above listed documents should be reviewed by owners, developers and design professionals prior to planning and designing each development project.

The goals of the *Residential Architectural Guidelines and Design Regulations* are to promote quality development, address safety issues and conserve the natural setting. Therefore, consult with the Community Development Department for clarification of any development questions or issues.

Finally, the Town of Winter Park thanks the government officials, design professionals and citizens who provided their expertise and insights into residential development in the mountains.

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Vision

The vision of the Town of Winter Park is to create a viable and comfortable resort community that reflects the diversity of its people and the unique forest beauty of the Continental Divide and Rocky Mountain setting.

Surrounded by majestic peaks that create a dramatic mountain valley, the Town of Winter Park's identity is characterized by coniferous trees weaving throughout the Town that lead to the dense forest mountainsides yielding only to the barren, snow-capped mountain peaks. Traditionally, residents and visitors perceived and used this landscape for active (skiing, hiking, etc.) and passive (sightseeing, etc.) recreational enjoyment. Therefore, the sensitivities to developing this land and minimizing visual impacts should be addressed through conscientious and meticulous site planning, building scale and architectural design. Individual buildings should not visually dominate the townscape and natural surroundings, nor call undue attention to themselves. Rather, the use of building forms, elements and materials derived directly and indirectly from the mountain environment and applying responsive technology to the local climate will create a unique architectural vernacular to the Town of Winter Park.

How the Town of Winter Park develops is a matter of community-wide concern. If development occurs in accordance with the following *Residential Architectural Guidelines and Design Regulations*, the resulting development should be sensitive to the land's natural functions while conserving the amenities of Winter Park such as vistas of the Continental Divide and forested areas.

For those who decide to build in a mountain resort environment, there are inherent costs and risks to consider, such as heavy snow falls, slippery roads, varying slopes, wildlife, a delicate ecosystem and forest fire potential. However, the benefits of communing with nature and the spectacular views should outweigh the risks.

Similar reasons attracted existing residents to the area who welcome you, but who also wish to preserve and enhance the Town's character. When building homes or multiple-family projects that maximize the breathtaking vistas of the ski slopes and the Fraser Valley, an important consideration is that the people in the valley and on the ski slopes may have views of these buildings. With such prime real estate comes development and ownership responsibilities. To promote the Town's vision statement and protect the local quality of life through proper development, the *Residential Architectural Guidelines and Design Regulations* were adopted.

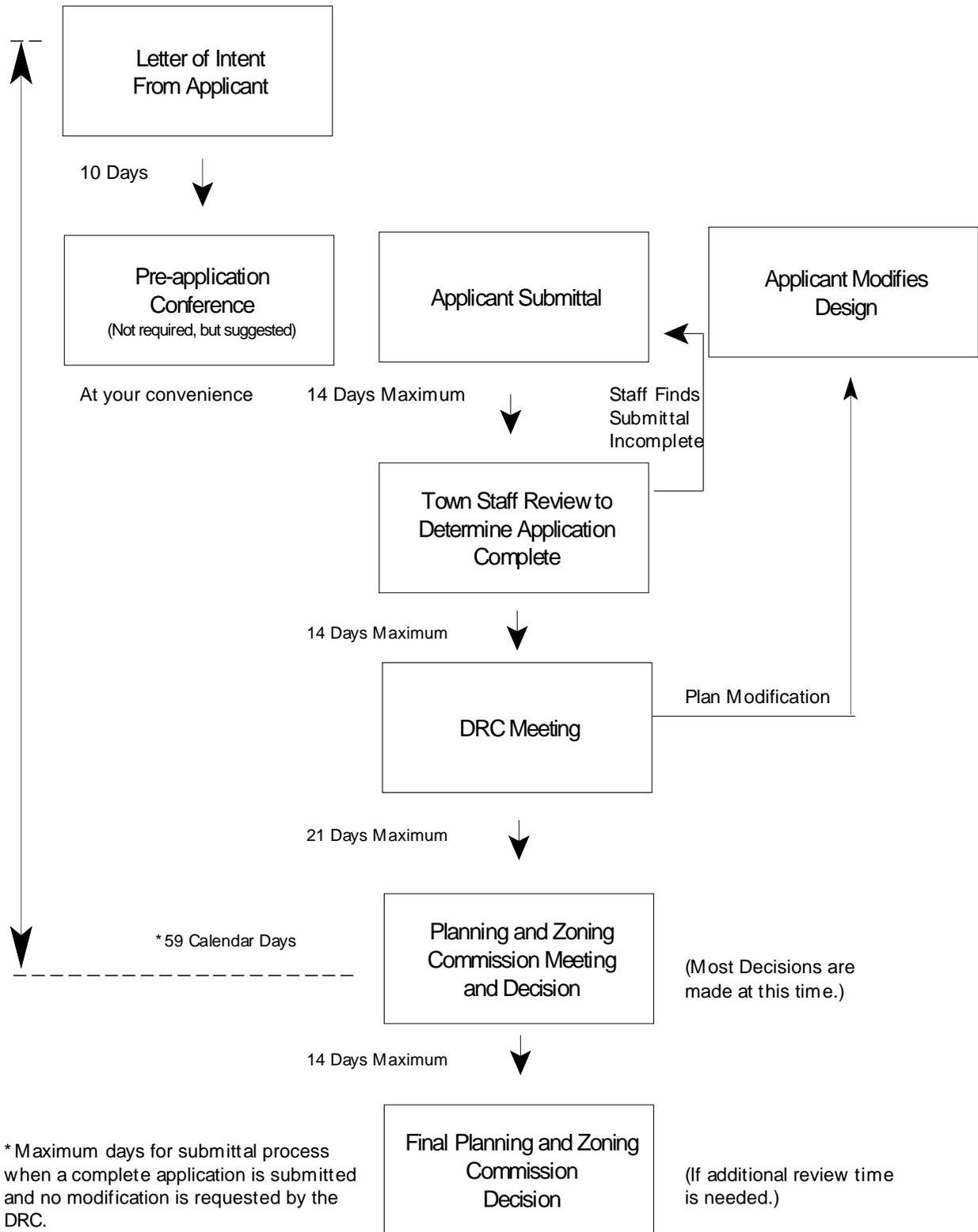
Application Procedures

To ensure quality development projects that adhere to the Town's mission statement and regulations, a Design Review Committee, in an advisory capacity to the Planning and Zoning Commission (P&Z), reviews all multiple-family projects and gives approval/non-approval recommendations to the P&Z. Based on the Community Development Department's staff report and the Design Review Committee's recommendations, the P&Z reviews the project for acceptance or denial.

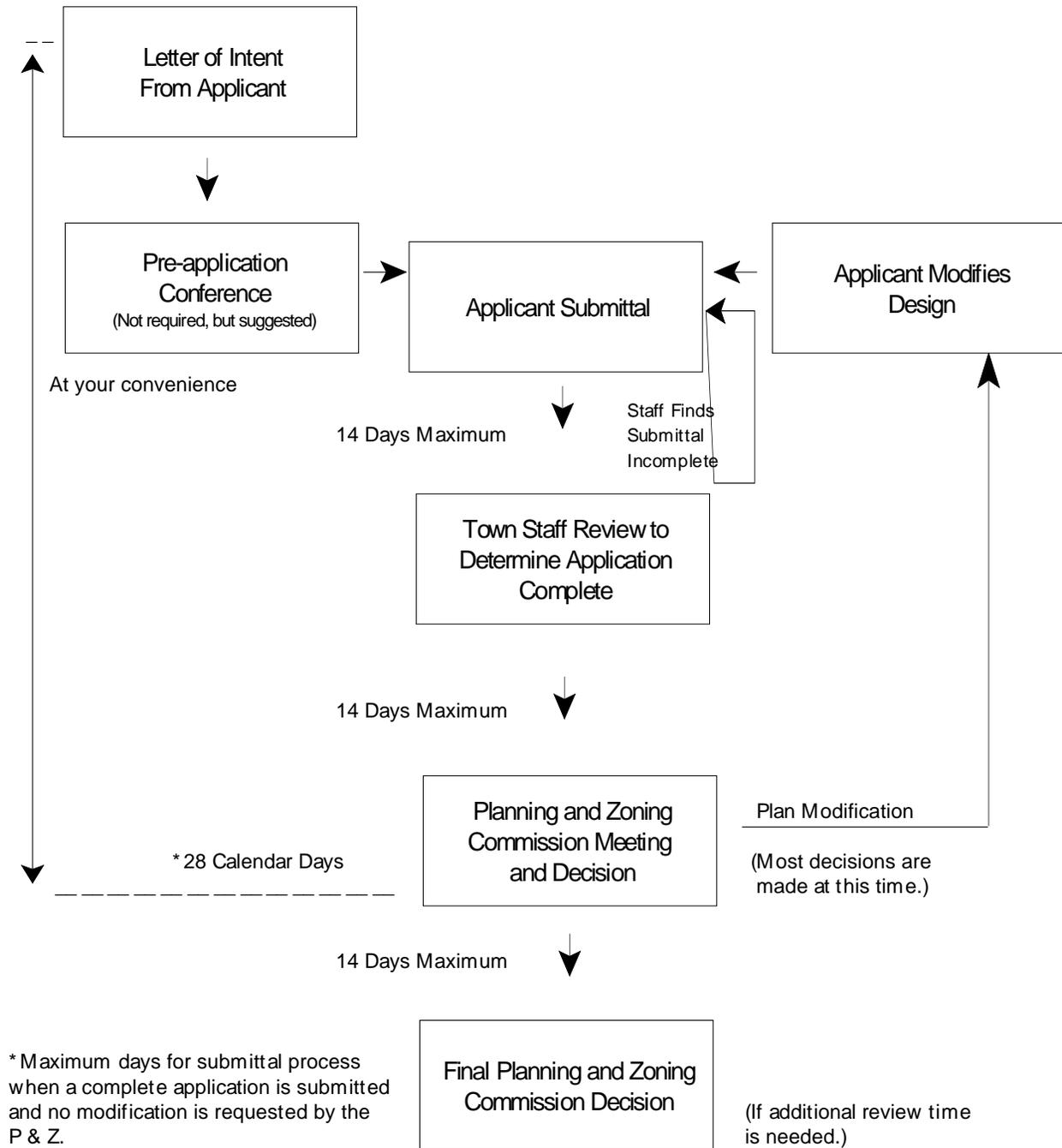
The applicant should thoroughly read this document and consult with the Town staff to informally discuss the project and clarify any questions. Then, the applicant should submit a complete application to the Community Development Department on the attached forms.

An Application and a Design Review Submittal Requirements and Checklist may be found in the Appendices. Please note that an incomplete application will not be processed until it is complete. A flow chart indicating the Design Review Process for a complete application is on the following pages.

Multiple-family Design Review Process



Single-family and Duplex Design Review Process



GUIDELINE 1: Building Height

Building height definition:

Building height is the vertical distance above the lowest point of an exposed foundation at the finished grade to the highest point of the coping of a flat roof or to the top of a mansard roof or to the mid-point of the highest gable of a pitched or hipped roof.

Buildings with a flat or mansard roof shall not exceed thirty-five feet (35') in height.

A building with a pitched or hipped roof shall not exceed thirty-five feet (35') when measured to the mid-point of the pitched or hipped roof. The highest point of a pitched or hipped roof shall not exceed forty-two feet (42'). (Refer to Figure 1.)

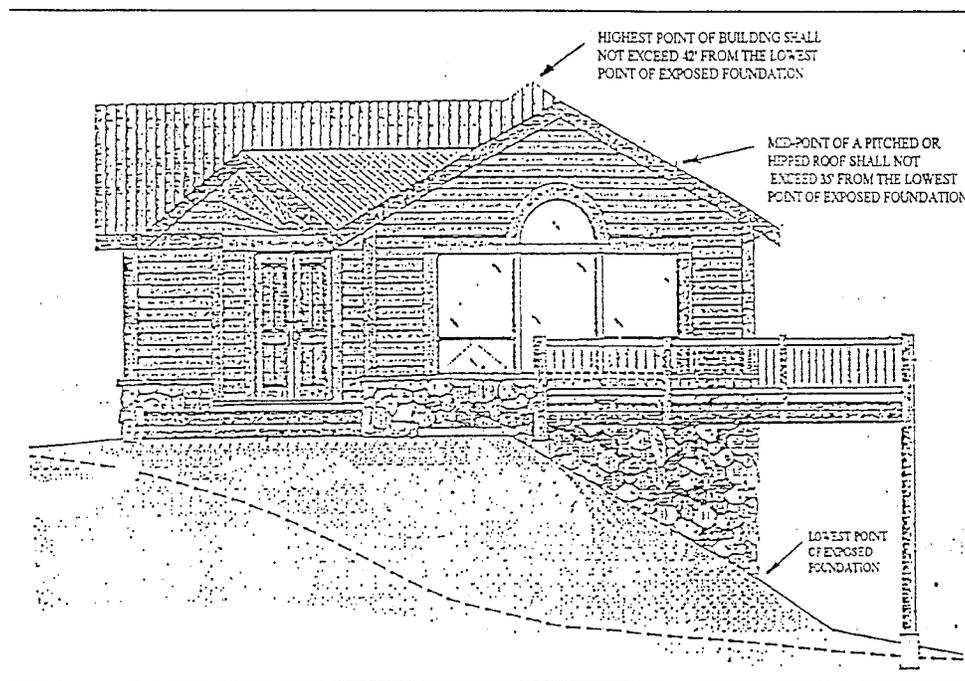


Figure 1. Building height for a pitched or hipped roof.

