

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
DESIGN REVIEW BOARD MEETING
THURSDAY NOVEMBER 4, 2021**

Call to Order

Chairman Banks Brown called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:00 AM on NOVEMBER 4, 2021

Attendance

The following Board members were present and acting:

Banks Brown
Greer Garner
Cath Jett
Liz Caton
Adam Miller

The following Board members were absent:

Shane Jordan (2nd alternate)
Ellen Kramer
Scott Bennett (1st alternate)
David Craige

Town Staff in attendance:

Michelle Haynes, Planning & Development Services Director
Brian Grubb, Senior Planner
Amy Ward, Planner
Samuel Quinn-Jacobs, Planning Technician

Public Attendance:

Phil Evans

Item 2. Reading and Approval of the October 7, 2021 Regular Design Review Board Meeting Minutes.

Amy Ward: Presented as Staff

On a **MOTION** by **Jett** and seconded by **Miller** the DRB voted unanimously to approve the minutes from the October 7, 2021 Meeting.

Item 3 Reading and Approval of the Regular Design Review Board Meeting Schedule for 2022

Michelle Haynes: Presented as Staff

On a motion by **Garner** and seconded by **Jett** DRB voted unanimously to approve the Design Review Board meeting schedule for 2022 inclusive of noting the July meeting date is July 7, 2022

Item 4. Consideration of a Design Review: Final Architecture Review for a new Single Family Home on Lot 515, 134 Russell Drive, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff

Dylan Henderson: Presented as Applicant

Public Comment: None

On a motion by **Garner** and seconded by **Caton** DRB voted 4-1 (Jett dissented due to proximity to wetland) to approve the Final Architectural Review for a new single-family home located at Lot 515, based on the evidence provided within the Staff Report of record dated October 25, 2021, with the following specific approvals:

Design Variation:

- 1) Landscaping - Diversity of Species

DRB Specific Approval:

- 1) Materials – Metal Fascia
- 2) GE Encroachments – Retaining wall, hammerhead and landscape grading
- 3) Tandem Parking

And with the following conditions:

- 1) Prior to building permit, the applicant shall specify the fuel source for all solid fuel burning devices including the firepit indicated on the landscape plan.
- 2) Prior to building permit the applicant shall work with Town staff to designate an appropriate area for off-site construction parking.
- 3) Prior to the issuance of a certificate of occupancy, a revocable general easement agreement must be executed to capture all GE encroachments inclusive of landscaping elements (only if associated irrigation is also found in the general easement). An associated exhibit to the agreement is a necessary part of the legal document.
- 4) 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.
- 5) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 6) 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

7) 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.

8) Prior to final review the applicant will amend the construction mitigation plan for approval by staff and one DRB member such that the silt fencing will be moved out of the wetland.

Item 5. Review and recommendation to Town Council regarding Density Transfer and Rezone located at Lots 243AR and 243BR, 100 Hang Glider Drive, to transfer one single-family unit of density into the density bank.

Brian Grubb: Presented as Staff

Chris Hawkins: Presented as Applicant

Public Comment: Phil Evans

On a motion by **Miller and** seconded by **Garner** DRB voted unanimously to recommend to Town Council, an Ordinance regarding the Density Transfer and Rezone application pursuant to CDC Sections 17.4.9 & 17.4.10 of the Community Development Code, to rezone Lots 243 AR and 243 BR and transfer 1 single-family density unit (4-person equivalent density) to the density bank based on the evidence provided within the Staff Report of record dated October 25, 2021,

And with the following conditions:

1. Prior to the recordation of the associated ordinance approving the Density Transfer and Rezone, the owner must obtain Town Council approval of the Class 5 Minor Subdivision.
2. The owner of record of density in the density bank, shall be responsible for all dues, fees, and any taxes associated with the assigned density and zoning until such time as the density is either transferred to a lot or another person or entity.
3. The final location and design of any buildings, grading, landscaping, parking areas, and other site improvements shall be determined with the required Design Review Process application pursuant to the applicable requirements of the CDC.

This motion is based on the evidence and testimony provided at a public hearing held on November 4, 2021 with notice of such hearing as required by the Community Development Code.

Item 6: Lunch

Item 7. Consideration of a Design Review: Initial Architecture and Site Review for a new Single-Family Home on Lot 166AR2-7, 6 Stonegate Drive, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff

Dylan Henderson: Presented as Applicant

Public Comment: None

On a motion by **Caton** and seconded by **Jett** DRB voted unanimously to approve the Initial Architectural and Site Review for a new single-family home located at Lot 166AR2-7, based on the evidence provided within the Staff Report of record dated October 25, 2021, with the following design variations and specific approvals:

Design Variation:

- Landscaping – diversity of species

DRB Specific Approval:

- Parking Waiver
- GE encroachment – grading

And, with the following conditions:

- 1) Prior to final review, the applicant shall revise the height compliance drawings.
- 2) Prior to final review, the applicant shall provide a photometric study.
- 3) Prior to final review, the applicant shall revise the address detail to include a lighting specification, and to indicate the numerals will be coated with a reflective surface.
- 4) Prior to final review, the applicant shall specify the fuel source for all solid fuel burning devices.
- 5) Prior to final review, the applicant shall revise the construction mitigation plan per the comments of this memo.
- 6) Prior to building permit, the applicant shall work with the Town Forrester to ensure they are meeting the Zone 2 crown to crown spacing required for fire mitigation.
- 7) Prior to building permit, the applicant shall work with Public Works to field verify all utilities.
- 8) Prior to building permit, the applicant shall provide proof of an access agreement with the owner of Lot OS 166R, if still being used for construction staging.
- 9) 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.
- 10) Prior to a certificate of occupancy, a GE agreement shall be executed recognizing approved encroachments into the GE.

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

12) 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

13) 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 8. Consideration of a Design Review: Final Architectural and Site Review for a new single-family home on Lot 729R-6, 89 Pennington Place, pursuant to CDC Section 17.4.11. To be continued to the December 2, 2021 DRB Meeting.

On a motion by **Jett** and seconded by **Caton** DRB voted unanimously to continue, the consideration of a Design Review: Final Architecture Review for a new Single-Family home on Lot 729R-6, 89 Pennington Place, pursuant to CDC Section 17.4.11. to the Regular Design Review Board Meeting on December 2, 2021

ADJOURN

MOTION to adjourn by unanimous consent, the Design Review Board voted to adjourn the November 4, 2021 meeting at 11:42.

Prepared and submitted by,

Samuel Quinn-Jacobs
Planning Technician