

## **Crestmoor First Filing Design Guidelines**

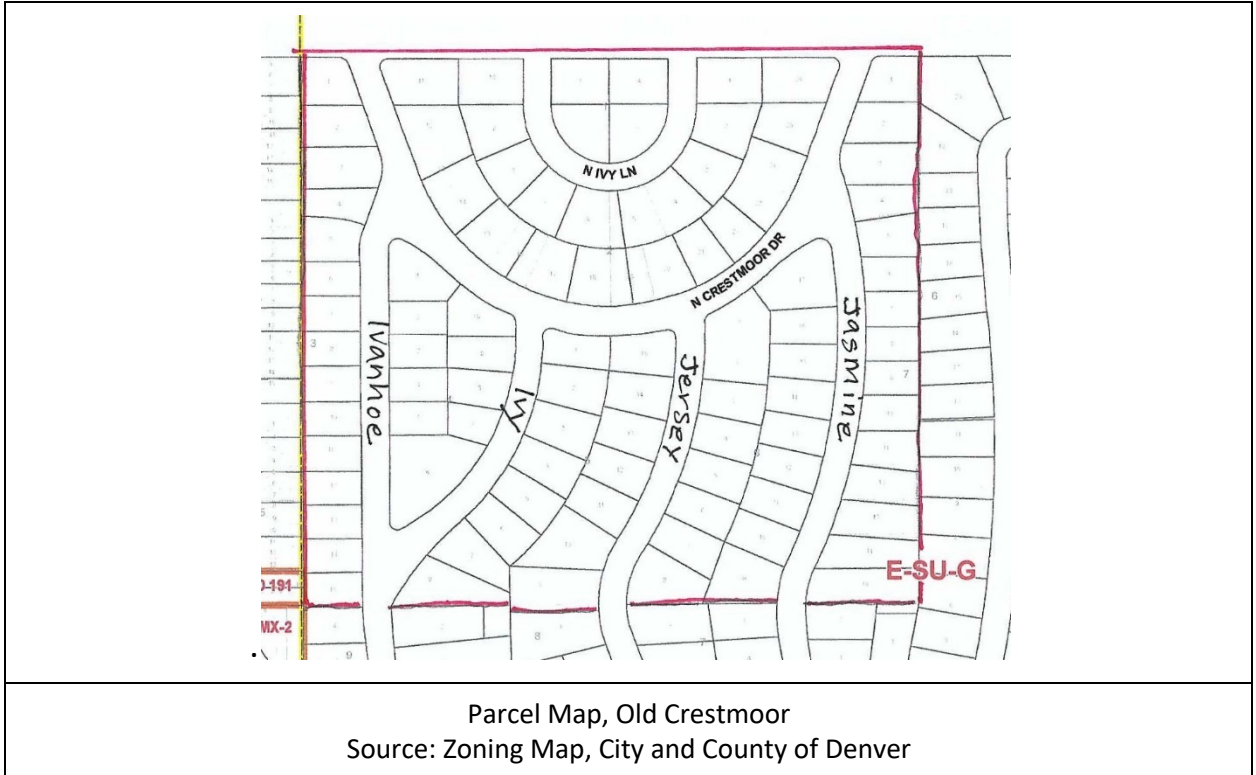
The Guidelines are for current and prospective Crestmoor homeowners to use when planning an addition, remodel or new build within the neighborhood. The Guidelines are to preserve the uniqueness of our neighborhood: an oasis in the city with large lots, mature trees and a traditional style reflecting the significant historical aspect of the area.

Crestmoor First Filing was incorporated in 1936 and is governed by the Homeowners Association's Covenants, Conditions and Restrictions (CC&R's), which can be located on the crestmoorparkone.com website. The CC&Rs grant the Board of Directors (Board) of the Crestmoor Park Homeowners Association (Association), via its Architectural Control Committee (ACC), the ability to make final decisions on proposed changes to any existing or new structure.

The neighborhood is notable for its large lots filled with shade trees and its predominately traditional architecture. Homes are set back from the street, are constructed mainly of brick, and have tailored and lush landscaping. While the neighborhood has numerous styles of architecture, Colonial and Tudor are the most common styles. It is the classic styling of the homes, combined with the mature trees and broad lawns that make Crestmoor special. The CC&Rs set forth the intent "to preserve the desirability and attractiveness of Crestmoor Park as a community of single-family homes" and dictate that all remodels, additions and new builds "shall be compatible in style, architecture, materials and appearance" to the neighborhood.

The ACC has determined that more detailed design guidelines are necessary to assist applicants in better understanding the parameters for remodels, additions and new builds. This document sets forth the design values of the neighborhood, as well as instructions for any home modifications. It does not, however, limit the discretion of the ACC in making design decisions. Of note, any currently existing style or structure will not be considered precedent for any future project. The ACC will be guided by the CC&R's mandate that the neighborhood retain its current desirability and attractiveness.

**All homeowners considering exterior remodels or total replacements are highly encouraged to communicate with the ACC prior to commencing the design guideline process.**



The plat set out 102 homesites, most of which have curved boundaries paralleling the street pattern. House construction began soon after the area was platted and continued into the 1960s.

The Association was incorporated July 3, 1936. Since initiation, the Association has had the authority to review and approve house plans within Crestmoor First Filing. The adopted and recorded Covenants, Conditions and Restrictions (CC&Rs) carry forward the intent of the 1936 recording: “To preserve the desirability and attractiveness of Crestmoor Park as a community of single-family homes”. The ACC has found that more detailed design guidelines assist applicants and committee members to better understand and articulate this “desirability and attractiveness”.

This document will assist owners (current and prospective) and their designers and architects in sustaining the uniqueness and quality of Crestmoor First Filing with its large lots, traditional-style houses, mature trees, and broad lawns. However, the document does not limit the discretion of the ACC in applying the design guidelines.

## **Character Defining Features**

Crestmoor Filing One consists of curvilinear streets comprising seven blocks with defined lots, many of irregular shape. Ivy Lane and Crestmoor Drive both form semi-circles connecting to Sixth Avenue Parkway. The intersections of Ivanhoe and Jasmine with Crestmoor Drive are defined by triangular parklets. All streets have rolled curbs and gutters and no sidewalks. Most houses are located on single lots; however, lots have been combined in a handful of cases. The platted lots are about 7,500 square feet (approximately 3 standard city lots, 25x125). The neighborhood consists entirely of single-family houses with wide front and side street setbacks. The feeling of a neighborhood set in a park is due to the mature trees and broad front lawns uninterrupted by fences. Because there are no alleys, all garages are accessed from the street, and are either attached to the side of the house or detached at the rear of the lot.

Built from 1936 into the 1960s, the houses tend to be two stories, constructed of red brick, and topped with pitched roofs, primarily hip or gable, exhibiting both low and steep pitches. Most of the houses are of moderate size, about 3500-4000 SF. Each lot contains a single house set in a broad front lawn, with mature trees, and foundation plantings of shrubs and flowers.

## **Regulatory Framework**

As with all property in Denver, additions and new construction must comply with the Denver Zoning Code. Crestmoor Filing One is zoned E-SU-G (Urban Edge-Single Unit-9,000 SF minimum lot size). The City and County of Denver Community Planning and Development Department is responsible for zoning and building code review of all additions and new construction. Applicants must obtain approval of the ACC before submitting development plans to Denver Community Planning and Development. The applicant should notify the ACC of any changes required by the City. Regular exterior home maintenance items such as window replacement, re-roofing, painting, or landscaping are not reviewed by the City but may require review by the ACC as set forth herein.

A summary of the E-SU-G zoning is provided as an attachment. CC&Rs and design guidelines can be more restrictive than zoning, but not less restrictive.

### Old Crestmoor CC&Rs—Architectural Design Provisions

It is important to understand the existing regulatory framework established through the CC&Rs. The list below summarizes the “Restrictions on Buildings and Structures” specific to the styling and design of houses and appurtenant structures. The design guidelines are intended to elaborate on these design principles.