On sloped building sites, structures should step-up the hillside. (Refer to Figure 2.) The overall height of a terraced or stepped structure shall not exceed fifty-five feet (55') measured from the elevation of the lowest point of an exposed foundation at finished grade to the highest point of a roof elevation. (Refer to Figure 3.)

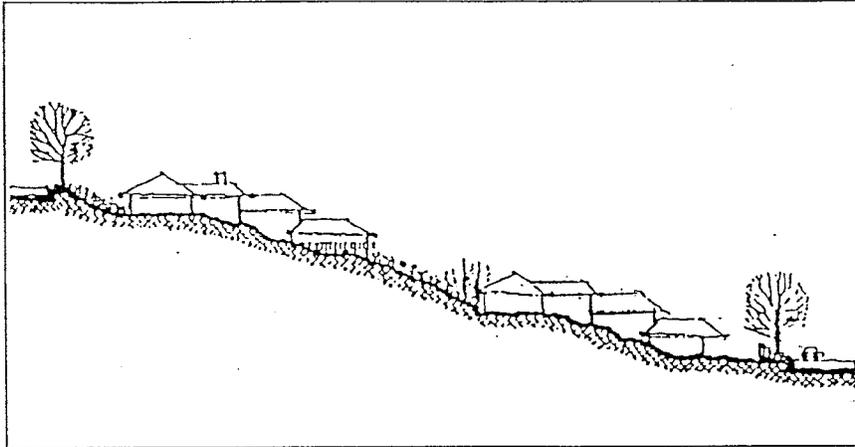


Figure 2. Structures stepping up hillside.

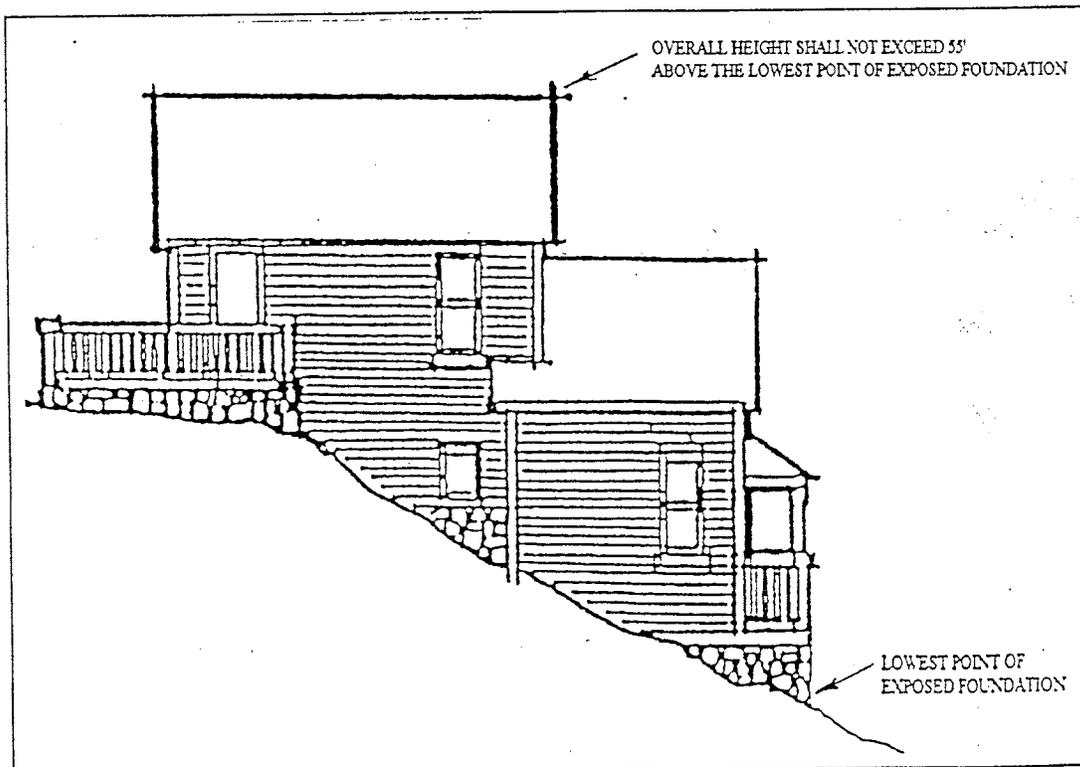


Figure 3. Overall height for a stepped or terraced building.

Other considerations

- The mountainside or other landforms should act as the backdrop to the home. If the house does break the plane of the natural backdrop, it should be designed to mimic the natural lines of the mountainside.

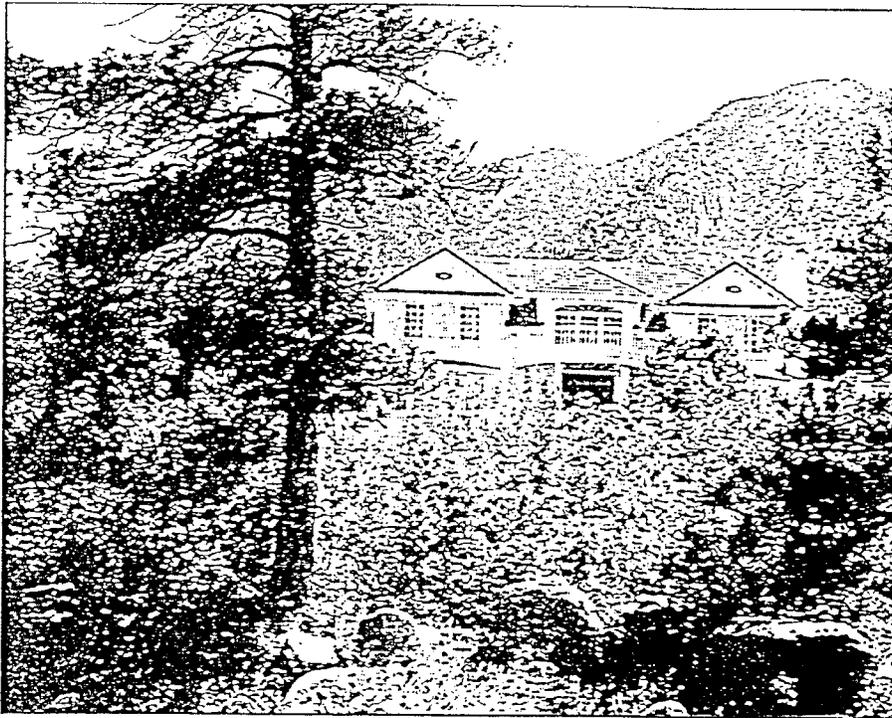
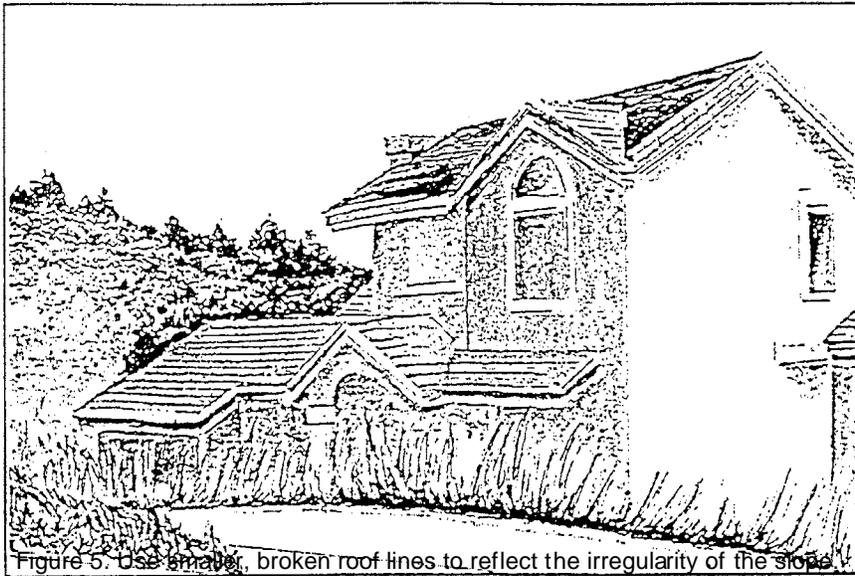


Figure 4. Land form as backdrop.

GUIDELINE 2: Roofs

Unbroken roof lines:

Long unbroken roof lines should be avoided. Instead, roofs should be segmented into smaller components to reflect the irregular natural mountainside patterns.



Snow shedding:

Snow management is critical in the mountain environment. Roofs shall be designed to either hold snow or shed snow in appropriate areas. Use of snow guards in high risk areas is encouraged. Roof snow loads shall be a minimum of one hundred pounds (100 lbs.) per square foot.

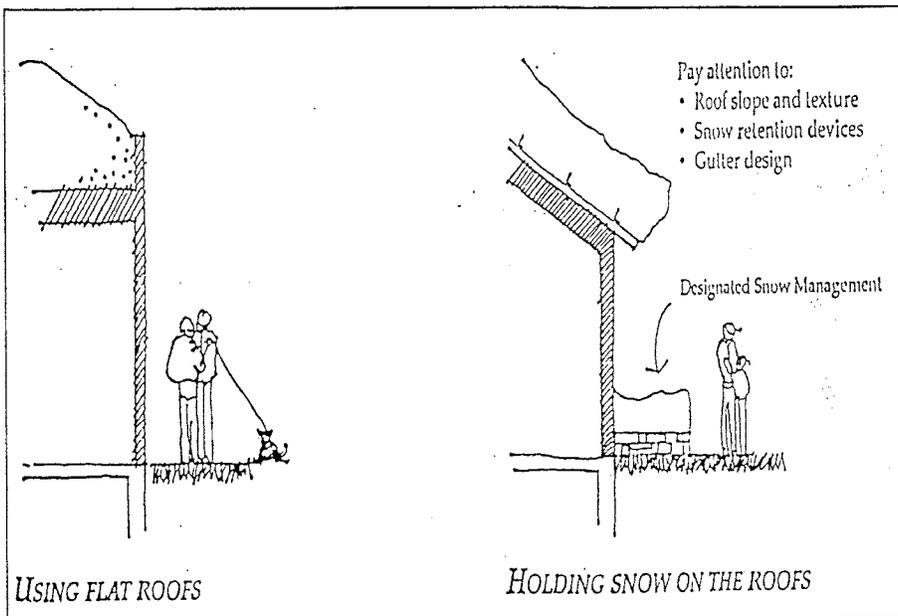
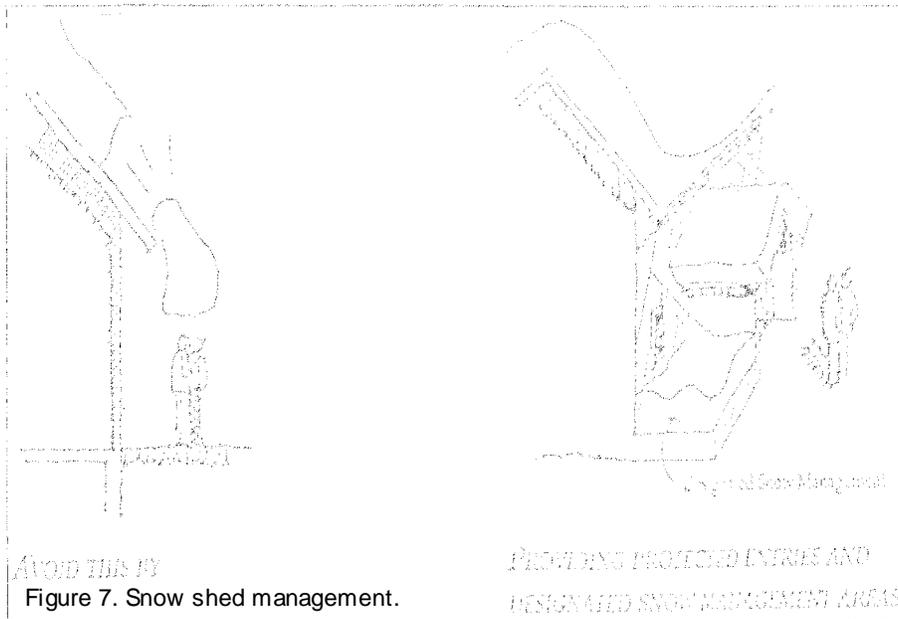


Figure 8. Snow retention.

GUIDELINE 3: Exterior Building Colors and Materials

Traditional and contemporary alpine architectural styles set the tone for the Town of Winter Park's image and desirability as a place to live and recreate. Materials and colors used in the architecture shall be those that are indigenous to the local area. Color schemes for both the building and roof should be compatible and found in the natural landscape such as earth-toned solids (browns, greens, greys, etc.), bedrock and woodland vegetative growth. Although high-contrast, bright colors are found in very small quantities in nature, they are prohibited because they are highly visible and give a bulkier appearance. The desired result is to blend the architectural structure with the natural surroundings and lessen the visual impact.

