

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
MARCH 2, 2023**

Call to Order

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:00 AM on March 2, 2023.

Attendance

The following Board members were present and acting:

Banks Brown
Liz Caton
Shane Jordan
Greer Garner
Ellen Kramer
Adam Miller
Scott Bennett
Jim Austin (Attended Zoom)

The following Board members were absent:

David Craig

Town Staff in attendance:

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

Public Attendance:

Dylan Henderson
Edwin Lindell
Bruce Macintire
Emory Smith

Public Attendance via Zoom:

Kristen Perpar
Jessica Garrow
David Schiltz
Jessica Garrow
Callie New
David Ballode
Jennifer Schidlowski
Miguel Quintero

J.J. Ossola

Item 2. Reading and Approval of Summary of Motions of February 2, 2023, Design Review Board Meeting. Consideration of a Resolution for Denial regarding the Consideration of a Design Review: Specific Approval for a second curb cut on lot 901-R2, 113 Victoria Drive

On a **MOTION** by **Bennett** and seconded by **Caton** the DRB voted **unanimously** to approve the summary of motions of the February 2, 2023, Design Review Board meeting and the consideration of a Resolution for Denial regarding the Consideration of a Design Review: Specific Approval for a second curb cut on lot 901-R2, 113 Victoria Drive.

Item 3. Consideration of a Design Review: Final Architecture for a multi-family Condominium on Lot 165, Unit 17R, 115 Cortina Drive, Pursuant to CDC Section 17.4.11

Jessica Garrow of Design Workshop: Presented as Staff

Griffin Gilbert: Presented as Applicant

Public comment: None

On a **MOTION** by **Garner** and seconded by **Bennett** the DRB voted **unanimously** to approve the Final Architecture and Site Review for a new multi-family development located at Lot 165 Unit 17R, based on the evidence provided in the staff record of memo dated March 2, 2023, and the findings of this meeting with the following design variations:

Design Variations:

- 1) Parking Area Design Standards – Tandem Parking
- 2) Materiality –hardie board fascia
- 3) Landscaping – Diversity of Species

Conditions:

- 1) Prior to building permit, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the fire mitigation standards and for review by Town Forrester.
- 2) The applicant shall revise the garage door width to accommodate parking both cars side by side as shown in the application materials.
- 3) Prior to building permit the applicant shall provide a design, location, and verbiage for proposed load/unload zone sign for staff review.
- 4) Prior to building permit, the applicant must enter into a new development agreement with the Town to complete any necessary remediation from the original development.
- 5) The Town recognizes that the Cortina HOA has placed several conditions of approval on their application consent.
- 6) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 7) A Knox Box for emergency access is recommended.
- 8) 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.

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) 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 the building permit the applicant must notify neighbors of excavation, construction and crane activity.

12) Prior to the building permit the applicant must change the top level exterior sconces to step lights.

Item 4. Review and Recommendation to Town Council regarding a Height Variance request for a detached Single-Family Condominium on Lot 165 Unit 17R, 115 Cortina Drive, pursuant to CDC Section 17.4.11

Jessica Garrow of Design Workshop: Presented as Staff
Kristine Perpar and David Ballode: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Kramer** the DRB voted **unanimously** to recommend approval to Town Council of a maximum height variance of 13.79 feet above the allowable and an average height variance of 4.29 feet above the allowable, per the height restrictions listed in the CDC for portions of a new single-family detached condominium located at Lot 165 Unit 4, 140 Cortina Drive based on the evidence provided in the staff record of memo dated March 2, 2023 and the findings of this meeting.

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a detached Single-family Condominium on Lot 165 Unit 4, 140 Cortina Drive, pursuant to CDC Section 17.4.11

Jessica Garrow of Design Workshop: Presented as Staff
Kristine Perpar and David Ballode: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Kramer** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new multi-family home located at Lot 165 Unit 4, based on the evidence provided in the staff memo of record dated March 2, 2023, and the findings of this meeting.

With the following specific approvals:

Design Review Board Approval:

- 1) Metal Fascia

Design Review Board Variation

- 1) Setback encroachment – hardscape

Conditions:

- 1) Prior to final review the applicant will obtain approval from Town Council for the proposed height variance. If a variance is not approved, an updated Initial Review shall be required.
- 2) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.
- 3) Prior to final review, the applicant shall revise the landscape plan to meet the diversity of species requirement and fire mitigation requirements of the CDC.
- 4) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 5) The applicant shall work with public works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.
- 6) Prior to final review the applicant will provide a construction mitigation plan.
- 7) Prior to final review, the applicant shall work with engineering to provide details on how the driveway attaches to the existing Hilfiker retaining wall.
- 8) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 9) A Knox Box for emergency access is recommended.
- 10) 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.
- 11) 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
- 12) 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.

