



**SUNRIVER DESIGN COMMITTEE  
MEETING SUMMARY  
APRIL 12, 2024**

**PRESENT: Richard Look, Chairperson; Charlie Meyer, Mark Feirer, Bev Cook, Louise Howard, Don Barnes**

**ALSO PRESENT: Scott Jackson, Design Review Planner; Scott Gillies, Board Liaison**

Design Committee Chair, Richard Look called the meeting to order at 10:00 a.m. The minutes of the 3/22/2024 meeting were approved.

**ADDITION/ALTERATION**

**Lot #5 Crater Lane**

*Project: Addition <600 sq ft*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. The new storage area will have minimal visual impact on adjacent properties and is therefore approved as proposed.
  - c. Correct lot coverage calculations for the pavilion and breezeway. They appear to total approximately 658 sf instead of 385 sf as listed in the current lot coverage calculation.
  - d. Update plans and application to include all missing items required by the previous deferral letter:
    - i. Show material staging area on the site plan per Design Committee Manual (DCM) Section 2.05.(d). Staging shall be on the driveway.
    - ii. Provide details of the trash enclosure per Section 2.02(c)4 of the DCM.
    - iii. Provide product information for the proposed passage door at garage per DCM Section 3.07.

- iv. Provide details regarding new hot tub enclosure. Privacy walls shall comply with Section 3.15 of the DCM and be 5 ft. in height. Delete references on sheet A1-5 to maximum height of 6 ft.
  - v. Provide cut sheets and/or brochures for all proposed exterior lighting fixtures. Lighting shall comply with DCM 3.19.
  - e. Label new decks 1 & 2 on the site plan.
  - f. Label new roof over existing trash enclosure on site plan.
  - g. Remove notes from the site plan regarding windows.
  - h. Submit changes noted above for administrative review.
2. Prior to completion of the project, the following conditions of approval shall be met:
- a. All vertical surfaces of the deck and stairs shall be painted house body color per DCM 3.10(a)7. Screen walls shall be house body color.
  - b. Landscaping plans, if any, shall be submitted for review.
  - c. If engineering requires the installation of knee braces as suggested on the elevations, they shall be installed at all similar locations of the pavilion for visual consistency.
3. The following items are recommendations for the applicant to consider:
- a. The proposed new roof over the trash enclosure, though small, is not consistent with existing and proposed architectural features on the home and may not effectively protect the enclosure. Revise the roof to better complement the existing architecture by extending it and supporting it on posts extending from the enclosure walls. Submit any changes for administrative review.
  - b. Consider extending the existing house hip roof to form a roof over the storage area. This roof shall match existing roof material or future roofing.

**Lot #12 Central Lane**

*Project: Addition >600 sq. ft*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

- 1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan showing accurate existing >4" dbh tree locations, type and size. Include any trees proposed for removal. Per Form D.
  - c. Show the location and/or relocation of the electric meter on the site plan and the exterior elevations.

- d. Show the finish floor elevation on the site plan as required by Form D.
- e. The highest ridge height shown on the site plan and exterior elevations shall be dimensioned from the existing site elevation of the original building at the midpoint of the building footprint.
- f. The property description sheet doesn't have the landscape plan noted as included or not.
- g. Coordinate the floor areas shown on the floor plan sheet with the areas shown on the site plan.
- h. Item 2a of the 3.25.24 deferral letter calls for the driveway to be reduced in size. You made the driveway larger. Delete the 20' x 10' parking zone at the right side of driveway and show it near the lane. Align the edges of the driveway with the front right corner and front left corner of the garage. Show the walkway to the trash no more than 4' wide going around the corner. A backup space no larger than 10' x10' may be incorporated into the curve at the left side of the driveway for backup space.
- i. All new windows shall match the existing windows in color.
- j. Revise the 16070-garage door label on the floor plan to match the 16080-garage door shown on the exterior elevation.
- k. Label the sizes and operation of all three windows at the Master. Label the operation of the windows per Form D. Note: vinyl windows may not be available in a 3060 casement.
- l. Label all windows on the floor plan that do not open as fixed.
- m. Show the cedar shake as noted on the front elevation.
- n. Label the wainscot stone cap on the exterior elevations.
- o. Label the 2x or metal cap on the screen walls on the exterior elevations.
- p. Label the size of the corner trim on the exterior elevations per Form D.
- q. Change the window head trim at the game room and bedroom 2 gable ends to a 2x to flush out with the 2x belly band.
- r. Submit detail of new proposed eave.
- s. Show fireplace vent on exterior elevation.
- t. Show all exterior lights on floor plan and site plan.
- u. Revise and resubmit drawings for administrative review.
- 2. Prior to installation, the following is required to be completed:
  - a. Submit a full colors and materials board for administrative review and approval.
  - b. Submit cut sheets or details for the exterior light fixtures and garage door.
- 3. The following item is a recommendation for the applicant to consider:
  - a. Recommend not cutting off the 4 x 12 rafter tails (shown on detail 2/A6.0) at the portion of the existing roof that is to remain.

