

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE REGULAR  
DESIGN REVIEW BOARD MEETING  
JANUARY 5, 2023**

**Call to Order**

Chair **Banks Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:00 AM on January 5, 2023.

**Attendance**

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

Scott Bennett  
Jim Austin  
Adam Miller  
Banks Brown  
Liz Caton  
Ellen Kramer  
David Craig

**The following Board members were absent:**

Shane Jordan  
Greer Garner

**Town Staff in attendance:**

Amy Ward – Community Development Director  
Marleina Fallenius – Planning Tech and Housing Coordinator  
Claire Perez – Planner I

**Public Attendance:**

Ken Alexander  
Paul Savage  
Justin Kilbane  
Andi Alexander  
Katsia Lord  
David Ballode  
Chris Hazen  
Dylan Henderson  
Kevin Copper  
Matt Hintermeister

**Public Attendance via Zoom:**

Callie New  
Sam Richards  
Jessica Garrow  
Matt Fisher  
Sofia Bolio  
Luke Suchy  
John Miller

Josephine Fentriss  
Andi Walter  
Steven Paeletz

**Item 2. Reading and Approval of Summary of Motions of December 1, 2022, Design Review Board Meeting.**

On a **MOTION** by **Bennett** and seconded by **Caton** the DRB voted **unanimously** to approve the summary of motions of the November 3, 2022, Design Review Board meeting.

**Item 3. Consideration of a Design Review: Final Architecture Review for a single family detached condominium on Lot AR58, TBD Adams Way, pursuant to CDC Section 17.4.11**

Callie New of Design Workshop: Presented as Staff

Ken Alexander of Architects Collaborative: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Bennett** (opposed by **Austin** because of the use of Board Form concrete) the DRB voted to approve the Final Architectural Review for a new single-family home located at Lot AR58, TBD Adams Way, based on the evidence provided within the Staff Report of record dated January 5, 2023, with the following design variations and conditions:

**Design Variation**

- 1) Landscaping diversity of species
- 2) Exterior Material Calculation – stone veneer

**Design Review Board Specific Approval:**

- 1) Exterior Materials – use of board form concrete

**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.
- 2) Prior to building permit, the applicant shall provide an updated landscape and fire mitigation plans to better meet diversity of species requirement and showing compliance with fire mitigation standards. This must be approved by the Town Forester.
- 3) Prior to building permit, the applicant shall provide an updated door schedule to depict material and design.
- 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 fire alarm 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, applicant must get staff approval for changes in material per the discussion of this hearing.

**Item 4. Consideration of a Design Review: Initial Architecture and Site Review for a single family home on Lot 311, 320 Benchmark Dr., pursuant to CDC Section 17.4.11**

Sam Richards of Design Workshop: Presented as Staff

Justin Kilbane of JK Architects: Presented as Applicant

Public comment: None

On a **MOTION** by **Craig** 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 311, based on the evidence provided in the staff record of memo dated January 5, 2023, and the findings of this meeting with the following Conditions:

**Design Review Board Specific Approvals:**

- 1) Materials – metal fascia
- 2) Driveway Standards – grade

**Conditions:**

- 1) Prior to final review the applicant shall revise plans to avoid any encroachment, including grading, in the western GE.
- 2) Prior to final review, the applicant shall provide a 3D plan view that depicts 35' from the natural and existing grades in relation to the highest portion of the development.
- 3) Prior to final review, the applicant shall revise their plans to provide height calculations on the elevations shown on Sheet A4.1 and Sheet 5.1 of Exhibit A.
- 4) Prior to final review, the applicant shall revise the site plan to show a snow shed and storage plan for roofs, walkways, and drives.
- 5) Prior to final review the applicant shall revise the material calculations to provide a total percentage calculation of all exterior wall materials.
- 6) Prior to final review, the applicant shall specify the fuel source for all solid fuel burning devices.
- 7) Prior to final review, the applicant shall identify the material to be used for the soffit.
- 8) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 9) Prior to final review, the applicant shall provide location information for the address monument. The address numbers 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.

10) 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.

11) Prior to building permit, the applicant shall receive approval from public works for grading in the Earthwork Easement and/or confirmation that the Town will vacate the easement.

12) The structure is over 3,600 gross sq ft and shall require a monitored sprinkler system.

13) The width of the driveway shall meet the code of 16 feet total width. 12 feet shall be a hard surface with 2-foot shoulders meeting the same compaction required as the hard surface and shall be an all-weather driving surface.

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

15) 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.

16) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.

17) A Knox Box for emergency access is recommended.

18) 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.

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

20) 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

21) 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.

22) At Final Architectural Review the applicant must present a full material board for the Design Review Board to review.

**Item 5. Review and recommendation to Town Council of a Conditional Use Permit for a driveway on lot OSP 18A and Consideration of a Design Review: Final Architecture review for a single family home on Lot SS811, 2 Mountain Village Blvd., pursuant to CDC Section 17.4.11 and 17.4.14**

Jessica Garrow of Design Workshop: Presented as Staff

Katsia Lord of Vault Design: Presented as Applicant

Public Comment: Paul Savage

On a **MOTION** by **Craig** and seconded by **Kramer** (**Austin** and **Bennett** opposed and **Miller** abstained) the DRB voted not to recommend to Town Council the approval of a Conditional Use for a driveway access on

Lot OSP-18A to the adjacent Lot SS811, based on the evidence provided in the staff record of memo dated January 5, 2023, and the findings of this meeting.

**Item 6. LUNCH 12:10**

**Item 5 continued. Consideration of a Design Review: Final Architecture review for a single family home on Lot SS811, 2 Mountain Village Blvd., pursuant to CDC Section 17.4.11 and 17.4.14**

Jessica Garrow of Design Workshop: Presented as Staff

Katsia Lord of Vault Design: Presented as Applicant

On a **MOTION** by **Bennett** and seconded by **Austin** DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot SS811, based on the evidence provided in the staff record of memo dated January 5, 2023, and the findings of this meeting with the following design variations and specific approvals:

**Specific Approvals:**

Materials- Cementitious for the panel shown as Board and baton.

Landscaping - Diversity of species is acceptable as presented.

**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 building permit, the applicant shall include an updated outdoor lighting plan in compliance with the CDC for review by staff and one DRB member.
- 3) Prior to building permit, the applicant shall obtain approval of the fire hydrant location from both TFPD and Public Works.
- 4) Prior to building permit, 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.
- 5) Prior to building permit, the applicant shall complete a new wetland delineation.
- 6) Lot OSP-18A shall not be used for the storage of any materials, vehicles, or any other items related to the construction of the home on Lot SS811. All construction activity related to development on SS811 shall be located on that parcel.
- 7) Prior to building permit, the United States Army Corps of Engineers will be required to review the proposed wetland fill and either recommended approval to the Town or approve the required federal permits. Applicant will be required to provide for the equivalent area of replacement wetland and enter into a conservation easement with the Town that requires it to maintain that replacement wetland area over time.
- 8) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13Dsprinkler system.
- 9) A Knox Box for emergency access is recommended.
- 10) Prior to building permit the applicant shall receive 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.
- 11) The approval of a conditional use permit for access is a necessary requirement of this design, therefore if the conditional use permit is denied the design approval is no longer valid and the applicant will need to go through additional town process for an alternate design review.

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 shall be prepared by a Colorado public land surveyor to establish the maximum building height and average building height.

14) 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

15) 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.

16) Prior to building permit the applicant shall depict all exterior light fixtures on elevations and overall site plans

**Item 7. Consideration of a Design Review: Final Architecture Review for a single family home on Lot 1 Unit 12, Knoll Estates, pursuant to CDC Section 17.4.11**

Staff requests that this item be continued to the February 2, 2023 regular DRB meeting at the request of the applicant

Design Workshop: Presented as Staff

On a **MOTION** by **Bennett** seconded by **Caton**, the DRB voted **unanimously** to continue the consideration of a Design Review: Final Architecture Review for a single-family home on Lot 1 Unit 12, Knoll Estates, pursuant to CDC Section 17.4.11. to the Regular Design Review Board Meeting on February 2, 2023.

**Item 8. Consideration of a Design Review: Final Architecture Review for a single family home on lot AR25, TBD Lawson Pt., pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Justin Kilbane of JK Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Austin** seconded by **Miller**, the DRB voted **unanimously** to approve the Final Architectural Review for a new single-family home located at Lot AR-25, based on the evidence provided within the Staff Report of record dated December 28, 2022, with the following findings, and specific approvals:

**Findings:**

1. The visual impacts from SH 145 have been minimized or mitigated

**DRB Specific Approval:**

1. Materials – metal soffit and fascia
2. GE Encroachment – grading

**And, with the following conditions:**

- 1) Prior to building permit, the applicant shall revise the address monument to meet all CDC regulations, shall provide a light fixture specification for the monument and shall indicate the location of the monument on the site plan or landscaping plan.
- 2) Prior to final building, the applicant shall revise the landscaping plan to include irrigation, meet species diversity and ensure compliance with fire mitigation regulations.
- 3) Prior to building permit, the applicant shall work with Public Works to field verify all utilities.
- 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 a certificate of occupancy, a GE agreement shall be executed recognizing approved encroachments into the GE.
- 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) A monumented land survey of the ridge height will be provided prior to final planning review to determine the maximum building height.
- 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 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.
- 10) Prior to building permit, the applicant must achieve 35% stone cladding by covering master garage with stone.

**Item 9. Consideration of a Design Review: Initial Architecture and site Review for a single family home on Lot 909, TBD Victoria Dr., pursuant to CDC Section 17.4.11**

Callie New of Design Workshop: Presented as Staff

Dylan Henderson of Salt Architecture: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** seconded by **Craig** DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family home located at Lot 909, based on the evidence provided in the staff record of memo dated January 5, 2023, and the findings of this meeting with the following Conditions:

**Design Review Board Variation:**

1) GE Encroachment – hardscape

Design Review Board Special Approval:

1) GE Encroachment – retaining wall associated with hardscape

**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.

2) Prior to final review, shall provide documentation proving an agreement between the adjacent landowner for use of the private drive.

3) Prior to final review, the applicant shall identify the material to be used for the soffit.

4) Prior to final review, the applicant shall revise the roof design to indicate use of a different material such as synthetic cedar shake.

5) Prior to final review, the applicant shall update the Lighting Plan with full page cutsheets for lighting specifications. The applicant should consider revising the lighting plan to only propose what is necessary for safety or egress.

6) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Zone 1 Fire Mitigation standards.

7) Prior to final review, the applicant shall provide an updated landscape plan to remove any encroachment on Town open space.

8) Prior to final review, the applicant shall provide updated lot coverage calculations to include the square footage of all proposed patios and decks.

9) Prior to final review, the applicant shall provide a construction mitigation plan.

10) Prior to final review, the applicant shall they demonstrate that they are meeting the fire truck turn around within 225 feet of the proposed structure.

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) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.

13) A Knox Box for emergency access is recommended.

14) 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.

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

16) 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

17) 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.

18) Prior to final review, the applicant shall provide a design and location of the address monument.

**Item 10: ADJOURN**

**MOTION** to adjourn by **Bennett** and seconded by **Miller** and **unanimous** consent, the Design Review Board voted to adjourn the January 5, 2023, meeting at **2:39pm**

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator