

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

**Call to Order**

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:03 AM on October 5, 2023.

**Attendance**

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

David Eckman  
Ellen Kramer  
Banks Brown  
David Craige  
Liz Caton  
Adam Miller  
Jim Austin (via zoom)

**The following Board members were absent:**

Greer Garner  
Scott Bennet

**Town Staff in attendance:**

Claire Perez – Planner II  
Amy Ward – Community Development Director (via zoom)  
Rodney Walters- Town Forester  
Callie New – Design Workshop (via zoom)  
Jessica Garrow - Design Workshop (via zoom)  
Jennifer Pintar - Design Workshop (via zoom)

**Public Attendance:**

**Public Attendance via Zoom:**

Casey Culbertson

**Item 2. Reading and Approval of Summary of motions September 7, 2023, Design Review Board Meeting minutes and the Consideration of a Resolution for Denial Regarding the Consideration of a Design Review: Specific Approval for Retaining Wall Material on Lot 615-1CR, TBD Lawson Overlook, pursuant to CDC Section 17.4.11**

Caton corrected the address listed on Agenda Item 4., Lot 389 to AJ Drive.

On a **MOTION** by **Kramer** and seconded by **Miller** the DRB voted **unanimously** to approve with corrections by **Caton** the summary of motions of the September 7, 2023, Design Review Board meeting minutes.

**And**

On a **Motion** by **Kramer** and seconded by **Caton** the DRB voted unanimously to approve the Resolution for Denial Regarding the Consideration of a Design Review: Specific Approval for Retaining Wall Material on Lot 615-1CR, TBD Lawson Overlook.

**Item 3. Consideration of a Design Review: Final Architecture Review for Lot 389, TBD AJ Drive, pursuant to CDC Section 17.4.11**

Claire Perez Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Eckman** the DRB voted **unanimously** to continue the Consideration of a Design Review: Final Architecture Review for Lot 389, TBD AJ Drive, pursuant to CDC Section 17.4.11 to the Regular Design Review Board Meeting on December 7, 2023.

**Item 4. Consideration of a Design Review: Final Architecture Review for Lot AR 613-C2, TBD Lawson Pt, pursuant to CDC Section 17.4.11**

Claire Perez: Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and **Caton** seconded by the DRB voted **unanimously** to continue the Consideration of a Design Review: Final Architecture Review for Lot AR 613-C2, TBD Lawson Pt, pursuant to CDC Section 17.4.11 to the Regular Design Review Board Meeting on December 7, 2023.

**Item 5. Consideration of a Design Review: Final 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 **Miller** the DRB voted **unanimously** to continue the Consideration of a Design Review: Final Architecture and Site Review for Lot 710, TBD Adams Ranch Road, pursuant to CDC Section 17.4.11 to the Regular Design Review Board Meeting on December 7, 2023.

**Item 6. Consideration of a Design Review: Final Architecture Review for Lot 166AR2-2, 1 Stonegate Drive, pursuant to CDC Section 17.4.11**

Claire Perez: Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Eckman** the DRB voted **unanimously** to continue the Consideration of a Design Review: Final Architecture Review for Lot 166AR2-2, 1 Stonegate Drive, pursuant to CDC Section 17.4.11 to the Regular Design Review Board Meeting on November 2, 2023.

**Item 7. Discussion regarding tree protections considerations during Construction**

Rodney Walters: Presented as Staff

**Item 8: Consideration of a Design Review: Final Architecture Review for Lot 536, 219 Russell Drive, pursuant to CDC Section 17.4.11**

Jennifer Pintar of Design Workshop: Presented as Staff

Casey Culbertson of Pure Design KC: Presented as Applicant

On a **MOTION** by **Kramer** and seconded by **Caton** the DRB voted **unanimously** to continue the Final Architecture Review for a new single-family home located on Lot 536, 219 Russell Drive to the December 7, 2023, Regular Design Review Board Meeting, based on the evidence provided within the Staff Report of record dated September 25, 2023.

**Item 9. Consideration of a Design Review: Initial Architecture and Site Review for Lot 802, 121 Arizona St, 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 **Caton** and seconded by **Miller** the DRB voted **6-1** (Kramer dissented due to the house not fitting in the Town Design Theme) to approve the Initial Architectural and Site Review for a new single-family home located at Lot 802, 121 Arizona Street, based on the evidence provided within the Staff Report of record dated September 25, 2023, with the following design variation and specific approvals:

**DRB Design Variations:**

1) *Road and Driveway Standards, retaining wall associated with driveway - Boulder wall height*

**DRB Specific Approvals:**

1) *Parking regulations - tandem parking*

And, with the **following conditions:**

1) *Prior to final review, the applicant shall clarify the lot coverage calculation to include all hardscaping including patios, porches, and walkways.*

2) *Prior to final review, the applicant shall provide more information related to the proposed ballast material and underlying material associated with the flat roof. If ballast is proposed, some form of parapet will be necessary and a detail of this shall be provided.*

- 3) *Prior to final review, the applicant shall revise the landscaping plan to incorporate staff comments related to fire mitigation requirements.*
- 4) *Prior to final review, the applicant shall revise the concrete wall materials to include a stone face for all walls that are visible from Arizona Street.*
- 5) *Prior to final review, the applicant shall update the retaining wall diagrams to accurately reflect site conditions.*
- 6) *Prior to building permit, the applicant shall field verify existing water and sewer tap with Public Works.*
- 7) *Prior to final review, the applicant shall update the site grading plan to clarify if there is a planned French drain or other means of allowing seasonal drainage associated with the western retaining wall.*
- 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 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.*
- 10) *Prior to final review, the applicant shall provide a narrative of the pattern, grout, block size and color of the proposed stone and setting pattern for exterior wall materials.*
- 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*
  - b) *(4') by four feet (4');*
  - c) *Wood that is stained in the approved color(s);*
  - d) *Any approved metal exterior material;*
  - e) *Roofing material(s); and*
  - f) *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 final review, the applicant shall study the feasibility of grading in the general easement to soften the driveway retaining wall and explore revising the decks to demonstrate some stepping.*

**Item 10. Discussion regarding an additional month for DRB review and the 2024 DRB schedule.**

Amy Ward: Presented as Staff

Public Comment: None

General direction was given to staff that an additional month between Initial and Final Architectural Review would be beneficial.

On a **MOTION** by **Eckman** and seconded by **Caton** the DRB voted **unanimously** to approve the 2024 Design Review Board schedule based on the evidence provided in the staff record of memo dated September 26, 2023.

**Item 11. Consideration of a Design Review: Specific Approval for Retaining Wall Material Along the Project Access Tract for Lot 644, pursuant to CDC Section 17.4.11**

Amy Ward: Presented as Staff

Michael O'Connor of Triumph Development: Presented as Applicant

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Eckman** the DRB voted **4-2 (Brown and Caton dissented**, Brown denied stating that the material is appropriate to the Town, and Caton denied stating budget concerns) to deny the specific approval for retaining wall material along the project access tract for Lot 644, based on the evidence provided in the staff record of memo dated September 28, 2023.

**Item 12: ADJOURN**

On a **MOTION** by **Brown** the DRB voted **unanimously** to adjourn the October 5, 2023, meeting at 1:30 pm.

Prepared and submitted by,

Claire Perez, Planner II