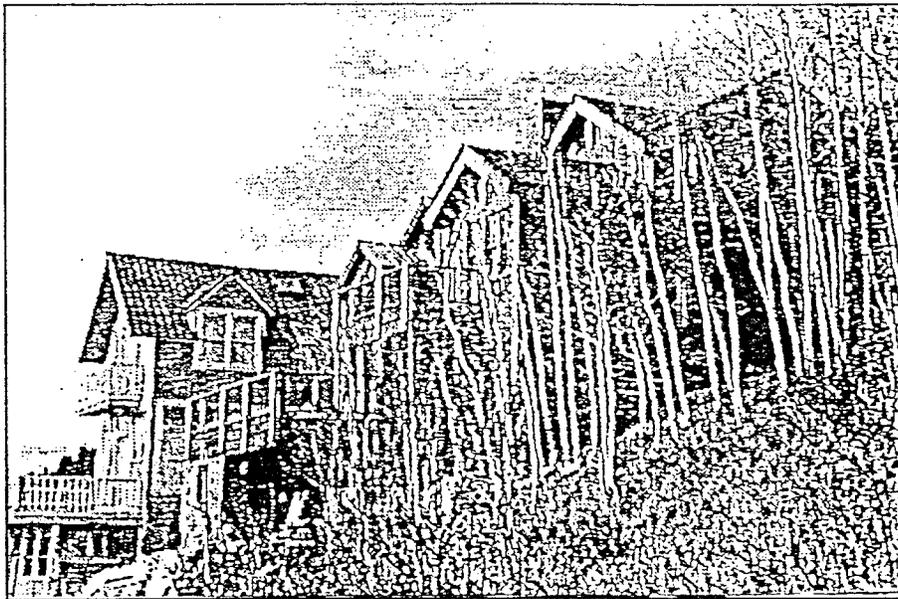


Figure 9. Use materials similar in color and texture to those that were found in nature.

To blend into the site, the use of large expanses of glass, exterior plastic, large untextured surfaces or any reflective, shiny material should be limited. To accomplish the harmonization with nature, the following natural-appearing building materials are encouraged:

Siding:

- Unpainted, painted or stained wood siding
- Exposed wood structural members
- Logs
- Natural stone masonry
- Synthetic stucco
- Vinyl

Roofing (Colors shall be muted. Bright colors are prohibited.):

- Composition shingles
- Fiberglass
- Asphalt
- Tile
- Metal

NOTE: All roof coverings shall be class C at a minimum and non-reflective, including metal roofs. (A manufacturer's statement regarding the reflective nature of the proposed roof material may be required.)

Exposed foundations:

- Natural-appearing veneer such as stone masonry, wood siding, split block or other surfaces are considered appropriate.

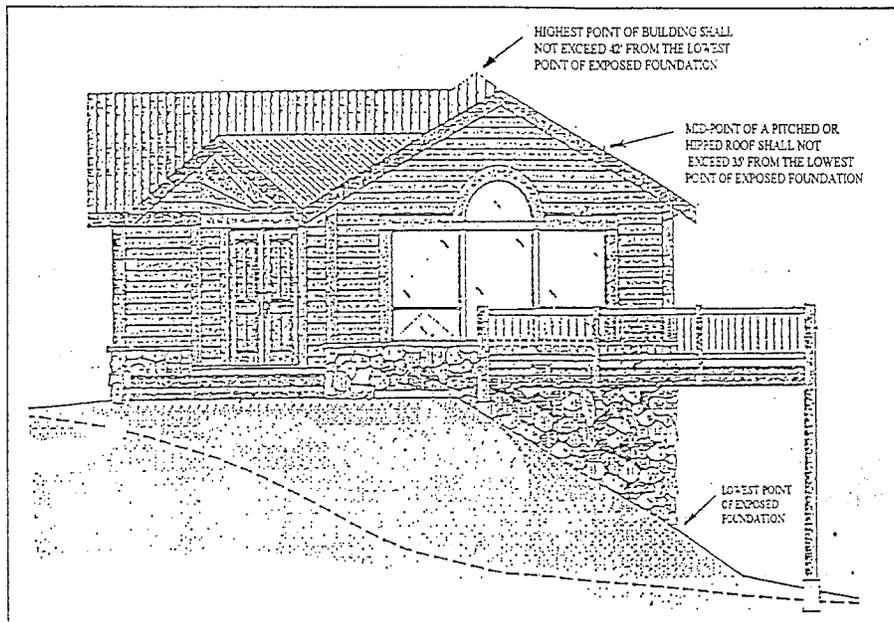


Figure 10. Appropriate natural-appearing building materials.

GUIDELINE 4: Windows and Non-reflective Glass

Although glass has inherent reflective qualities, mirrored glass intensifies this effect. Similar to bouncing the sun's ray off a mirror, reflective glass emits glare even from minimal, indirect solar and artificial lighting. The resulting glare is typically perceived as a negative quality because it draws the observer's eye to the source which contradicts the Guideline's vision statement, "Individual buildings should not visually dominate the townscape and natural surrounding, nor call undue attention to themselves."

Windows should establish patterns and architectural expression on exterior walls as well as be responsive to interior uses, views and passive solar energy considerations. Large, uninterrupted expanses of glass and repetitive bands of windows should be avoided. Rather, combinations of windows should be used to establish human scale to building façades.

Appropriate glass material:

- Double or triple glazing
- High technology glass
- Low E-glass

Prohibited glass material:

- Mirrored glass

GUIDELINE 5: Decks, Balconies and Patios

Decks, balconies and patios, along with other architectural elements, should be incorporated to create variety and detail on exterior elevations. Resulting shadow patterns will camouflage the building amongst the trees. Therefore, long, continuous bands of balconies and decks should be avoided.

Balconies, decks and patios should be located in areas of high solar exposure and view corridors. However, removal of excess vegetation to create view corridors is prohibited.

Systems for decks shall be supported by concrete pier footings. Concrete footings extending more than eighteen inches (18") out of the ground shall be veneered.

GUIDELINE 6: Exterior Illumination

Guideline 6's intention is to limit artificial lighting such that light pollution does not destroy the visual quality of the mountains and night sky that residents and visitors enjoy. Light pollution is a sensitive issue, as evidenced by the Town Council adopting Ordinance Number 237 that restricts outdoor lighting for the downtown and residential areas.

Use of exterior lighting should be primarily for functionality rather than aesthetics. For example:

- Appropriate lighting sources shall subtly illuminate functional and task areas such as building entrances, decks, patios, balconies, storage areas, garages, drive aprons, walks, address and complex signage.
- Continuously illuminating non-task oriented areas such as the forest, landscaping and structures is prohibited.

The secondary effect of interior illumination through windows provides enough lighting that the structure's character will be visible from streets, the valley and the ski slope. However, light emanating from the house should not contribute to nighttime glare as seen from the street and public ways.

To accomplish the above, *the architect is challenged* to create a functional, yet aesthetically pleasing, lighting scheme by adhering to the following guidelines:

Permissible exterior lighting:

- All exterior lighting must subtly illuminate functional areas only.
- Attached and unattached lighting fixtures must be hooded and angled at 45 degrees towards the ground (Refer to Figures 11 through 14) so that:
 - No light may escape from above the horizontal plane; and
 - The light source (e.g. light bulb) is not visible.
- Flood lights shall be hooded, have motion detectors and illuminate functional areas only, such as garage doors, storage areas, walks and drives.
- Fixtures on buildings shall not be located above the eave line or above top of the parapet wall.
- Attached or unattached parking fixtures in townhome or condominium complexes shall not exceed twenty-one feet (21') in height. Light patterns shall only affect the parking area.
- Large complexes may use pedestrian path lighting.
- 75 watt bulb maximum for continuously lit areas. Warm-colored lighting and less wattage is highly encourage.
- Seasonal lighting may not detrimentally affect adjacent neighbors.

Prohibited exterior lighting:

- Landscaping lights
- Continuously illuminated floodlights
- Light bulbs over 75 watts that are continuously illuminated
- Exposed illumination source (e.g. light bulbs)

Note: Landscape and architectural spotlights are not permitted for they add to light pollution and draw undue attention to the structure.

Examples of Appropriate/Inappropriate Exterior Lighting (Figures 11-14)

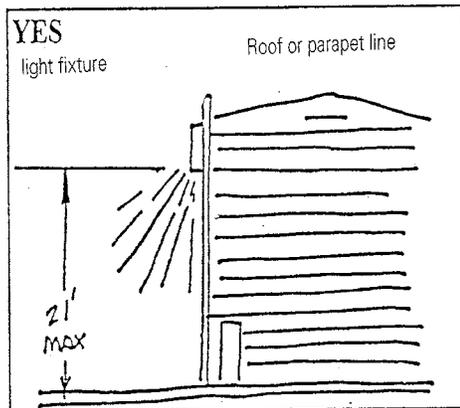


Figure 11. Roof or parapet line.

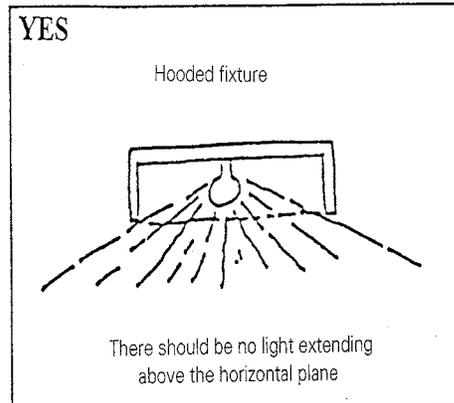


Figure 12. Hooded fixture and horizontal plane.

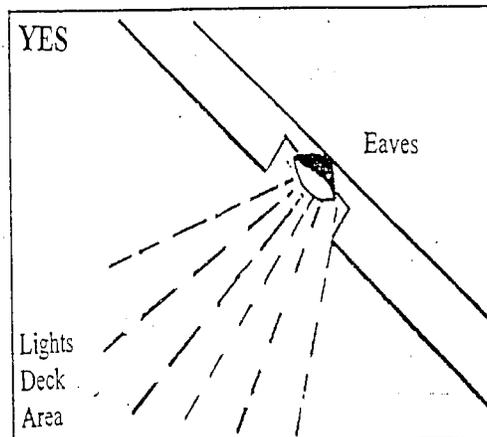


Figure 13. Recessed lighting.

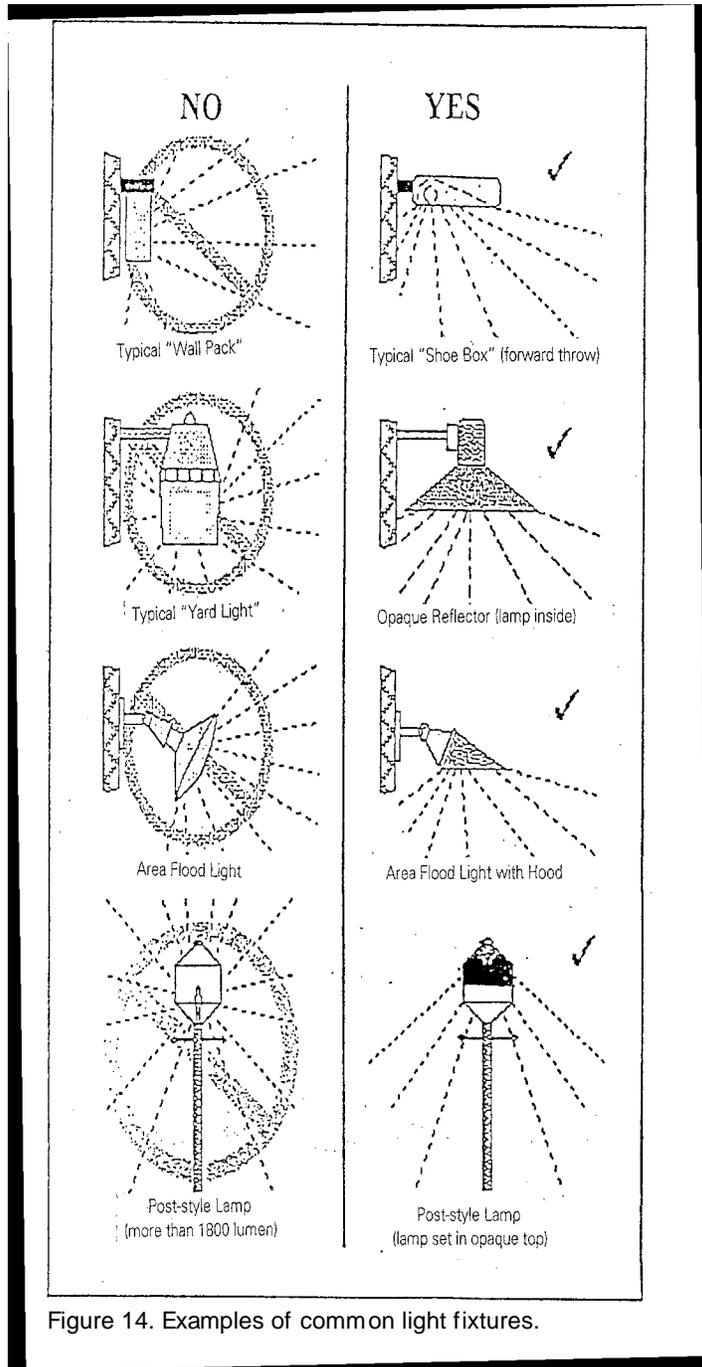


Figure 14. Examples of common light fixtures.

GUIDELINE 7: Solid Fuel Burning Appliances

Town Ordinance Number 236 limits the number of approved solid fuel burning appliances or devices which may be installed in residential units.

Approved solid fuel burning appliance or device is an appliance or device which is designed or intended to burn solid fuel and which is certified by the air pollution control division of the State of Colorado Department of Health to meet the emission standards set forth in Section IV of regulation #4 of Volume I of the Standards of the State Air Quality Control Commission. In addition, those solid fuel burning appliances or devices which appear on a list of certified devices developed by the State of Oregon Department of Environmental Quality established pursuant to those standards set forth in Oregon's Administrative Rules, Chapter 340, Division 21, Sections 100 to 190, adopted November 19, 1984, shall also be considered approved.

Solid fuel burning appliances shall not exceed the following limits:

- a. Detached single-family dwelling:** one approved solid fuel burning appliance or device per dwelling.
- b. Buildings with two dwelling units:** one approved solid fuel burning appliance or device per dwelling unit provided that each dwelling unit is greater than 1,500 square feet in total living area.
- c. Apartments or condominiums with more than two units, commercial and industrial buildings:** one approved solid fuel burning appliances or device in lobby or other common area of the apartment, condominium or hotel is permitted. Only an approved non-solid fuel burning appliance may be installed within any apartment, condominium or hotel/motel room.

In all buildings, the installation of an additional solid fuel burning device is prohibited if the resulting number of solid fuel burning devices exceeds the limitations contained in this Section.

Non-solid fuel burning appliances or devices that burn natural gas, liquefied petroleum (LPG) or similar fuels which have been approved by Underwriter's Laboratory, American Gas Associates or the Building Official are permissible.

GUIDELINE 8: Cuts and Fills

Due to visual impacts and erosion, the Town allows only those cuts and fills necessary to site a building or street. Using fill to create large benches or terraces is not allowed. In general, the foundation should be set into the hillside, mimicking the existing topography on sloping sites and earth berms, rock forms or stone retaining walls should be used to minimize the visual impact of cuts.

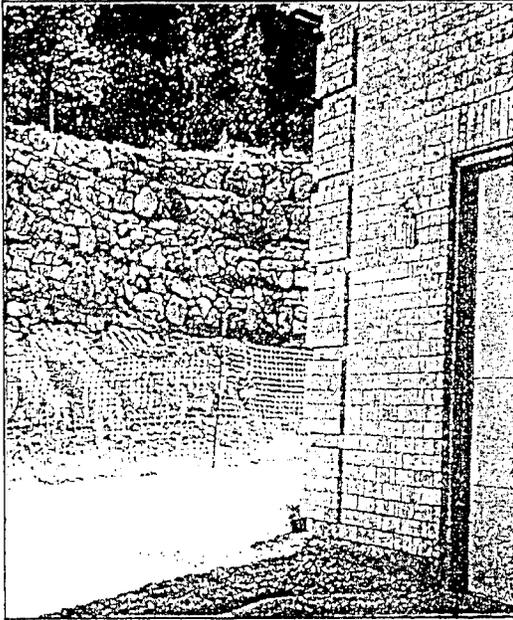


Figure 15. Excessive cut on up-slope lot.

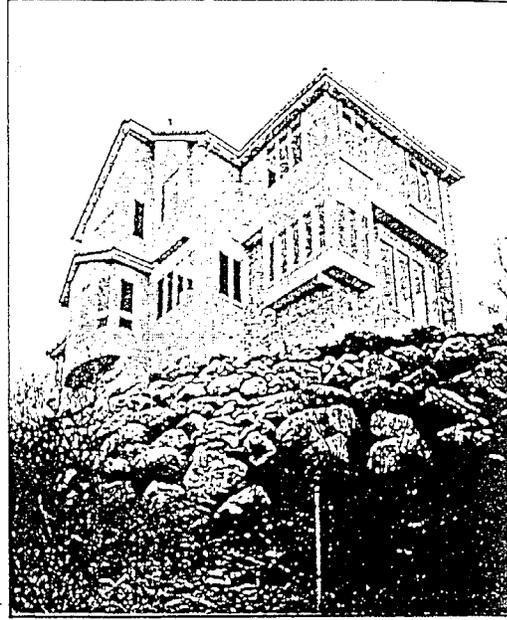


Figure 16. Inappropriate use of fill to create a bench for the house.

Unless proper compacting and retaining practices are followed, fill will continue to compress and erode back to the natural grade. Fill around a house shall be compacted to protect against erosion. Erosion control methods and devices shall be employed for acceptable mitigation. Siltation control is required for construction near watercourses. Refer to the Town's *Engineering and Design Standards* for appropriate erosion control measures.

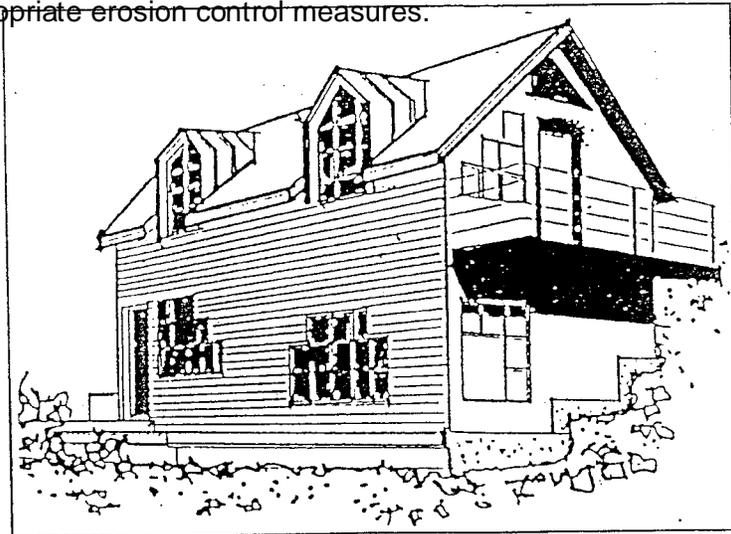


Figure 17. Foundation matching slope minimizes the perceived mass and scale.

