

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
AUGUST 3, 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 August 3, 2023.

Attendance

The following Board members were present and acting:

Jim Austin
David Eckman
Ellen Kramer
Greer Garner
Adam Miller
Banks Brown
Liz Caton
David Craige
Scott Bennett

The following Board members were absent:

None

Town Staff in attendance:

Amy Ward
Claire Perez
Spencer Keating

Public Attendance:

Jack Wesson
Chris Chaffin
Krisitina Lamb
Luke Trujillo
Lyn Pustmueller
Joel Pustmueller
Narcis Tudor

Public Attendance via Zoom:

Callie New
Jennifer Pintar
Kristine Perpar

Item 2. Reading and Approval of Summary of motions July 6, 2023, Design Review Board Meeting minutes.

On a **MOTION** by **Bennett** and seconded by **Miller** the DRB voted **unanimously** to approve the summary of motions of the July 6, 2023, Design Review Board meeting minutes.

Item 3. Review and recommendation to Town Council regarding a CDC amendment to CDC section 17.4.8 to allow for an additional 6-month extension period on Design Review Applications

Amy Ward: Presented as Staff

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Kramer** the DRB voted **unanimously** to recommend that the Town Council approve the proposed changes to the Community Development Code based on the evidence provided in the Staff Report of Record dated July 27, 2023.

Item 4. Consideration of a Design Review: Initial Architecture and Site Review for Lot 710, TBD Adams Ranch Road, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Caton** the DRB voted **unanimously** to continue the consideration of a Design Review: Initial Architecture Review for a new Single-Family home on Lot 710, TBD Adams Ranch Road, pursuant to CDC Section 17.4.11.to the Regular Design Review Board Meeting on September 7, 2023.

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for Lot 389, TBD AJ Drive, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Jack Wesson of Jack Wesson Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Caton** the DRB voted **unanimously** to approve the Initial Architectural and Site Review for a new single-family home located at Lot 389, TBD AJ Drive, based on the evidence provided within the Staff Report of record dated July 17, 2023, with the following design variations and specific approvals:

Design variations:

- 1) Tandem Parking
- 2) Road and Driveway Standards- Driveway Width approved as presented (12' of asphalt with 2-2' gravel shoulders)

DRB Specific Approvals:

- 1) GE Encroachment – Grading
- 2) Road Right of Way Encroachment – Address Monument
- 3) Materials – Board Form Concrete

And, with the **following conditions:**

- 1) Prior to final review, the applicant shall modify the landscaping and construction mitigation plan to adhere to the CDC and the Forester's comments.
- 2) Prior to final review, the applicant shall revise the lighting plan to reduce the number of light fixtures by the wetland and provide a specification sheet for the proposed fixture for the address monument.
- 3) Prior to final review, the applicant shall provide dimensions of the retaining walls.
- 4) Prior to final review, Window and door specifications shall be provided.
- 5) Prior to the issuance of a building permit, the town forester shall sign off on both the landscaping plan and fire mitigation plan.
- 6) Prior to the issuance of a building permit, the applicant shall field verify all utility locations.
- 7) Prior to issuance of a CO, the property owner will enter into a General Easement Encroachment Agreement, as applicable, with the Town of Mountain Village for any general easement encroachments approved.
- 8) Prior to building permit the applicant will obtain permissions from the Town for proposed layback area in Town open space and will enter into a licensing agreement with the Town for such temporary use.
- 9) 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.
- 10) 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.
- 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) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted and deemed complete in 2023.

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

16) An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.

17) Monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.

18) Address numbers shall be a minimum of 4 feet 6 inches from grade to the bottom of 6-inch numbers/letters with a reflective coating or outlined with a reflective coating.

19) Electric vehicle charging stations/outlets shall be installed in accordance with NFPA 70 and located within 5 feet of the garage door.

20) Knox box is recommended at the main entrance on the address side for emergency access.

21) Prior to final review the applicant shall provide a wetland delineation survey.

Item 6. Review and recommendation to Town Council regarding a Vested Property Rights Renewal Application for Lot 30, 98 Aspen Ridge Drive, pursuant to CDC Section 17.4.17

Amy Ward: Presented as Staff

Chris Chaffin: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Craige** the DRB voted **unanimously** to recommend to Town Council the approval of a Vested Property Rights Extension for Lot 30, TBD Aspen Ridge Drive for a period of 3 years.