- a. One residence per lot
- b. Front and side street setbacks established for each block and lot

- c. Covered or uncovered (not enclosed) porches, balconies, porte-cocheres, and terraces may extend no more than 10 feet into the front or side setback
- d. Bay or projecting windows, vestibules, cornices, spouts, chimneys, and other such features may extend no more than 4 feet into the front or side setback area
- e. Interior side setbacks shall be 7.5 feet minimum, with allowance for projections in #d above.
- f. Replacement or modification of a primary structure (house), garage (attached or detached), or other outbuilding shall be compatible in style, architecture, materials, and appearance to the structure to which they are appurtenant to Crestmoor Filing One.
- g. Detached garage shall occupy no more than 25% of the width of a lot or parcel (more than one lot under single ownership).
- h. Uninhabitable out buildings shall occupy no more than 20% of the lot width and be no taller than 8 feet.
- i. Detached garages and out-buildings shall be set back a minimum of 7.5 feet from side interior and rear property lines.
- j. Fences are limited to 6 feet in height at the side and rear; street-facing fences are limited to 4 feet maximum height and cannot project beyond the front or side street setback.

### Designing in Context and Compatible Style

A key provision of the CC&Rs is the requirement that modifications or new construction be “compatible in style, architecture, materials, and appearance”. Compatibility considerations include:

- Relate to the character-defining features of Crestmoor Filing One, including primary wall materials; roof forms and materials; entries; window types, sizes, and proportions; and appropriate details.
- Use houses on the block face to establish the context including the height, scale and mass of a new house, addition, or outbuilding.
- Avoid directly imitating a specific house or combining elements of multiple houses.

### **Design Guidelines**

#### Purpose

Design guidelines are typically based on a set of purpose or goal statements that are the underpinnings of the provisions. The purpose and goal of these guidelines are as follows:

- Assist in retaining Crestmoor Filing One’s traditional charm, architectural fabric, and neighborhood character
- Assist property owners and design professionals as modifications, additions, and new structures are contemplated
- Guide design review and approval decisions of the Architectural Control Committee

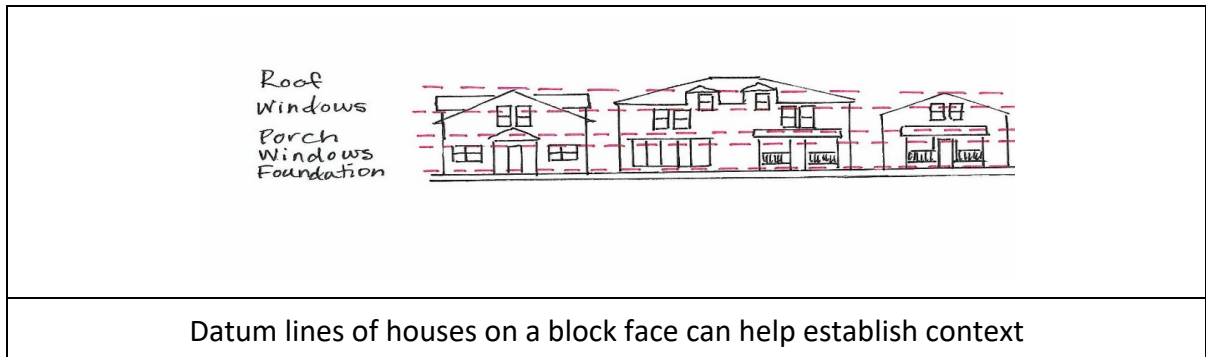
A. Existing houses

1. Retain original building materials, especially on street-facing facades

B. New houses

While demolition of existing houses is discouraged, it is understood that reuse of the house as is or with an addition is not feasible in some cases. Therefore, the design and quality of any replacement house is especially important.

