

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
APRIL 4, 2024, 10:00 AM**

Call to Order

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:32 a.m. on April 4, 2024.

Attendance

The following Board members were present and acting:

Banks Brown

David Eckman (Alternate, did not vote on Items 1-5, voted on Items 7-10 once Bennett left)

Ellen Kramer

Greer Garner

Liz Caton

Adam Miller

Scott Bennett (Bennett left after Item 5, and was not present for remainder of meeting)

Jim Austin

The following Board members were absent:

David Craige

Town Staff in attendance:

Claire Perez – Planner II (via zoom)

Amy Ward – Community Development Director

Jason Habib – Planning Technician

Drew Nelson – Senior Planner

JD Wise – Economic Development and Sustainability Director

Molly Norton – Community Engagement Coordinator

Public Attendance:

Mark Borland

Peter Jay

Public Attendance via Zoom:

Kristine Perpar

Amy Alvarez

Scott Beans

Rudi Mattheis Brown

Eduardo Mahfuz

Item 2. Reading and Approval of Summary of Motions March 7, 2024, Design Review Board

Meeting minutes

On a **MOTION** by **Bennett** and seconded by **Miller** the DRB voted **unanimously** to approve the summary of motions of the March 7, 2024, 10:00 a.m. Design Review Board meeting minutes, and the March 7, 2024, 12:00 p.m. Design Review Board meeting minutes.

Item 3. Consideration of a Design Review: Final Architecture Review for Lot 165 Unit 3, TBD Cortina Dr, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Kris Perpar and Amy Alvarez: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Miller**, the DRB voted unanimously to approve the Final Architecture Review for a new single-family detached condominium located at Lot 165 Unit 3, TBD Cortina Drive, based on the evidence provided within the Staff Report of record dated March 19, 2024, and the findings of this meeting, with the following specific approvals and design variations:

DRB Specific Approvals:

- 1) Setback Encroachment- Front Staircases
- 2) Material: Metal Fascia

Design Variation:

- 1) Driveway Grade

And, with the **following conditions:**

- 1) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 2) *The applicant shall work with public works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 3) *The applicant shall work with public works to coordinate construction parking.*
- 4) *Prior to building the permit the applicant will enter into a development agreement with the town to assure that the temporary construction access is removed, restored to preexisting grade, and landscaped per the approved landscape plan.*
- 5) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 6) *A Knox Box for emergency access is recommended.*
- 7) *Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted and deemed complete 2023.*
- 8) *Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be protected by one of the following methods: Constructed with either non-combustible materials, heavy timber as specified in the (2018 IBC section 2304.11) or exterior grade ignition resistant materials as specified*

in the (2018 IBC section 2303.2). Or constructed so that all exposed structural members are enclosed with an approved one hour assembly by the Building Official, or constructed in coordination with the Planning Department upon approval of a wildfire mitigation plan addressing defensible space criteria provided in CDC Section 17.6.1(A) – Fire Mitigation and Forestry Management. All appendages and projections regardless of method of construction shall provide a cleanable ground surface, as applicable. The fire mitigation approach will require a planning department sign off on the inspection record, prior to the framing inspection.

9) Prior to the Building Division conducting the required framing inspection, a four-foot (4') by eight-foot (8') materials board will be erected on site consistent with the review authority approval to show:

- a. The stone, setting pattern and any grouting with the minimum size of four feet (4') by four feet (4');*
- b. Wood that is stained in the approved color(s);*
- c. Any approved metal exterior material;*
- d. Roofing material(s); and*
- e. Any other approved exterior materials*

10) It is incumbent upon an owner to understand whether above grade utilities and town infrastructure (fire hydrants, electric utility boxes) whether placed in the right of way or general easement, are placed in an area that may encumber access to their lot. Relocation of such above grade infrastructure appurtenances will occur at the owner's sole expense and in coordination with the appropriate entity (fire department, SMPA, Town of Mountain Village) so that the relocated position is satisfactory.