13) Prior to the building permit the applicant must present to staff more landscaping in the 30 ft setback.

14) Prior to final review the applicant must revisit the elevations of the stone columns to present a more grounding effect of the structure

Item 6. Lunch

Item 7: Consideration of a Design Review: Final Architecture Review for a single-family home on Lot 909, TBD Victoria Drive, pursuant to CDC Section 17.4.11

Callie New of Design Workshop: Presented as Staff

Dylan Henderson: Presented as Applicant

Public comment: None

On a **MOTION** by **Garner** and seconded by **Caton** DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 909, based on the evidence provided in the staff record of memo dated February 20, 2023, and the findings of this meeting with the following approvals:

Design Review Board Variation:

- 1) GE Encroachment – hardscape

Design Review Board Special Approval:

- 1) GE Encroachment – retaining wall associated with hardscape
- 2) Lighting Regulations – Outdoor Living Spaces

And conditions:

- 1) Prior to building permit, the applicant shall work with staff to review the lighting plan and photometrics study and adjust, if needed, to meet the requirements of the CDC.
- 2) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.
- 3) Prior to building permit the applicant shall update the lighting plan, if relevant, to show additional lighting on the building and compliance with the requirements of the CDC.
- 4) 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.
- 5) Prior to building permit, the applicant shall provide documentation proving an agreement between the adjacent landowner for use of the private drive.
- 6) Prior to building permit, the applicant shall obtain approval from the Town Forrester for the updated landscape and fire mitigation plans.

- 7) Prior to building permit, the applicant shall show the necessary recycling bin on the construction mitigation plan.
- 8) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 9) A Knox Box for emergency access is recommended.
- 10) 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.
- 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 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
- 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.
- 14) Prior to final review the lighting plan must be reviewed by staff and one DRB member

Item 8: Consideration of a Design Review: Initial Architecture and Site Review for a single-family home on Lot 391, 142 AJ Drive, Pursuant to CDC Section 17.4.11.

Callie New of Design Workshop: Presented as Staff

Rohan Shah: Presented as Applicant

Public Comment: None

On a **MOTION** by **Kramer** seconded by **Bennett**, the DRB voted **unanimously** to continue the Initial Architecture and Site Review for a new single-family home located at Lot 391, to the March 30, 2023 DRB Meeting.

Item 9. A Review and Recommendation to the Town Council regarding Community Development Code Amendments at CDC Section 17.7.12.7h International Energy Conservation Code and CDC Section 17.5.12.11.a. Lighting Regulations

Amy Ward: Presented as Staff

Public Comment: None

On a **MOTION** by **Jordan** seconded by **Bennett**, the DRB voted **unanimously** to move that the Town Council approve the proposed changes to the Community Development Code as attached hereto as exhibit A with recommended edit to up the value from \$50,000 to \$500,000.

Item 10. Consideration of a Design Review: Initial Architecture and Site Review for the addition of an Accessory Dwelling Unit (ADU) to an existing single family home on Lot 211, 151 Benchmark Drive, Pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Edwin Lindell: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** seconded by **Garner** DRB voted **unanimously** to approve the Initial Architectural and Site Review for a new Accessory Dwelling Unit located at Lot 211, 151 Benchmark Drive, based on the evidence provided within the Staff Report of record dated January 11, 2023, with the following design variation:

Design Review Board Variation:

- 1) Roof form

DRB specific Approvals:

- 1) Board form concrete

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) The structure shall require a monitored fire alarm system.
- 3) Prior to final review, the applicant shall provide an updated landscape and Fire Mitigation Plan and Landscape Plan showing compliance with the CDC.
- 4) Prior to final review, the applicant shall provide a lighting plan and full specification sheets for proposed exterior lighting fixtures.
- 5) Prior to final review the applicant shall revise plans to demonstrate all proposed parking spaces and to demonstrate sufficient garage back-out area.
- 6) Prior to final review the applicant shall revise construction mitigation plans per staff comments.

- 7) Prior to final review the applicant shall revise the door and window schedule to include materials and design.
- 8) Prior to final review the applicant shall confirm all exterior materials and make sure the elevations and materials board align with each other.
- 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) 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 move the address monument within 20 ft of the road edge.

Item 11: ADJOUR

MOTION to adjourn by and seconded by and **unanimous** consent, the Design Review Board voted to adjourn the March 2, 2023, meeting at **1:56 pm**.

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator