

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
December 7, 2023**

Call to Order

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:02 AM on December 7, 2023.

Attendance

The following Board members were present and acting:

David Eckman
Ellen Kramer (via zoom)
Banks Brown
David Craige
Liz Caton
Adam Miller
Scott Bennett
Greer Garner

The following Board members were absent:

Jim Austin

Town Staff in attendance:

Claire Perez – Planner II
Amy Ward – Community Development Director
Rodney Walters – Town Forester
Jason Habib – Planning Technician
Drew Nelson – Senior Planner
Maegan Eckard - zoom
Sonny Sin – Design Workshop (via zoom)
Jessica Garrow - Design Workshop (via zoom)
Jennifer Pintar - Design Workshop (via zoom)

Public Attendance:

Craig Spring
Jack Wesson
Steve Morton
Casey Culbertson
Brandon Bell
Clay Wadman

Public Attendance via Zoom:

JeFrall Betancourt
Nicole Pieterse
John Miller
Kristine Perpar
Kevin Cappon
Dylan Henderson

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

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

Item 3. Consideration of a Design Review: Final Architecture Review for Lot 926R, TBD Sundance Lane, pursuant to CDC Section 17.4.11

Claire Perez Presented as Staff

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to continue the Final Architecture Review for Lot 926R, TBD Sundance Lane, to the March 7, 2024, Regular Design Review Board Meeting, based on the evidence provided within the Staff Report of record dated November 27, 2023.

Item 4. Consideration of a Design Review: Final Architecture Review for Lot 710, TBD Adams Ranch Rd, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to continue the Final Architecture Review for Lot 710, TBD Adams Ranch Rd, to the February 1, 2024, Regular Design Review Board Meeting, based on the evidence provided within the Staff Report of record dated November 27, 2023.

Item 5. Consideration of a Design Review: Final Architecture Review for Lot 161A-4 Unit 12, 8 Horseshoe Lane, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Steve Morton: Presented as Applicant

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Bennett** the DRB voted **unanimously** to continue the Consideration of a Design Review: Final Architecture Review for a new single-family detached condominium located at Lot 161A-4, Unit 12, to the Regular Design Review Board Meeting on January 4, 2024, based on the evidence provided within the Staff Report of record dated November 22, 2023.

Item 6. 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

Jack Wesson: Presented as Applicant

On a **MOTION** by **Bennett** and seconded by **Caton** the DRB voted **unanimously** to approve the Consideration of a Design Review: Final Architecture 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 November 22, 2023, with the following design variations and specific approvals:

Design variations:

1. Tandem Parking
2. Road and Driveway Standards - Driveway width

DRB Specific Approvals:

1. GE Encroachment – Grading
3. Road Right of Way Encroachment – Address Monument
4. Materials – Board Form Concrete

And, with the **following conditions:**

- 1) Prior to building permit, 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. Fixture A is to be replaced with an alternate fixture, and a 20% reduction on all exterior lighting is to be achieved.
- 2) Prior to building permit, the applicant shall revise the dimensions of the parking spaces, so they are meeting the CDC.
- 3) Prior to building permit, the applicant shall submit a revised landscape plan that

identifies all the species proposed.

4) Prior to the issuance of a building permit, the applicant shall field verify all utility locations.

5) Prior to issuance of a building permit the applicant will demonstrate that the chimney meets CDC height requirements

6) 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.

7) Prior to building permit, the applicant will obtain permissions from the Town for all encroachments in Town open space and will enter into a licensing agreement with the Town for any approved use. Any structural encroachments must be approved by Mountain Village Town Council. If structural encroachments are removed by applicant, a temporary layback area in Town open space and an easement for continued maintenance of retaining walls is subject to a staff-level review.

8) 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 non-combustible materials, 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.

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 GE.

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.

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

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

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

17) 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.

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

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

Item 7. Lunch

Item 8: Discussion regarding tree protection during construction.

Rodney Walters: Presented as Staff

Public Comment: None

Item 9. 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 Desing Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Miller** the DRB voted **unanimously** to approve the Consideration of a Design Review: Final Architecture Review for a new single-family home located at Lot 536, based on the evidence provided within the Staff Report of record dated November 27, 2023, and the findings of this meeting with the following conditions and specific approvals:

DRB Specific Approvals:

1. Right-of-way Encroachment – Address Monument

And, with the **following conditions:**

- 1) *Prior to building permit, the applicant shall submit a revised Irrigation Plan that incorporates staff comments contained in this memo, removing irrigation from the right of way.*
- 2) *Prior to building permit the applicant shall verify the proposed location of the address monument is set back far enough from the road with Public Works.*
- 3) *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.*
- 4) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 5) *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. The Planning Division is responsible for conducting site inspections prior to the issuance of a certificate of occupancy to ensure the development is proceeding in accordance with the approved plans.*
- 6) *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 2023.*
- 7) *Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.*
- 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) *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 non-combustible materials, 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.*
- 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 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); no TPO allowed - Standing seam or ballasted flat roof, will be submitted to staff for final approval*
- 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.*

Item 10. Review and Recommendation to Town Council regarding a height variance application for Lot 165 Unit 3, TBD Cortina Dr, pursuant to CDC Section 17.4.16

Sonny Sin of Design Workshop: Presented as Staff

Kristine Perpar: Presented as Applicant

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Bennett** the DRB voted **unanimously** to recommend denial to Town Council of a maximum height variance of 18.31 feet above the allowable and an average height variance of 5.76 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 3, 130 Cortina Drive based on the evidence provided in the staff memo of record dated November 27, 2023 and the findings of this meeting.

Item 11. Consideration of a Design Review: Initial Architecture and Site Review for Lot 165 Unit 3, TBD Cortina Dr, pursuant to CDC Section 17.4.11

Sonny Sin of Design Workshop: Presented as Staff

Kristine Perpar: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennett** and seconded by **Miller** the DRB voted **unanimously** to continue the Initial Architecture and Site Review for a new single-family detached condominium on Lot 165

Unit 3, TBD Cortina Dr, to the Regular Design Review Board Meeting on **February 1, 2024**, based on the evidence provided in the staff record of memo dated December 7, 2023.

Item 12. Consideration of a Design Review: Final Architecture Review for Lot AR 613-C2, TBD Lawson Point, pursuant to CDC Section 17.4.11

Jessica Garrow of Design Workshop: Presented as Staff

Dylan Henderson: Presented as Applicant

On a **MOTION** by **Craige** and seconded by **Caton** the DRB voted **unanimously** to approve the Consideration of a Design Review: Final Architecture Review for a new single-family home located at Lot AR 613-C2, based on the evidence provided within the Staff Report of record dated November 29, 2023, and the findings of this meetings, with the following specific approval:

DRB Specific Approvals:

1. EPDM Roofing

And, with the **following conditions:**

- 1) *The applicant shall verify at building permit that the proposed maximum Lot Coverage calculation includes any proposed hardscaping, including pavers.*
- 2) *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.*
- 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) *The applicant shall comply with all TFPD requirements:*
 - a. *A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.*
 - b. *A monitored fire alarm system shall be installed and interconnected in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.*
 - c. *The applicant shall install a monitored carbon monoxide detection in accordance with 2018 IFC 915.2.1.*
 - d. *The applicant shall install a Knox box at the main entrance on the address side for emergency access.*
- 5) *A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.*
- 6) *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 non-combustible materials, 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. 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) 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.

9) The applicant shall be allowed grading and drainage in the general easement, as shown on Civil grading plans

Item 13: ADJOURN

On a **MOTION** by **Brown** the DRB voted **unanimously** to adjourn the December 7, 2023, meeting at 2:14 pm.

Prepared and submitted by,

Jason Habib, Planning Technician