Item 4. Consideration of a Design Review: Final Architecture Review for Lot 1 Unit 1, TBD Eagle Drive, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Kris Perpar: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family detached condominium located at Lot 1 Unit 1, TBD Eagle Drive, based on the evidence provided in the staff memo of record dated March 18, 2024, and the findings of this meeting, with the following specific approvals and design variations:

DRB Specific Approval:

- 1) Materials - Metal Fascia

Design Variation:

- 1) Address Plaque

And, with the **following conditions:**

- 1) *Prior to the issuance of a building permit, the applicant shall field verify all utility*

locations.

2) Consistent with town building codes, Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be constructed as either non-combustible, heavy timber or exterior grade ignition resistant materials such as those listed as WUIC (Wildland Urban Interface Code) approved products.

3) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum building height and the maximum average building height.

4) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.

5) Prior to the Building Division conducting the required framing inspection, a fourfoot (4') by eight-foot (8') materials board will be erected on site consistent with the review authority approval to show:

a. The stone, setting pattern and any grouting with the minimum size of four feet (4') by four feet (4');

b. Wood that is stained in the approved color(s);

c. Any approved metal exterior material;

d. Roofing material(s); and

e. Any other approved exterior materials

6) It is incumbent upon an owner to understand whether above grade utilities and town infrastructure (fire hydrants, electric utility boxes) whether placed in the right of way or general easement, are placed in an area that may encumber access to their lot. Relocation of such above grade infrastructure appurtenances will occur at the owner's sole expense and in coordination with the appropriate entity (fire department, SMPA, Town of Mountain Village) so that the relocated position is satisfactory.

7) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted in 2023.

8) A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.

9) An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.

10) Monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.

11) Address numbers shall be a minimum of 4 feet 6 inches from grade to the bottom of 6-inch numbers/letters with a reflective coating or outlined with a reflective coating.

12) Electric vehicle charging stations/outlets shall be installed in accordance with NFPA 70 and located within 5 feet of the garage door.

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for Lot 166AR2-

1, TBD Stonegate Dr, pursuant to CDC Section 17.4.11

Drew Nelson: Presented as Staff

Scott Beans and Mark Borland: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Austin** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family home located at Lot 166AR2-1, TBD Stonegate Drive, based on the evidence provided in the staff memo of record dated March 26, 2024, and the findings of the meeting, with the following design variation:

Design Variation:

1. Flat roofs

And, with the **following conditions:**

- 1) *Prior to final review, the applicant shall provide an updated landscape and fire mitigation plan showing compliance with the Fire Mitigation standards and the Town Forester's comments.*
- 2) *Prior to final review, the applicant shall provide additional information about all fireplaces proposed for the site, including fuel sources.*
- 3) *Prior to final review, the applicant shall provide additional details for exterior materials proposed for the structure, including soffit/fascia materials, to determine whether a Specific Approval is required.*
- 4) *Prior to final review, the applicant shall provide additional color details for roofing materials, window frames, garage doors, all exterior doors, and all other materials necessary to meet CDC guidelines.*
- 5) *Prior to final review, the applicant shall provide additional information indicating trash and recycling locations on the site.*
- 6) *Prior to final review, the applicant shall provide a revised construction mitigation plan reflecting the comments made by the Building Department regarding construction parking, soil nailing, crane location, blasting, and any additional encroachments anticipated with the project.*
- 7) *Prior to final review, the applicant shall amend the lighting plan to remove any protruding wall sconces on any upper level decks in conformance with Section 17.5.12.F.6.b. of the CDC.*
- 8) *A monumented land survey will need to be prepared by a Colorado public land surveyor to establish the maximum building height and the maximum average building height as well as accurately depict footer and foundation locations adjacent to the general easement. A materials board is required to be created for the DRB final approval per the requirements outlined in section 17.5.6-J3 of the CDC. The board shall remain on the site in a readily visible location until the project receives a certificate of occupancy.*
- 9) *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 10) *The structure shall be in accordance with the 2018 IFC, TFPD Amended Fire Code, and NFPA Standards for a Group R-3 occupancy.*
- 11) *A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.*
- 12) *An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.*
- 13) *Monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.*
- 14) *Address numbers shall be a minimum of 4 feet 6 inches from grade to the bottom of 6-inch numbers/letters with a reflective coating or outlined with a reflective coating.*
- 15) *Electric vehicle charging stations/outlets shall be installed in accordance with the*

TFPD Amended Fire Code and NFPA 70.

