

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE REGULAR
DESIGN REVIEW BOARD MEETING
NOVEMBER 3, 2022**

Call to Order

Chair **Liz Caton** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:00 AM on November 3rd, 2022.

Attendance

The following Board members were present and acting:

Scott Bennett
Adam Miller
Liz Caton
Greer Garner
Jim Austin (Zoom) excused himself at 12pm

The following Board members were absent:

David Craig
Banks Brown
Shane Jordan
Ellen Kramer

Town Staff in attendance:

Amy Ward – Community Development Director
Marleina Fallenius – Planning Tech and Housing Coordinator
Claire Perez – Planner I
Paul Wisor – Town Manager
Michelle Haynes – Assistant Town Manager

Public Attendance:

Jack Wesson
Paul Savage
Katsia Lord
David Ballode
Chris Hazen

Public Attendance via Zoom:

Callie New
Jessica Garrow
Sam Richards
John Miller
Sofia Bolio
Mathew Hintermeister
Jonette Bronson
Rob Ekstrom
Lindsey Welter
Heather Knox

Item 2. Reading and Approval of Summary of Motions of October 6th, 2022, Design Review Board Meeting.

On a **MOTION** by **Caton** and seconded by **Austin** the DRB voted **unanimously** to approve the summary of motions of the October 6th, 2022, Design Review Board meeting.

Item 3. Reading and Approval of the 2023 DRB Schedule

On a **MOTION** by **Garner** and seconded by **Miller** the DRB voted **unanimously** to approve the 2023 DRB Schedule.

Item 4. Consideration of a Design Review: Initial Architecture and Site Review (2) for a single family home on Lot SS811, 2 Mountain Village Blvd., pursuant to CDC Section 17.4.11

This item was continued from the October 6, 2022 regular DRB meeting

Jessica Garrow from Design Workshop: Presented as Staff

Katsia Lord from Vault Design, on behalf of Allison Miller of SHE, and David Ballode: Presented as Applicants

Public Comment: Paul Savage

On a **MOTION** by **Bennett** and seconded by **Miller** the DRB voted (**3-2** Austin and Caton dissented because there wasn't enough information provided on the impact of the wetlands and also their concern over the impact of opening a major construction site on Mountain Village Boulevard) to **approve** the Initial Architecture and Site Review for a new single-family home located at Lot SS811, based on the evidence provided in the staff record of memo dated November 3, 2022, and the findings of this meeting with the following design variations and specific approvals:

With Jim Austin voted no because not enough information on wetlands impact and the impact of opening a major construction site on Mountain Village Boulevard.

Finding: DRB is approving this Initial Review with site access as proposed from Mountain Village Boulevard.

Design Variations:

1) Road and Driveway Standards *If the driveway is approved at the current 12' with 2' shoulders

Design Review Board Specific Approvals:

- 1) Road right of way encroachment – insubstantial
- 2) Exterior Building Materials – metal fascia

And, with the following conditions:

- 1) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE and the road right of way.
- 2) Prior to final review, the applicant shall provide the height calculations for the accessory dwelling unit referred to as the guest house in the application materials.
- 3) Prior to final review, the applicant shall provide a door and entryways schedule.
- 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 identify the required two exterior parking spaces for the site.
- 6) Prior to final review, the applicant shall include an updated outdoor lighting plan in compliance with the CDC.

- 7) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing the planting schedule and compliance with Fire Mitigation standards, as well as required species diversity and irrigation information.
- 8) Prior to final review, the applicant shall include plans to install a fire hydrant at the intersection of the driveway and Mountain Village Boulevard.
- 9) Prior to final review, the applicant shall revise the construction mitigation plan to ensure the chain link fence panels are adjusted along the southern edge of the construction site to go around the existing trees outside of the construction zone and address the location of initial construction parking per section 17.6.1.A4 of the CDC.
- 10) Prior to final review, the applicant shall ensure that all drawings are aligned.
- 11) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 12) A Knox Box for emergency access is recommended.
- 13) Prior to final review the applicant shall provide an alternative analysis to the proposed wetland fill area.
- 14) Prior to building permit the applicant shall provide an updated wetland delineation.
- 15) Prior to building permit the applicant shall obtain approval and any necessary federal permits for any proposed wetland disturbances.
- 16) Prior to building permit the applicant shall seek a Conditional Use approval for all uses of OS-18A, and shall update or create all necessary easements to ensure the property for Lot OS-18A consents to the improvements.
- 17) 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.
- 18) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 19) 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
- 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.
- 21) Site distance study to be performed for final review on Mountain Village Boulevard

Item 5. Consideration of a Design Review: Initial Architecture Review for a single-family home on Lot AR25, 125 Lawson Pt., pursuant to CDC section 14.4.11 staff is requesting that this item be continued to the December 1st, 2022 DRB meeting.

Amy Ward: Presented as Staff

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Miller** the DRB voted **unanimously to continue**, the Consideration of a Design Review: Initial Architecture and Site Review for a single family home on Lot AR25, 125 Lawson Pt. to the Regular Design Review Board Meeting on December 1, 2022.

Item 6. Consideration of a Design Review: Final Architecture and Site Review for a single-family home on Lot BC-107, 110 Lawson Overlook, pursuant to CDC Section 17.4.11

Callie New from Design Workshop: Presented as Staff

Jack Wesson: Presented as Applicant

Public Comment:

On a **MOTION** by **Bennett** and seconded by **Austin**, DRB voted **unanimously to approve** the Final Architectural Review for a new single-family home located at Lot BC107, based on the evidence provided in the staff record of memo dated November 3, 2022, and the findings of this meeting with the following conditions:

- 1) The applicant shall work with the Town Forrester to mark any onsite trees in Zone 2 to ensure they are meeting the crown-to-crown separation.
- 2) The address monument shall be a minimum of 4-foot 6-inches from grade to the bottom of the address numbers. Address numbers shall be 6-inches in height, reflective coated, or outlined with a reflective coating.
- 3) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE and the road right of way.
- 4) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum building height and average building height.
- 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) 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 GE.
- 9) 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
- 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.

- 11) Prior to building permit, the applicant shall provide revised landscape plans for Staff and one board member review final landscape regrading to soften the slope of the hill between the driveway and Lawson Overlook.
- 12) Prior to building permit the applicant shall provide a revised lighting plan that change the sconces to step lighting on the back side of the house.

Item 8. LUNCH: 11:33 am

Item 9. Consideration of a Design Review: Initial Architecture and Site Review for a single-family home on Lot 508, 125 Russell Drive, pursuant to CDC Section 17.4.11

Sam Richards with Design Workshop: Presented as Staff

Jack Wesson: Presented as Applicant

Public Comment: None

On a motion by **Garner** and seconded by **Miller** DRB voted **unanimously** to **approve** the Initial Architecture and Site Review for a new single-family home located at Lot 508, based on the evidence provided in the staff record of memo dated November 3, 2022, and the findings of this meeting with the following conditions:

- 1) Prior to building permit, the applicant shall work with Public Works to field verify all utilities.
- 2) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE and the road right of way.
- 3) Prior to final review, the applicant shall provide a door schedule that details materials.
- 4) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Zone 1 Fire Mitigation standards.
- 5) Prior to final review, the applicant shall identify a designated space for material storage prior to final review.
- 6) Prior to final review, the applicant will provide a solid fuel burning permit to the Town.
- 7) Prior to final review, the applicant shall demonstrate that the northern retaining wall is visually buffered.
- 8) 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.
- 9) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 10) A Knox Box for emergency access is recommended.
- 11) 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.
- 12) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 13) 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

14) 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 10. Consideration of a Design Review: Final Architecture Review for a multi-family development consisting of 29 employee condominiums, on Lot 644, TBD Adams Ranch Rd., pursuant to CDC Section 17.4.11

Amy Ward : Presented as Staff

Town Manager Paul Wisor, Assistant Town Manager Michelle Haynes, and Mike Foster: Presented as Applicant

Public Comment: Heather Knox, Lindsey Welter, Frannie Aura via email

On a motion by **Greer** and seconded by **Miller** DRB voted **unanimously** to **approve** the Final Architectural Review for a new multi family development on Lot 644 consisting of 29 employee condominiums based on the evidence provided within the application and the Staff Report of record dated October 23, 2022, with the following design variations and DRB specific approvals:

Design Variations:

1. Exterior materials- less than 35% stone
2. Loading/Unloading Zone waiver

DRB Specific Approval:

1. Exterior Materials – fiber cement siding, fascia and soffit and composite window materials
2. GE Encroachments – A portion of one parking space, parking turn-around, fire access stairs, and grading are approved. Additionally, the DRB finds that the criteria in CDC Section 17.3.14(F) are met to waive the GE setback so as to allow Building A to be located no more than 10 feet into the existing GE, except for (F)(6) which does not apply, provided that the rights of TSG or any other third parties in the GE are either waived or adequately addressed as determined by the Town Attorney.

And, with the following conditions:

1. Prior to building permit the applicant shall provide a revised landscape plan that shows tree protection details, specifies planting bed soil composition and provides irrigation details for staff review.
2. Prior to Certificate of Occupancy the applicant shall enter into an improvements agreement that guarantees all plantings for (2) years as required by the CDC.
3. Prior to building permit, the applicant shall confirm the lighting specification for the address monument for staff review.
4. Prior to building permit, the applicant will finalize a separate Class 2 Design Review Application Process for the access on Tract F22-2.

5. Prior to building permit, the applicant shall provide additional details regarding the drainage of the gutter systems and how they tie into the stormwater system.
6. Prior to building permit the applicant shall provide a revised construction mitigation plan that address stormwater run-off and indicates necessary silt fencing and/or waddles.
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. 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
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.
11. The approval with respect to Building A is subject to addressing any rights of third parties in the portion of the GE adjacent to Building A to the satisfaction of the Town Attorney.
12. Prior to building permit, the applicant shall provide a revised lighting plan that change sconces to step lights on Building B and C.

ADJOURN

MOTION to adjourn by **Greer** and seconded by **Bennett** and **unanimous** consent, the Design Review Board voted to adjourn the November 3, 2022, meeting at 12:54pm.

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator

Claire Perez, Planner I