

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE  
REGULAR DESIGN REVIEW BOARD MEETING  
MARCH 30, 2023**

**Call to Order**

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:01 AM on March 30, 2023.

**Attendance**

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

Banks Brown  
Liz Caton  
Shane Jordan  
Greer Garner  
Ellen Kramer  
Jim Austin (Attended Zoom)  
David Craig

**The following Board members were absent:**

Scott Bennett  
Adam Miller

**Town Staff in attendance:**

Amy Ward – Community Development Director  
Marleina Fallenius – Planning Tech and Housing Coordinator  
Claire Perez – Planner I  
Maegan Eckard – Office of Town Manager Assistant  
Sean Deland

**Public Attendance:**

Justin Kilbane  
Edwin Lindell

**Public Attendance via Zoom:**

Kristine Perpar  
Erasmus Cromwell-Smith  
Mark Bertelsen  
Elizabeth Williams  
Rohan Shah  
Ian Fallenius  
Chris Hawkins  
Carl Merzi  
Jamie Daugaard

Caden Daugaard  
Josephine Fallenius

**Item 2. Reading and Approval of Summary of motions March 2, 2023, Design Review Board Meeting minutes.**

On a **MOTION** by **Garner** and seconded by **Caton** the DRB voted **unanimously** to approve the summary of motions of the March 2, 2023, Design Review Board meeting minutes.

**Item 3. Consideration of a Design Review: Final Architecture and Site Review for a detached single-family condominium on Lot 165 Unit 4, 140 Cortina, Pursuant to CDC Section 17.4.11**

Amy Ward of Design Workshop: Presented as Staff

Kristine Perpar :Presented as Applicant

Public comment: None

On a **MOTION** by **Craig** and seconded by **Jordan** the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family condominium located at Lot 165 Unit 4, based on the evidence provided in the staff memo of record dated March 20, 2023 and the findings of this meeting, with the following specific approvals, variation, and conditions:

**Design Review Board Approval:**

- 1) Metal Fascia
- 2) Metal Soffit

**Design Review Board Variation:**

- 1)Setback encroachment – hardscape

**And with the following conditions:**

- 1) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.
- 2) Prior to building permit, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards, including a minimum 10 feet crown spacing and removal of trees identified by the Forrester. Prior to certificate of occupancy specific diameter of installed trees along San Joaquin Rd. should be 4-5 inches DBH.
- 3) The applicant shall work with public works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.
- 4) Prior to building permit the applicant will provide a consistent construction mitigation plan.
- 5) The applicant shall install a monitored carbon monoxide detection in accordance with 2018 IFC 915.2.1.
- 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 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 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: Final 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 **Kramer** seconded by **Caton** DRB voted **unanimously** to approve the Final Architectural 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 March 20, 2023, with the following design variations and specific approvals:

**Design Review Board Variation:**

- 1) Flat roof form

**DRB Specific Approvals:**

- 1) Board form concrete retaining wall

**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 GE.

- 3) 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.
- 4) All areas disturbed by construction must be revegetated to natural state per Mountain Village approved seed mix.
- 5) The structure shall require a monitored fire alarm system.
- 6) 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
- 7) 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.
- 8) Prior to the issuance of a building permit, the applicant must provide lighting revisions to reduce the number of recessed cans and removal of LED railing light on the upper-level stairs. All revisions to be reviewed and approved by staff.

**Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a single-family home on Lot 391, 141 AJ Drive, Pursuant to CDC Section 17.4.11** This item was continued from the March 2, 2023 regular DRB meeting.

Claire Perez: Presented as Staff

Rohan Shah: Presented as Applicant

Public Comment: None

On a **MOTION** by **Kramer** and seconded by **Caton** the DRB voted **unanimously** to continue the Initial Architecture and Site Review for a new single-family home located at Lot 391, 142 AJ Drive, based on the evidence provided in the staff memo of record dated March 30, 2023, to the May 4, 2023 Design Review Board meeting.