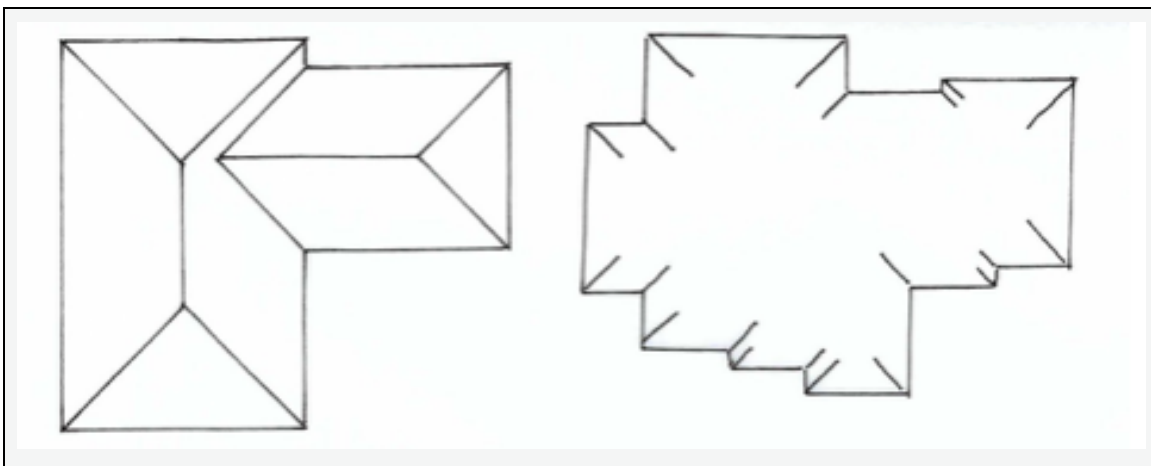
1. Reference context of the block face and incorporate overall heights, roof forms, datum lines of elements such as windows, doors, and eaves, especially for street-facing facades.



2. New houses should reinforce neighborhood character, not overwhelm it due to mass, proportion, and architectural detailing
3. Use traditional masonry materials; brick is most common with some use of stone. Avoid non-masonry materials such as wood siding, metal panels, or panelized stucco, especially on street-facing facades.
4. Reflect the solidity of existing houses with masonry (brick) materials. Openings (doors and windows) should account for 15-35% of wall area.

5. Use simple massing resulting in a simple roof form

A simple roof form reflects a simple floor plan and simple massing. The complex roof form on the right is not as consistent with Crestmoor First Filing's character. Illustration adapted from "Get Your House Right" by Marianne Cusanto and Ben Pentreath



6.



Flat roofs are out of character among the predominate gable and hip roofed houses.

6. Roofs of the primary structure should be pitched (gable and hip preferred) to be consistent with neighborhood character. Flat roofs are not allowed on primary structures.

7. Use roofing materials similar to those found in the area: architectural grade asphalt shingles, tile, slate.
8. Be consistent and judicious in the selection of details. Avoid replicating and combining architectural elements of one or more existing houses.
9. Accessory structures not visible from the primary street (garages, storage sheds) may have flat or lower pitched roofs.
10. Vertically proportion windows: group windows where a wider window is needed. Large expanses of glass should not be used on any street-facing façade.

#### Additions to existing houses

1. Additions to existing houses should be subservient to the existing house.
2. Place addition to the side or rear of the existing house; never in front.  
Greater modification and more flexibility allowed on facades not visible from the primary street.  
Place new dormers on the back or side of the house to add usable space to upper story.
3. Keep design elements simple, do not overwhelm original house.
4. Keep plan shape and rooflines simple.
5. Use a similar roof form; gable and hip roofs are most common.
6. Similar materials for walls and roofs.
7. Similar wall to window ratio for primary street-facing facades.
8. Permanent recreational amenities such as swimming pools and hot tubs must be located behind a primary structure.

#### D.

1. Landscaping
  - Retain existing trees especially in front and side street setback areas, as required by Denver Zoning Code
  - Use foundation plantings of shrubs and flowers to add texture and color to the front yards.
  - Fences  
In accordance with the CC&Rs, fences cannot project beyond the front or side street setback.
2. Outdoor lighting
  - No lighting should project onto neighboring property.
  - Lighting should be used judiciously to provide night-time safety and security.
  - Outdoor lighting may be used to highlight landscaping or architectural features, so long as it does not project up into the night-time sky or onto neighboring property.

