

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
MAY 4, 2023**

Call to Order

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:04 AM on May 4, 2023.

Attendance

The following Board members were present and acting:

Banks Brown
Liz Caton
Greer Garner
Ellen Kramer (Attended via Zoom)
Jim Austin (Attended via Zoom)

The following Board members were absent:

Scott Bennett
Adam Miller
David Craigie

Town Staff in attendance:

Amy Ward – Community Development Director
Claire Perez – Planner I
Peter

Public Attendance:

Deb Willets

Public Attendance via Zoom:

Rohan Shah
Dale Reed
Callie New
Sam Richards
Bart Fehr
Jennifer Pintar
Suki Kwan
Bruce Jones

Item 2. Reading and Approval of Summary of motions March 30, 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 30, 2023, Design Review Board meeting minutes.

Item 3. Review of candidate applications and Recommendation to Town Council regarding 4 open Design Review Board member seats.

Banks Brown: Presented as Chair

Greer Garner, Liz Caton and Ellen Kramer: Presented as Applicants, David Eckman did not attend the meeting

On a **MOTION** by **Austin** and seconded by **Brown** the DRB voted unanimously to make the recommendation to Town Council to reappoint Caton, Garner and Kramer to regular seats, and David Eckman to an alternate seat, on the Design Review Board of the Town of Mountain Village.

Item 4. Consideration of a Design Review: Final Architecture and Site Review for a single-family home on Lot 161-A4 Unit 6, The Ridge, Pursuant to CDC Section 17.4.16 and 17.5.16

The applicant is requesting that this item be continued to the June 1, 2023 regular DRB meeting.

On a **MOTION** by **Garner** and seconded **Caton** by the DRB voted **unanimously** to continue, the consideration of a Design Review: Final Architecture Review for a new Single-Family detached condominium on Lot 161A-4 Unit 6, pursuant to CDC Section 17.4.11 to the Regular Design Review Board Meeting on June 1, 2023.

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 30, 2023 regular DRB meeting.

Claire Perez: Presented as Staff

Rohan Shah: 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 single-family home located at Lot 391, 142 AJ Drive, based on the evidence provided in the staff memo of record dated April 25, 2023, and the findings of this meeting with the following design variation and specific approvals:

Design Variation:

- 1) Road and Driveway Standards – grade

Design Review Board Specific Approvals:

1) Right-of-way Encroachment – Address Monument and Retaining Walls

2) Materials - metal fascia

And, with the following conditions:

1) Prior to building permit, the applicant shall work with the Town to vacate the earthwork easement.

2) Prior to final review the applicant will verify whether the level two deck has any direct access to grade and if necessary revise the lighting plan to eliminate wall sconces on level two and replace with step lights.

3) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.

4) The applicant shall work with service providers to field verify existing utility locations.

5) A monitored automatic sprinkler system in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes shall be installed in both buildings.

6) A Certification of Rough Installation (CORI) from the Colorado Division of Fire Prevention and Control is required. The AHJ will inspect the on-site connection, installation, and final inspection.

7) A monitored fire alarm system in accordance with NFPA 72, 2018 IFC, and TFPD amended codes for a group R-3 occupancy shall be installed and interconnected between buildings. A monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.

8) A Knox Box for emergency access is recommended.

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

10) 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

11) Consistent with town building codes, Unenclosed accessory structures attached to buildings with habitable spaces and projections, such as decks, shall be protected by one of the following methods: Constructed with either noncombustible material, heavy timber as specified in the (2018 IBC section 2304.11) or exterior grade ignition resistant materials as specified in the (2018 IBC section 2303.2). Or constructed so that all exposed structural members are enclosed with an approved one-hour assembly by the Building Official, or constructed in coordination with the Planning Department upon approval of a wildfire mitigation plan addressing defensible space criteria provided in CDC Section 17.6.1(A) – Fire Mitigation and Forestry Management. All appendages and projections regardless of method of construction shall provide a cleanable ground surface, as applicable. The fire mitigation approach will require a planning department sign off on the inspection record, prior to the framing inspection.

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 6. Review and Recommendation to Town Council regarding a Density Transfer and Rezone Application for Lot 648 Unit 2-3D at 313 Adams Ranch Rd, Pursuant to CDC Section 17.4.9

Sam Richards: Presented as Staff

Deb Willets: Presented as Applicant

Public comment: None

On a **MOTION** by **Garner** and seconded by **Austin** the DRB voted **unanimously** to recommend to Town Council an Ordinance regarding the Rezone and Density Transfer application pursuant to CDC Sections 17.4.9 & 17.4.10 of the Community Development Code to rezone Lot 648AR, Unit 2-3D from employee condominium to condominium based on the evidence provided within the Staff Report of record dated May 4, 2023, and with the following conditions:

1. The owner of record shall be responsible to pay the full tap fee of this unit at a free-market rate, instead of the half-rate that workforce housing units are offered.
2. The Community Development Director shall be directed to change the Official Lot List and Density List to reflect the change in zoning.

This motion is based on the evidence and testimony provided at a public hearing held on May 4, 2023, with notice of such hearing as required by the Community Development Code.

Item 7: Review and Recommendation to Town Council regarding a major subdivision application to replat open space tracts OS-3BR2 and OS-3XRR consistent with the CDC Section 17.4.13

Amy Ward: Presented as Staff

Public comment: None

On a **MOTION** by **Garner** and seconded by **Caton** the DRB voted **unanimously** to recommend approval of a major subdivision application to replat open space tracts OS-3BR2 and OS-3XRR into Tract OS-3BR2-1, Tract OS-3BR-2R-2, Tract OS-3XRR-1, and Tract OS-3XRR-2 consistent with the CDC Section 17.4.13 and consistent with the findings, and conditions:

Findings:

1. The proposed major subdivision is in general conformance with the future land use map

and Comprehensive Plan.

2. The proposed major subdivision is consistent with the criteria for review
3. The proposed major subdivision is consistent with the subdivision purpose and intent at 17.4.13.A.

And the following conditions:

1. Town Staff will review and must approve the final proposed Property Replat to verify consistency with CDC Section 17.4.13.N Plat Standards, including subsection 3 Plat Notes and Certifications, and provide redline comments to the Developer prior to execution of the final mylar.
2. Town Staff has the authority to provide ministerial and conforming comments on the mylar prior to recordation of the Property Replat.
3. Permanent monuments on the external boundary of the subdivision shall be set within thirty (30) days of the recording of the Property Replat. Block and lot monuments shall be set pursuant to C.R.S. § 38-51-101. All monuments shall be located and described. Information adequate to locate all monuments shall be noted on the Property Replat.
4. All recording fees related to the recording of the Property Replat in the records of the San Miguel County Clerk and Recorder shall be paid by the Developer.
5. A separate subdivision application is anticipated for Tract OS-3BR2 to create adjustment parcels in connection with the separate PUD application for Lot 109R. It is not clear which plat will be completed and recorded first or whether both will be approved. In the event that the separate plat adjusting the boundaries between Tract OS-3BR2 and to Lot 109R is approved and recorded first, the plat approved here shall be modified to reflect the updated parcel boundaries and as necessary to reconcile the two subdivision applications without the need for further review by the DRB or Town Council.

This motion is based on the evidence and testimony provided at a public hearing held on May 4, 2023, with notice of such hearing as required by the Community Development Code.

Item 8: ADJOURN

MOTION to adjourn by and seconded by and **unanimous** consent, the Design Review Board voted to adjourn the May 4, 2023, meeting at **11:09 pm**.

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator
Claire Perez, Planner I