16) A Knox box is recommended at the main entrance on the address side for emergency access.

17) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 75% since the application was submitted and deemed complete in 2024.

18) Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be protected by one of the following methods: Constructed with either non-combustible materials, heavy timber as specified in the (2018 IBC section 2304.11) or exterior grade ignition resistant materials as specified in the (2018 IBC section 2303.2). Or constructed so that all exposed structural members are enclosed with an approved one hour assembly by the Building Official, or constructed in coordination with the Planning Department upon approval of a wildfire mitigation plan addressing defensible space criteria provided in CDC Section 17.6.1(A) – Fire Mitigation and Forestry Management. All appendages and projections regardless of method of construction shall provide a cleanable ground surface, as applicable. The fire mitigation approach will require a planning department sign off on the inspection record, prior to the framing inspection.

19) Prior to the Building Division conducting the required framing inspection, a four-foot (4') by eight-foot (8') materials board will be erected on site consistent with the review authority approval to show:

- a. The stone, setting pattern and any grouting with the minimum size of four feet (4') by four feet (4');
- b. Wood that is stained in the approved color(s);
- c. Any approved metal exterior material;
- d. Roofing material(s); and
- e. Any other approved exterior materials

20) It is incumbent upon an owner to understand whether above grade utilities and town infrastructure (fire hydrants, electric utility boxes) whether placed in the right of way or general easement, are placed in an area that may encumber access to their lot. Relocation of such above grade infrastructure appurtenances will occur at the owner's sole expense and in coordination with the appropriate entity (fire department, SMPA, Town of Mountain Village) so that the relocated position is satisfactory.

Item 6. Lunch

DRB member Bennett left the meeting. DRB alternate member Eckman voted in the remaining items.

Item 7. Review and Recommendation to Town Council regarding a Major PUD Amendment to Lot 38-50-51RR, 568 Mountain Village Blvd, pursuant to CDC Section 17.4.12

JD Wise, Molly Norton, Drew Nelson: Presented as Staff

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Austin** the DRB voted **unanimously** to recommend approval of an Ordinance amending a Planned Unit Development Lease and Management Agreement and the Development and Conveyance Agreement, for Lot 38-50-51RR and Lot OS-1A-MVB, based on the evidence provided in the staff memo of record dated March 21, 2024, and the findings of this meeting.

Item 8. Review and Recommendation to Town Council regarding proposed CDC building code amendments, pursuant to CDC Section 17.1.7

Amy Ward and Lars Forsythe: Presented as Staff

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Kramer** the DRB voted **unanimously** to recommend approval to Town Council of an Ordinance Amending the building code regarding the 2021 IPC, IFGC, IECC, and MERS and proposed CDC building code amendments, based on the evidence provided in the staff memo of record dated March 28, 2024, and the findings of this meeting.

Item 9. Review and Recommendation to Town Council regarding a CDC Amendment to Open Space Map Reference, pursuant to CDC Section 17.3.10

Amy Ward: Presented as Staff

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Caton** the DRB voted **unanimously** to recommend approval to Town Council of an Ordinance Amending Section 17.3.10 of the Community Development Code regarding reference to the Open Space Map, based on the evidence provided in the staff memo of record dated March 25, 2024, and the findings of this meeting.

Item 10. Adjourn

On a **MOTION** by **Miller** the DRB voted **unanimously** to adjourn the April 4, 2024, Design Review Board Meeting at 12:33pm

Prepared and submitted by,

Jason Habib, Planning Technician
Claire Perez, Planner II