**Lot #7 Crater Lane**

*Project: Addition >600 sq. ft*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their

decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan showing accurate existing >4"dbh tree locations, type and size. Include any trees proposed for removal. Per Form D.
  - c. A Certified Arborist report shall be submitted for review and approval and shall clearly detail protective measures to ensure the survival of any Ponderosa pine located within or near all proposed construction areas.
  - d. Resubmit plan documents that do not meet submittal requirements, as below:
    - I. Site plan scale must be 1:10.
    - II. Dimension rear setbacks on site plan.
    - III. Calculate and record all enclosed areas on floor plans, per Section 3.15(b)1 of the Design Committee Manual (DCM).
    - IV. Move FAR calculations to the floor plan page per form D.
    - V. Note hot tub enclosure walking surface, type and color, on lower floor plan per Section 3.05 (a) and (b).
    - VI. Clarify page 5 enclosure details for each enclosure, show measurements, and ensure coverage of any supporting and/or metal elements. DCM 3.15.
    - VII. Correct elevations to show existing and new structures.
    - VIII. Correct elevations to ensure trash enclosure gate is same color and material as siding. DCM 3.15(a)5.
    - IX. Correct front elevation to have only 2 light fixtures on the garage and add house number. DCM 3.19 (b) and (e).
    - X. Correct form D, removing white windows which are not allowed. DCM 3.09(a)1.
  - e. Submit deck and roof detail over the bunkroom, missing sheet 11. Revise elevations to match for administrative review.
2. Prior to installation submit for any new items or elements, a complete colors/materials board and/or cut sheet including, but not limited to siding, paint/stain, garage door, exterior lighting, windows, roof materials, stone, deck material, deck railing. NOTE: Owner should not purchase any exterior products prior to Design Committee written approval. Submit cut sheet for crawl space entry door.
3. Prior to completion, the following item is required to be completed:
  - a. All vertical surfaces shall be painted house body color, including deck railings, support columns, riser, stringers and fascia, and any other elements found in DCM 3.10.1.6&7.

## **PRELIMINARY NEW CONSTRUCTION**

### **Lot #9 Balsam Lane**

*Project: Preliminary New Home*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Denied for the following reason(s):

1. The rear setback distance has been calculated incorrectly. When the correct distance is applied, the proposed hot tub enclosure encroaches into the setback. Revise plans to show the correct rear setback as described in Section 3.02(d)1(c) of the Design Committee Manual (DCM) and reconfigure the hot tub enclosure as needed to avoid encroachment into any setback.
2. Upon resubmittal, the following items shall also be addressed per project checklist for Type 3 preliminary review:
  - a. Note accurate existing >4" dbh tree locations, type, and size on the site plan.
  - b. Proposed square footage shall include the garage. Correct form D.
  - c. Clarify "edge of pavement" lines on the site plan to clearly indicate Balsam and White Elm Lanes.
  - d. Add missing elements required by the checklist including:
    - I. Show maximum ridge height on the site plan.
    - II. Show exterior light fixtures on elevations.
    - III. Add calculation to the site plan for enclosed outdoor areas per section 3.15(b)1 of the DCM and preliminary plan checklist.
    - IV. Show all missing dimensions.
    - V. Verify that the east wall of the great room is drawn correctly on the rear elevation.
    - VI. Show the location of adjacent homes on the site plan.
  - e. Locate and identify right rear property pin.
3. The following item is a recommendation for the applicant to consider:
  - a. Reverse plan to provide a more attractive appearance to White Elm Lane per Section 1.01 of the DCM.

### **RE-REVIEW**

### **Lot #19 Loon Lane**

*Reconsideration of denied hardscape*

Upheld the Committee's denial decision of 3/8/24.

Respectfully submitted,



Richard Look  
Design Committee Chair

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