#### **Architectural Control Review and Approval Process**

Exterior alterations to existing houses, new houses, and additions require the review and approval of the Architectural Control Committee.

- The design guidelines are intended to provide guidance to current and prospective homeowners, their designers, and the ACC. The document does not limit the discretion of the ACC in applying the design guidelines.
- Previously approved houses, additions, or accessory structures do not establish precedents for future approvals.
- Compatible in style does not mean copying. Avoid replicating features of multiple houses found in Old Crestmoor or nearby neighborhoods.

## Review Process

To determine the correct path of review, the homeowner must first contact the ACC chairperson to determine the review requirements as some work requires no review and some work requires full ACC committee review. Work on some homes generally falls into one of three categories that will determine the level of review that may be required.

1. Submit preliminary application with a \$500 check made payable to “Crestmoor Filing One Homeowner Association” to the ACC. This fee may be waived for alterations of existing homes at the discretion of the ACC chair. For exterior alterations to existing houses or minor additions, the ACC may forgo a meeting and allow submittal of a final application.
2. Meet with ACC to discuss preliminary application. At a later date, applicant will receive approval or approval with conditions to submit final application.
3. Submit final application with \$500 check made out to “Crestmoor Filing One Homeowner Association”. Fee required for home replacement only.
4. ACC will review the final application. The application will be approved, approved with conditions, or denied. The applicant will be notified of the decision by email. In accordance with the Covenants, an approval with conditions or denial will specify the reasons for the action.
5. If approved with conditions or denied, the applicant may resubmit at any time, and the final review process will continue.
6. Once final approval is received, the applicant can submit plans to Denver Community Planning and Development. Approval of the ACC will have no bearing on City review and approval of plans.

## Exterior alterations to existing houses

Alterations requiring notification (review required only for those alterations in conflict with Filing One covenants).



1. Significant masonry repair (e.g. repointing masonry of more than half of the exterior wall area)
2. Re-roofing
3. Window replacement of any windows visible from the street
4. Modifying entry features or porches
5. Removal of trees
6. Fence replacement or new installation.
7. Outdoor lighting
8. Any other changes to a street facing elevation of the house
9. Addition of an outbuilding or permanent recreational amenity

#### Submittal requirements

1. Address of property
2. Name and contact information of current owner (address, phone, email)
3. Name and contact information of applicant if not the owner
4. Photos of street facing facades of house
5. Description of work to be done and reason work needs to be done
6. Photos may be used to show deterioration
7. Tree removal requires an arborist's report on the health of the tree
8. Cut sheets or samples of proposed replacement

#### New houses

##### Preliminary submittal requirements

1. Address of property
2. Name and contact information of current owner (address, phone, email)
3. Name and contact information of applicant if not the owner
4. Photos of street facing facades of the existing house for the ACC's records
5. Context photos of at least the two houses on either side of the proposed new house
6. Site plan showing existing trees and other landscape features and proposed changes
7. Elevations of all four facades
8. General wall materials

##### Final submittal requirements

1. Preliminary submittal materials incorporating any requested changes
2. Site plan showing
  - a. Zoning and Crestmoor Filing One setbacks from all property lines
  - b. Location of primary structure and outbuildings (detached garage, pool, storage structure)
  - c. Any significant grade changes to affect site drainage
3. Elevations of all four sides of house including horizontal and vertical measurements
4. Roof plan

5. 3-D model/renderings including views of proposed house within the context of at least the next two houses proximate on either side. Rendered landscaping should not hide details of proposed house.
6. Exterior finish schedule including wall and roof materials, window and door selections, and architectural detailing, along with colors of selected materials
7. Landscape plan including trees to be added and removed, areas for foundation plantings, walkways, and driveways
8. Fence locations, heights, and materials
9. Outdoor lighting including access (doorway and walkway) and accent lighting
10. Elevations of proposed outbuildings