GUIDELINE 9: Driveways

How will vehicles access the site? Obviously, living in the mountains one is confronted with steep grades and icy conditions. Although the building site may be perfectly situated high upon the mountainside overlooking the valley, can a vehicle safely access the building from the street and vice versa? On steep, icy drives it is not unusual for the car's momentum to carry it uncontrollably onto the street from the drive.

For safety reasons, Section 5-2-10 of the Town Code states that "All driveways shall enter and cross the road right of way at a grade of five percent (5%) or less, and shall maintain said grade for at least fifty feet (50') from entry into the road right of way." Currently, the *Engineering and Design Standards* are being updated, therefore these requirements are apt to change.

Drives longer than thirty feet (30') should be narrowed to twenty feet (20') in width as quickly as possible. The driveways should not be the predominant feature of the front yard. Paved and structural areas must be softened by preserving the existing vegetation. Shared driveways are encouraged, when appropriate. Excessive cuts and fills are to be avoided. In addition, driveways must meet Town and fire protection design standards for size, location, surface, grade and access points. **In general, the driveways should follow the natural grade of the lot.** (Refer to Figure 18.)



Figure 18. Drive narrows and follows grade.

To minimize excessive cutting of trees, utility service lines should be placed alongside the drive to the greatest extent possible. Two cuts, one for the driveway and the other for utilities, through vegetation should be avoided. Refer to Guideline 10, Utility Service Lines.

GUIDELINE 10: Utility Service Lines

To avoid the excess removal of existing vegetation, meticulous site planning is required when locating utility service lines. Simply bulldozing a path for utility line installation is prohibited because it causes unnecessary scarring. New plant growth in these scarred areas will never return to match the existing, natural landscape. Therefore, site planning of utilities and landscape design should occur concurrently.

On the site plan, show the anticipated location of utility service lines. Design service line locations as follows:

- Locating service lines under the driveway is ideal. However, this may not be feasible in some cases for water and sewer lines since they must be heavily insulated or trenched deeper than usual to prevent freezing.
- Use narrow trenches to meander service lines between vegetation and trees. Remember, utility lines do not have to be in a straight line.
- In areas of high visual exposure, such as installing service lines up a hillside, narrow trenching absolutely must be utilized.
- Bulldozing wide swaths of vegetation to install utility lines is prohibited.

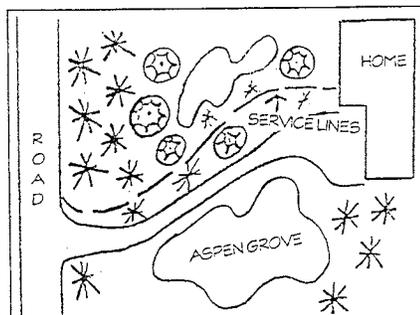


Figure 19. Utility locations.

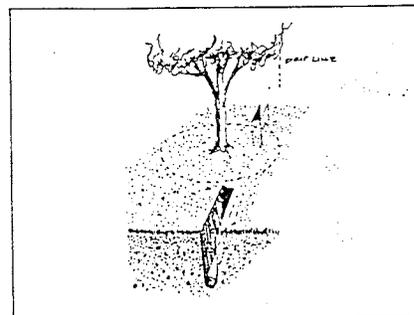


Figure 20. Narrow utility trenches when near trees.

GUIDELINE 11: Fences, Walls and Gates

Fences or walls that define property boundaries are strictly prohibited. These barriers restrict wildlife migration (e.g. elk and deer). In addition, clear-cutting vegetation to install fences or walls would visually scar the land.

Privacy fences “... shall not exceed six feet (6') in height and shall not exceed four feet (4') in height when located in front yards.” (Town Code, Section 7-3-10-B) The length of the fence shall be limited to the area it is screening. Preferable fence materials shall be wood or stone, however the materials must relate to the architecture of the adjacent structure.

An alternative to fencing is to create screening through bushes, shrubs and trees. In this manner, the structure is softened and blends with the surrounding environment. Therefore, the installation of a privacy fence may not be needed.

All fences, walls, gates, monuments, entrance gates and guard rails for roads, drives and private accesses, etc., must be approved by the Design Review Committee and/or P&Z. The location of such structures shall not impede or interfere with snow removal procedures.

GUIDELINE 12: Retaining Walls

Retaining walls shall be designed in accordance with the Town of Winter Park Engineering Standards. It is highly encouraged that foundations and drives are used to retain slopes.

To soften the appearance of retaining walls, they shall be limited to three tiers with four foot (4') maximum height per tier. Tiers should be staggered at least four to six feet (4'-6') apart horizontally and each tier should be screened as follows: one five-gallon shrub every four feet (4') and one six-foot (6') evergreen tree every fifteen feet (15'). (Refer to Figure 21.)

Relief may be granted for:

- (1) shorter retaining walls (height and length),
- (2) retaining walls which contain natural plantings and slope back, and/or
- (3) those not visible from the street or view corridors.

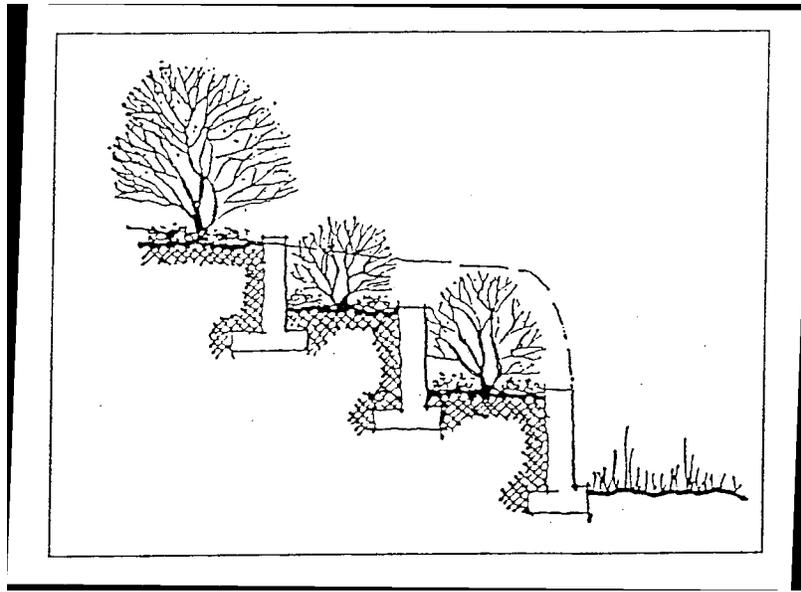


Photo of home at Vasquez
and Lake Trail when snow melts.