

**DSINGLETREE DESIGN REVIEW COMMITTEE**  
**MEETING MINUTES**  
**December 21, 2023**  
**Via GoTo Meeting**

The regular meeting of the Singletree Design Review Committee (DRC) was held on Thursday, December 21, 2023, at 8:30 am, via GoTo Meeting.

DRC members present were David Viele, Larry Deckard, and Larry Rogers.

**MEETING MINUTES** – The DRC reviewed the November 16, 2023, meeting minutes. By motion duly made and seconded, it was unanimously

**RESOLVED** to approve the November 16, 2023, meeting minutes as amended.

**0240 Singletree Road**  
**Maggie Fitzgerald, Architect**

**Filing 3 Block 3 Lot 6**  
**0240 Singletree Road**

**Conceptual Review**  
**New Duplex Construction**

Maggie Fitzgerald, architect, and Ben Knuckles and Peter VanDyke, owners, were online to present plans for a new duplex following the previous DRC review. The proposed plan has two curb cuts with face out garage doors, based on the steepness of the lot the DRC viewed this as good design decision. The interior floor plans are mirrored while the exterior has been designed to read differently with one front entry sloping backward and to the side, while the other entry has a flat roof. The garage doors have also been varied with two separate doors on one unit and one large garage door on the other unit. There is a crawl space under each garage. They also attempted to vary the window pattern on the east façade. A question was asked about whether the spaces under the garages would need to be filled.

The Committee commented that the site should design the building and the crawl spaces under the garages do not make sense from a design perspective. The footprint of the units does not need to be so large, and it is not responsive to the site. There was concern about the east elevation simply being a long run of windows and it does not break up the mirror image design. The units should step down with the site and not require so many retaining walls and fill. They encouraged a design that puts the house under the garages and steps down. The east elevation needs more variation as well.

The Committee encouraged looking at the design of each unit as a separate house and not a mirror image of the other unit. Consider moving the garages west to the setback line with parking in front of the garages rather than separate parking spaces. This will move the units up the site. Consider having the main bedrooms above the garages. These changes could create a design that is more responsive to the site. The Committee recognizes that this is a tough site, especially with a duplex.

It was noted the owners do not want the main bedroom on the lower level of the units and they are compromising on their living areas. The plan conforms to the letter of the law related to setbacks, height, site coverage, etc. but does not meet the design intentions of the Design Guidelines.

Following the discussion, by motion duly made and seconded it was unanimously

- a. Provide a design that is responsive to the site.
- b. Mechanical rooms cannot be accessible from sleeping quarters. Those spaces would be considered Habitable Area.
- c. A complete revised Conceptual Submittal is required for review.

**RESOLVED** to table the Conceptual Plans subject to the conditions above.

**0041 Shotgun Circle**  
**John Perkins, Architect**

**Filing 2 Block 3 Lot 8**  
**0041 Shotgun Circle**

**Preliminary Review**  
**New Habitable Area & Windows**

The project was tabled.

**ADJOURNMENT** – There being no further business to come before the DRC, by motion duly made and seconded, it was unanimously

**RESOLVED** to adjourn the regular meeting of the Singletree Design Review Committee this the 21<sup>st</sup> day of December 2023, at 9:27 AM.