**Item 6. Lunch 12:06 pm**

**Item 7: Consideration of a Design Review: Final Architecture and Site Review for a single-family home on Lot 311, 320 Benchmark Drive, pursuant to CDC Section 17.4.11.**

Amy Ward: Presented as Staff

Justin Kilbane: Presented as Applicant

Public comment: None

On a MOTION by **Caton** and seconded by **Austin** the DRB voted **unanimously** to approve the Final Architectural Review for a new single-family home located at Lot 311, based on the evidence provided in the staff record of memo dated March 30, 2023, and the findings of this meeting. The applicant shall address the Conditions to receive approval from the DRB

- 1) Prior to approval, 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 proposed development.
- 2) Prior to approval, 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.
- 3) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.
- 4) Prior to approval, the applicant shall revise the site plan to show a snow shed and storage plan for roofs, walkways, and drives.
- 5) Prior to approval, the applicant shall revise the material calculations to provide a total percentage calculation of all exterior wall materials.
- 6) Prior to approval, the applicant shall identify the material to be used for the soffit.
- 7) 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.
- 8) Prior to approval, the applicant shall provide a revised lighting plan per the concerns in this memo as well as additional direction provided by DRB at this hearing. Applicant shall demonstrate all fixture selections per level, and individual iso foot candle studies from the main versus the ground level and reduction of recess cans on the upper balconies per staff approval.
- 9) Prior to approval, the applicant shall provide location information for the address monument.
- 10) Prior to approval, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 11) Prior to approval, the applicant shall provide a construction mitigation plan that is in compliance with the CDC.
- 12) 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.
- 13) 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.
- 14) The structure is over 3,600 gross sq ft and shall require a monitored sprinkler system.
- 15) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 16) A Knox Box for emergency access is recommended.
- 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 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

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) Prior to the building division applicant must increase stone percentage to at least 35%.

**Item 8: Review and Recommendation to Town Council of a Height Variance Request to the Coonskin View Corridor on 161A-4, Unit 6 The Ridge, pursuant to CDC Section 17.4.11 and 17.5.16**

Amy Ward: Presented as Staff

Mark Bertlesen and Jamie Daugaard of Centre Sky: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** seconded by **Kramer**, the DRB voted **unanimously** to recommend to Town Council a Height Variance to the Coonskin View Corridor on Lot 161A-4, Unit 6 The Ridge, based on the evidence provided within the Staff Memo of record dated March 22, 2023.

**Item 9. Consideration of a Design Review: Initial Architecture and Site Review for a single family detached condominium on Lot 161A-4 Unit 6 The Ridge IASR, pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Mark Bertlesen and Jamie Daugaard of Centre Sky and Chris Hawkins of Alpine Planning: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** seconded by **Kramer**, the DRB voted **unanimously** to approve the Initial Architectural and Site Review for a new single-family detached

condominium located at Lot 161A-4 Unit 6, based on the evidence provided within the Staff Memo of record dated March 22, 2023,

**And with the following conditions:**

- 1) Prior to submittal for Final Architectural Review, the applicant will provide additional information as to the proposed drainage swale and any potential impacts to Horseshoe Lane.
- 2) Prior to submittal for a Final Architectural Review, the applicant shall provide proof of a parking reservation agreement or indicate intent to pay the parking payment in lieu fee to the Town. If a reservation agreement has been executed, then the addendum to the reservation agreement needs to be executed prior to building permit.
- 3) Prior to the submittal for a Final Architectural Review, the applicant shall indicate the fuel source for all fireplaces.
- 4) 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.
- 5) Prior to the issuance of a building permit, the applicant shall obtain approval for the re-location of Unit 6 per a staff level condominium amendment.
- 6) This design review approval is dependent on approval of a height variance by the Town Council. If a height variance is not approved by Town Council, the design approval is not valid as proposed and the applicant would necessarily go through additional design review with revised plans.
- 7) Owners shall indemnify, defend and hold harmless Town, its members, affiliates, officers, directors, partners, employees, and agents from and against all claims, damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of the approval of the variance granted hereunder.
- 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) 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) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the common open-space.
- 11) 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
- 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.

**Item 10: ADJOURN**

**MOTION** to adjourn by and seconded by and **unanimous** consent, the Design Review Board voted to adjourn the March 2, 2023, meeting at **1:43 pm**.

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator