

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE REGULAR
DESIGN REVIEW BOARD MEETING
THURSDAY JULY 7, 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 10:01 AM on July 7, 2022.

Attendance

The following Board members were present and acting:

Banks Brown

Liz Caton

Scott Bennett

David Craige – recused himself for Agenda Item #5.

Greer Garner

Ellen Kramer – via zoom – excused herself after the vote on agenda item #7

Shane Jordan (1st alternate)

Jim Austin (2nd alternate)– via zoom

The following Board members were absent:

Adam Miller

Town Staff in attendance:

Michelle Haynes, Planning and Development Services Director and Housing Director

Amy Ward, Senior Planner

Samuel Quinn-Jacobs, Planning Technician

Public Attendance: Scott Nunn, Gretchen Stocker, Michele McCabe, Angelo Gilmore

Item 2. Swearing In of Appointed Members for the Mountain Village Design Review Board

continued from June 2, Design Review Board Meeting

Jim Austin was sworn as a Design Review Board Member of the Town of Mountain Village

Item 3. Reading and Approval of Summary of Motions of the June 2, 2022, Design Review Board Meeting.

Samuel Quinn-Jacobs: Presented as Staff

On a **MOTION** by **Bennett** and seconded by **Caton** the DRB voted **unanimously** to approve the minutes from the June 2, 2022 Meeting.

Item 4. Consideration of a recommendation to Town Council regarding Rezoning Lot 164A, Winterleaf, A Condominium Community, from the Multi-Family Zone District to the Single Family Common Interest Community Zone District consistent with CDC Section 17.3.4.

Michelle Haynes: Presented as Staff

Tom Kennedy and Dave Bulson: Presented as Applicant

Public Comment: Provided in the packet associated with this meeting

On a **MOTION** by **Craige** and seconded by **Caton** the DRB voted **unanimously** to recommend approval to Town Council regarding a rezone application for Lot 164A, Winterleaf Condominiums, to rezone from the multi-family zone district to the single family common interest community zone district.

Findings:

1. The application meets the SFCI criteria found at CDC Section 17.3.4.F
2. The application meets the rezone criteria for decision found at Section 17.4.9.C.3.
3. The applicants have agreed to readdress the properties for 911 emergency response purposes.

Conditions:

1. That the associated minor subdivision plat is approved by Town Council.
2. The applicant is responsible for associated recording fees at the clerk and recorder's office related to recordation of the ordinance.
3. Direct staff to update the Official Zoning Map for Lot 164A from Multi-Family to Single Family Common Interest Zone District.

Item 5. Consideration of a Design Review: Final Architecture and Site Review for a new Single Family home on Lot 220B, 113 Palmyra Drive, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff

Chris Hawkins, Alpine Planning and David Craige: Presented as applicants

David Craige recuses himself for conflict of interest.

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Caton** the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 220B, based on the evidence provided within the Staff Report of record dated June 23, 2022, with the following Design Variations and Specific Approvals:

Design Variations

Road and Driveway Standards

Design Review Board Specific Approvals

1. General Easement Encroachments
2. Metal Fascia

And, with the following conditions:

- 1) As part of the building permit submittal, the applicant shall revise the landscaping plan to include total water usage, shall removal the juniper and blue spruce from Zone 1, and shall specify that any disturbed areas not being treated with individual seed mixes shall be treated with the CDC Native Seed mix.
- 2) 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 for their approval identifying the location of utilities and connection points.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 7) 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
- 8) 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.
- 9) Prior to building permit, the applicant will submit a revised lighting plan for staff review that eliminates three sconces, 1 on garage 2 on French doors

Item 6. Consideration of a Design Review: Final Architecture and Site Review for a new Single Family home on Lot 3R, AKA R3, 158 Vischer Drive, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff

Kristine Perpar, Shift Architects: Presented as Applicant

Public Comment: None

On a motion by **Caton** and seconded by **Bennett** DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 3R, based on the evidence

provided within the Staff Report of record dated June 20, 2022, with the following Design Variations and Specific Approvals:

Design Variations

- Road and Driveway Standards

Design Review Board Specific Approvals

- General Easement Encroachments

And, with the following conditions:

- 1) Prior to issuance of a building permit, the applicant shall revise the landscaping plan to demonstrate irrigation locations.
- 2) Prior to issuance of a building permit, the applicant shall obtain approval from the Town Forester or other staff member for any proposed tree removal. Trees shall not be removed until the building permit has been issued.
- 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) 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 any approved general easement encroachments.
- 6) 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.
- 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) 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.
- 10) Prior to building permit, the applicant will submit a revised landscape plan for staff review, that adds landscaping near and helps to soften the entrance to the front door.
- 11) Prior to building permit, the applicant will submit a revised lighting plan that replaces fixture A with a code compliant fixture.

Item 7. Consideration of a Design Review: Final Architecture and Site Review for a new Single Family home on Lot 533, 237 Russell Drive, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff

Jim Kehoe: Presented as Applicant

Public Comment: None

On a motion by **Craige** and seconded by **Bennett** DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 533, based on the evidence provided within the Staff Report of record dated June 24, 2022, with the following Design Variations and Specific Approvals:

Design Variations

- Road and Driveway Standards

Design Review Board Specific Approvals

- General Easement Encroachments
- Green Roof
- Tandem Parking

And, with the following conditions:

- 1) As part of the building permit submittal, the applicant shall revise the landscaping plan to include total water usage.
- 2) As part of the building permit submittal, the applicant shall revise address monument so that the numbers are no longer cut out and back lit.
- 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 for approval, 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) 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.
- 6) 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.
- 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 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

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, 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.

9) Prior to building permit, the applicant will submit a revised grading plan that shows the retaining wall at the driveway moved further into the general easement to accommodate the 25-foot backup requirement of the CDC.

10) Prior to building permit, the applicant will submit a revised lighting plan, removing fixtures and substituting upper level fixtures per board discussion. This will be reviewed by staff and one DRB member.

11) Prior to building permit, the applicant will submit a revised landscape plan that shows the trees depicted in fire mitigation zone 1 on the East side remain.

Item 8. Lunch

Item 9. Design Review Board Review and Recommendation to Town Council Regarding Amending the Community Development Code; Sections 17.4 and 17.5, concerning housekeeping and minor amendments.

Michelle Haynes and Amy Ward: Presented as Staff

On a motion by **Caton** and seconded by **Garner** DRB voted **unanimously** to continue the Design Review Board Review and Recommendation to Town Council Regarding Amending the Community Development Code; Sections 17.4 and 17.5, concerning housekeeping and minor amendments to the August 4, 2022 Regular Design Review Board Meeting

Item 10. Consideration of a Design Review: Final Architecture Review for a new Single Family home on Lot 709, 152 Adams Ranch Road, pursuant to CDC Section 17.4.11

Amy Ward: Presented as Staff

Mark Bertelsen and Jamie Daugaard, Centre Sky Architecture: Presented as Applicant

Public Comment: None

On a motion by **Bennett** and seconded by **Caton** DRB voted **unanimously** to approve to approve the Final Architecture Review for a new single-family home located at Lot 709, based on the evidence provided within the Staff Report of record dated June 22, 2022, with the following Specific Approvals:

Design Review Board Specific Approvals:

- 1) Board Form Concrete
- 2) Parking Regulations

And, with the following conditions:

- 1) As part of the building permit submittal, the applicant shall revise the landscaping plan to include water usage calculations to be reviewed by the Public Works Director.
- 2) As part of the building permit submittal, the applicant shall revise the address monument so that the monument is no taller than 6 feet in height.
- 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 or ROW Encroachment Agreement, as applicable, with the Town of Mountain Village for any approved encroachments.
- 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) 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.
- 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) Prior to building permit, the applicant shall submit a revised lighting plan with iso-footcandle study and a legible scale to be reviewed by staff and one DRB member.
- 11) Prior to building permit, the applicant shall submit a revised civil plan that shows a curb stop as discussed in this meeting and indicates the required 25' garage back-out from the garage doors.
- 12) Prior to building permit, the applicant shall submit elevations of the retaining walls behind the house, inclusive of wall heights and material (board form).

Item 11. Review and Recommendation to Town Council of a Variance request for heights up to 46.58' and Consideration of a Design Review: Initial Architecture and Site Review for a new Single-Family home on Lot 927R2, 125 Sundance Lane, pursuant to CDC Sections 17.5.6 and 17.4.16. Staff is requesting this item be continued to the August 4, 2022 regular DRB meeting.

Amy Ward Presented as Staff

On a motion by **Garner** and seconded by **Caton** DRB voted **unanimously** to continue, the Review and Recommendation of a Variance request and the Initial Architecture and Site Review to for a new Single-Family on Lot 927R2, 125 Sundance Lane, pursuant to CDC Sections 17.5.6 and 17.4.16. to the Regular Design Review Board Meeting on August 5, 2022.

ADJOURN

MOTION to adjourn by unanimous consent, the Design Review Board voted to adjourn the July 7, 2022 meeting at 2:45pm.

Prepared and submitted by,

Samuel Quinn-Jacobs
Planning Technician