### Additions to existing houses

#### Preliminary submittal requirements

1. Address of property
2. Name and contact information of current owner (address, phone, email)
3. Name and contact information of applicant, if not the owner
4. Description of proposed addition to the site and/or house
5. Photos showing existing house with a focus on any exterior walls or features to be removed
6. Site plan showing location of proposed addition, existing trees, other landscape features, and proposed changes
7. Elevations of all addition facades
8. General wall materials and roof shape and materials

#### Final submittal requirements

1. Preliminary submittal materials incorporating any requested changes
2. Site plan showing
  - a. Zoning and Crestmoor First Filing setbacks from all property lines
  - b. Location of primary structure and outbuildings (detached garage, pool, storage structure) along with proposed addition
3. Elevations of the sides of the house to be added onto, including horizontal and vertical measurements of the addition
4. Roof plan
5. Exterior finish schedule including wall and roof materials, window and door selections, and architectural detailing, along with colors of selected materials
6. Landscape plan including trees to be added and removed, areas for foundation plantings, walkways, and driveways
7. Fence locations, heights, and materials
8. Outdoor lighting including access (doorway and walkway) and accent lighting

Submittal of an application grants the ACC the authority to make an onsite inspection of the property on which the improvements or alterations are proposed. Further, the Applicant shall notify the ACC when the improvements have been completed, allowing the ACC to inspect and confirm that the improvements were completed in compliance with approved plans and specifications.

After approval of any application provided for herein, the Applicant shall commence with the installation or construction of the improvements within six (6) months and shall complete them within one (1) year from the approval date. Failure to do so will cause the approval to expire unless, prior to expiration, the Applicant petitions for, and receives, an extension from the ACC, which may be granted in the sole discretion of the ACC.

Once the ACC has approved the plans, the applicant can submit to Denver Planning and Community Development for permit review. The applicant must provide a copy of this submittal to the ACC. The applicant shall notify the ACC of required changes and submit modified plans to the ACC.

In consideration and approval of any application submitted under these Guidelines, the ACC does not consider, and neither the ACC nor the Association assume any responsibility for, the following:

- A. The structural capacity of the proposed improvements, nor the suitability of any proposed materials, building techniques or other aspects of the improvements relating to habitability or suitability for the intended purpose of the applicant.
- B. Compliance with any applicable building codes, or any other statutes, ordinances rules or regulations promulgated and made applicable to the Applicant's property by any City, county state or federal government, or any agency, department, bureau or other political subdivision thereof; or
- C. Suitability of the proposed site of any improvements in relation to manmade or natural hazards, including without limitation, geological instability, ground compaction, drainage or flood hazards.
- D. The ACC will use reasonable judgment in accepting or disapproving all applications and related plans and specifications submitted to it. Neither the ACC, nor the Association, nor any ACC or Association board member will be liable to any person for any official act of the ACC in connection with submitted applications, plans and specifications, except to the extent that the ACC or any individual ACC member acted with malice or performed any intentional wrongful acts. Approval by the ACC does not necessarily assure approval by the appropriate governmental body or the City of Denver. Notwithstanding that the ACC has approved an application or any related plans or specifications, neither the ACC, nor the Association, nor any of their members will be responsible or liable to any applicant, owner, developer, or contractor with respect to any loss, liability, claim, or expense which may arise by reason of such approval of any application or the construction of any improvements. Neither the Association, nor the ACC, nor any agent thereof, will be responsible in any way

for any defect in any plans or specifications submitted, revised, or approved in accordance with the provision of the CC&R's or these Guidelines, nor for any structural or other defects in any work done according to such plans and specifications. In all events the Association will defend and indemnify the ACC members in any such suit or proceeding which may arise by reason of the ACC's decisions; provided, however, that the Association will not be obligated to indemnify a member of the ACC to the extent that such member is adjudged to be liable for malice or intentional wrongful acts in the performance of his or her duty as a member of the ACC, unless and then only to the extent that the court in which such action or suit may be brought determines upon application that despite the adjudication of liability but in view of all circumstance of the case, such person is fairly and reasonably entitled to indemnification for such expense as such court shall deem proper.