

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE  
DESIGN REVIEW BOARD MEETING  
THURSDAY JANUARY 6, 2022**

**Call to Order**

Chair Banks Brown called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:03 AM on JANUARY 6, 2022.

**Attendance**

**The following Board members were present and acting:**

Adam Miller  
Banks Brown  
Greer Garner  
Scott Bennett (1st alternate)  
Ellen Kramer – Via Zoom  
Liz Caton – Via Zoom  
Cath Jett – Via Zoom (Left at 12:13pm – Returned 12:40pm)

**The following Board members were absent:**

Shane Jordan (2<sup>nd</sup> alternate)  
David Craige

**Town Staff in attendance:**

Michelle Haynes, Planning & Development Services Director – Via Zoom  
Amy Ward, Planner  
Samuel Quinn-Jacobs, Planning Technician

**Public Attendance:**

Tammy Brand  
Justin Stratman  
Dylan Combes

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

Samuel Quinn-Jacobs: Presented as Staff

On a **MOTION** by **Bennett** and seconded by **Miller** the DRB voted **unanimously** to approve the minutes from the December 2, 2021 Meeting.

**Item 3. Consideration of a Design Review: Final Architecture and Site Review for a new single family detached condominium on Lot 649R Unit 17, 17 Boulders Way, pursuant to CDC Section 17.4.11.**

Amy Ward: Presented as Staff

John Miller: Presented as Applicant

Public Comment: None

On a motion by **Garner** and seconded by **Caton** DRB voted unanimously to approve the Final Architectural Review for a new single-family detached condominium located at Lot 649R, Unit 17, based on the evidence provided within the Staff Report of record dated December 27, 2021, with the following design variations and specific approvals:

Design Variation:

- 1) Exterior Materials – Stone Percentage
- 2) Landscaping – Request for smaller diameter trees
- 3) Road and Driveway Standards – driveway less than 12' in width

DRB Specific Approval:

- 1) Setback encroachment – roof and upper-level deck

And, with the following conditions:

- 1) 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.
- 2) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the setbacks.
- 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) 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
- 5) 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: Initial Architecture and Site Review for a new Single Family Home on Lot 138, 100 Granite Ridge, pursuant to CDC Section 17.4.11, Review and Recommendation to Town Council of a Variance application, pursuant to CDC Section 17.4.16**

Amy Ward: Presented as Staff

Narcis Tudor: Presented as Applicant

Public Comment (opened for each motion): None

On a motion by **Miller** and seconded by **Caton** voted 6-1 (Jett dissented, hardship not sufficiently demonstrated) to approve a recommendation for approval of a height variance of 5' above the allowable per the height restrictions listed in the CDC at a new single-family home located at Lot 138, 100 Granite Ridge to Town Council based on the evidence provided in the staff record of memo dated December 27, 2021, and the findings of this meeting.

On a motion by **Miller** and seconded by **Garner** DRB voted 6-1 (Jett dissented due to encroachment of the General Easement) to approve the Initial Architectural and Site Review for a new single-family home located at Lot 138, based on the evidence provided within the Staff Report of record dated December 27, 2021, with the following design variations:

Design Variations:

- 1) Landscaping – diversity of species

And, with the following conditions:

- 1) Prior to final review, the applicant shall label the elevations to indicate material choice for all cladding, soffit and fascia.
- 2) Prior to final review, the applicant shall revise the landscaping plan to provide detail regarding the proposed “reading pad.”
- 3) Prior to final review, the applicant shall revise the address monument plan to include a downlit lighting specification for the address monument, 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 to address the concerns addressed in the staff memo dated December 27, 2021.
- 6) Prior to final review the applicant shall clarify what the finished surface of the re-graded area underneath the home will be.

- 7) Prior to final review the applicant will obtain approval from Town Council for the proposed height variance.
- 8) Prior to final review the applicant will obtain approval from Town Council for the vacation of the western GE.
- 9) Prior to final review the applicant will obtain approval from Town Council for the right of way encroachment.
- 10) Prior to a building permit the applicant will record the plat showing the vacation of the western GE with the County.
- 11) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the right of way.
- 12) 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.
- 13) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 14) 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.
- 15) 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
- 16) 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 5. Consideration of a Design Review: Initial Architecture and Site Review for a new Single Family Home on Lot 177, 113 Highlands Way, pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Steven Jallad: Presented as Applicant

Public Comment: None

On a motion by **Garner** and seconded by **Bennett** DRB voted unanimously to approve the Initial Architectural and Site Review for a new single-family home located at Lot 177, based on the evidence provided within the Staff Report of record dated December 9, 2021, with the following design variations and specific approvals:

Design Variation:

- 1) Landscaping – Diversity of Species

DRB Specific Approval:

- 1) GE encroachment – gazebo

And, with the following conditions:

- 1) Prior to final review, the applicant shall revise the landscaping plan to move the blue spruces away from window openings or substitute with an alternate deciduous species.
- 2) Prior to final review, the applicant shall revise the address monument plan to include a lighting specification and to otherwise meet the requirements of the CDC.
- 3) Prior to final review, the applicant shall revise the construction mitigation plan to include details of parking, construction fencing, toilets and dumpsters.
- 4) Prior to final review, the applicant should indicate the fuel source for the lower level fireplace.
- 5) Prior to building permit the applicant shall have the property inspected by a certified wetland specialist to determine that there aren't any wetland concerns on the property.
- 6) 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.
- 7) Prior to Certificate of Occupancy the applicant will enter into a revocable Encroachment Agreement with the Town for any approved encroachments in the general easement. This includes any encroachments that already exist on the property as well as any new encroachments.
- 8) 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

9) 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 7. Consideration of a Design Review: Final Architecture Review for a new Single Family home on Lot 536, 219 Russell Drive, pursuant to CDC Section 17.4.11.**

Amy Ward: Presented as Staff

Casey Culbertson: Presented as Applicant

Public Comment: None

On a motion by **Bennet** and seconded by **Miller** DRB voted unanimously to approve the Final Architecture Review for a new single-family home located at Lot 536, based on the evidence provided within the Staff Report of record dated December 28, 2021, with the following Specific Approvals and Design Variations:

DRB Specific Approvals:

1. Metal Fascia

Design Variations:

1. Landscaping – Diversity of Species

And, with the following conditions:

1. Prior to building permit the applicant will work with the Town Forester to indicate which trees in the Zone 2 Fire Mitigation area are to be removed.
2. Prior to building permit the applicant will submit a revised lighting plan for review by staff and one DRB member.
3. Prior to the issuance of a building permit, the applicant shall field verify all utilities and submit a revised utility plan to the public works director identifying the location of utilities and connection points.
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. 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, general easement, or setback, 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.

6. Prior to issuance of a CO, the property owner will enter into a General Easement Encroachment Agreement, as applicable, with the Town of Mountain Village for the general easement encroachments approved.
7. A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
8. 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
- 9). Prior to building permit, the applicant shall provide revised drawings and samples demonstrating revised exterior materials for staff and a simple majority of DRB to approve.

**Item 8. Consideration of a Design Review: Initial Architecture and Site Review for a new Single Family Detached Condominium on Lot 165, Unit 8, 180 Cortina Drive, pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Ramiel Kenoun: Presented as Applicant

Public Comment: None

On a motion by **Miller** and seconded by **Garner** DRB voted 6-1 (Jett dissented due to materials) to approve the Initial Architectural and Site Review for a new single-family detached condominium located at Lot 165, Unit 8, based on the evidence provided within the Staff Report of record dated December 6, 2021, with the following specific approvals:

DRB Specific Approval:

- 1) Materials – Cementous siding
- 2) Setback Encroachments – Retaining wall, landscape grading and Fire Access Stairs

And, with the following conditions:

- 1) Prior to final review, the applicant shall make sure site elevations between the civil set and architectural set are aligned.
- 2) Prior to final review, the applicant shall amend the CMP to include some detail regarding parking.
- 3) Prior to final review the applicant shall revise the utility plan to make the electric meter more accessible.

- 4) Prior to final review the applicant shall provide more detail to show that the driveway is meeting the road & driveway standards.
- 5) Prior to final review the applicant shall revise the address monument to meet all CDC regulations and to provide a location for the monument.
- 6) Prior to Certificate of Occupancy, the applicant shall amend the condo map to accurately reflect the current driveway easement benefitting Units 6, 7 and 8.
- 7) 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.
- 8) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the setbacks.
- 9) 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.
- 10) 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
- 11) 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 9. Consideration of a Design Review: Initial Architecture and Site Review for a new Single Family Detached Condominium on Lot 165, Unit 9, 190 Cortina Drive, pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Ramiel Kenoun: Presented as applicant

Public Comment: None

On a motion by **Caton** and seconded by **Garner** DRB voted 5-2 (Kramer and Jett dissented due to materials) to approve the Initial Architectural and Site Review for a new single-family detached condominium located at Lot 165, Unit 9, based on the evidence provided within the Staff Report of record dated December 8, 2021, with the following design variations and specific approvals:

Design Variation:

- 1) Road and Driveway Standards – Retaining wall over 4'

DRB Specific Approval:

- 1) Materials – metal fascia and fiber cement
- 2) Setback Encroachments – Retaining wall, landscape grading

And, with the following conditions:

- 1) Prior to final review, the applicant shall remove the exterior parking spaces shown on the plan set.
- 2) Prior to final review, the applicant shall amend the CMP to include some detail regarding parking.
- 3) Prior to final review the applicant shall provide more detail regarding the soffit material as well as any proposed material for the flat roof on the NW corner of the home.
- 4) Prior to final review the applicant shall revise the address monument to meet all requirements of the CDC as well as to show proposed location of the monument.
- 5) Prior to building permit, the applicant shall provide proof that the driveway easement for the benefit of Unit 10 has been removed.
- 6) Prior to Certificate of Occupancy the applicant shall record a condo map amendment that shows the revised access for Units 9 and 10.
- 7) 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.
- 8) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the Setback.
- 9) 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.
- 10) 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
- 11) 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.

**ADJOURN**

**MOTION** to adjourn by unanimous consent, the Design Review Board voted to adjourn the January 6, 2022 meeting at 2:23pm.

Prepared and submitted by,

Samuel Quinn-Jacobs  
Planning Technician