Item 7. Consideration of a Design Review: Initial Architecture and Site Review for Lot 1 Unit 33, TBD Fairway Dr, pursuant to CDC Section 17.4.11

Jennifer Pintar of Design Workshop: Presented as Staff

Luke Trujillo of TruLinea Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded **Bennett** by the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family detached condominium located at Lot 1, Unit 33, TBD Fairway Drive, based on the evidence provided in the staff record of memo dated August 3, 2023, and the findings of this meeting:

Design Variation:

1) Lighting Regulations – Cove Lighting Associated with Outdoor Living Spaces

DRB Specific Approvals:

- 1) Fascia material – C-Channel with steel edge
- 2) Utilities Encroachment on road right of way

And, with the **following conditions:**

- 1) Prior to final review the applicant shall identify the materials to be used for the soffit.
- 2) Prior to final review, the applicant shall provide an updated landscape plan showing compliance with fire zone mitigation areas and additional staff comments.
- 3) Prior to final review, the applicant shall revise the site plan to show a snow shed and storage plan for roofs, walkways, and drives.
- 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 update the lighting plan to show alternative allowable lighting, legible cutsheets for all light sources, and photometric study to comply with the CDC.
- 6) Prior to final review, the applicant shall provide an alternative lighting source and material and dimension 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 downlit light fixture.
- 7) Prior to final review, the applicant shall provide further details of the door frame materials and garage door materials.
- 8) Prior to final review, the applicant shall provide further details of the dimensions for driveway length and grade.
- 9) Prior to final review, the applicant shall provide the required updated parking space sizes as outlined in the CDC Parking Regulations.
- 10) Prior to final review, the applicant shall include a photograph or diagram depicting the pattern, grout, block size and color of the proposed stone and setting pattern.
- 11) Prior to building permit, the applicant shall work with Public Works to field verify all utilities.
- 12) The structure is over 3,600 sq ft and shall require a monitored NFPA 13D sprinkler system.
- 13) The structure shall require a monitored NFPA 72 alarm system.
- 14) TFPD recommends the installation of a Knox Box for emergency access.
- 15) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted and deemed complete in 2023.
- 16) 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.
- 17) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 18) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum building height.
- 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.

Item 8: Lunch

Item 9. Review and Recommendation to Town Council regarding a variance for a detached ADU on a lot less than .75 acres for Lot 360, TBD Rocky Road, pursuant to CDC Section 17.4.16

Callie New of Design Workshop: Presented as Staff

Narcis Tudor of Narcis Tudor Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Kramer** and seconded by **Caton** the DRB voted **unanimously** to recommend approval to Town Council of a Variance to allow a detached ADU on a Lot of less than .75 acres for the project located on Lot 360, 112 Rocky Road, based on the evidence provided in the staff memo of record dated July 24, 2023 and the findings of this meeting.

Item 10. Consideration of a Design Review: Initial Architecture and Site Review for Lot 360, TBD Rocky Road, pursuant to CDC Section 17.4.11

Callie New of Design Workshop: Presented as Staff

Narcis Tudor of Narcis Tudor Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Kramer** and seconded by **Garner** the DRB voted unanimously to approve the Initial Architecture and Site Review for a new single-family home located on Lot 360, TBD Rocky Road, based on the evidence provided in the staff memo of record dated July 24, 2023, and the findings of this meeting.

And, with the **following conditions:**

- 1) Prior to final review, the applicant shall update the elevation diagrams to show the measurement of the proposed grade in relation to the proposed building heights inclusive of the vertical stone bar elements.
- 2) Prior to final review the applicant is required to update the lot coverage calculation to ensure compliance with the CDC.
- 3) Prior to final review, the applicant shall provide a detailed window and door schedule that labels garage and entry doors, and type of glass proposed for the windows.
- 4) Prior to final review, the applicant shall indicate the fuel source for all fireplaces.
- 5) Prior to final review, the applicant shall identify the type of materials to be used for the soffit and fascia.
- 6) Prior to final review, the applicant shall provide a driveway plan showing the grade and dimensions to show compliance with the CDC.
- 7) Prior to final review, the applicant shall indicate a snow shed and storage plan
- 8) Prior to final review, the applicant shall provide specifications related to the light source for the address monument. If a custom installation is incorporated to meet the lighting requirement, a detail to understand the construction is also required.
- 9) The applicant shall field verify existing water and sewer tap with Public Works.
- 10) Prior to final review, the applicant shall update the landscape plan to address fire mitigation concerns, and provide information on tree retention, revegetation and watering.
- 11) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 12) Prior to final review, the applicant shall address concerns listed in the construction mitigation plan.
- 13) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted and deemed complete in 2023.
- 14) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.
- 15) A materials board is required to be created for the DRB final approval per the requirements outlined in section 17.5.6-J3 of the CDC. The board shall remain on the site in a readily visible location until the project receives a certificate of occupancy.
- 16) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.
- 17) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 18) A Knox Box for emergency access is recommended.
- 19) 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.
- 20) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 21) 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

22) 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 11. Consideration of a Design Review: Initial Architecture and Site Review for Lot 802, 121 Arizona Street, pursuant to CDC Section 17.4.11

Callie New of Design Workshop: Presented as Staff

Kristine Perpar of Shift Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennet** 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 802, 121 Arizona Street, to the October 5, 2023, Design Review meeting based on the evidence provided in the staff memo of record dated July 24, 2023.

Item 12: ADJOURN

On a **MOTION** by **unanimous** consent, the Design Review Board voted to adjourn the August 3, 2023, meeting at 2:52 pm.

Prepared and submitted by,

Spencer Keating, Planner I