

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
JANUARY 4, 2024**

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 a.m. on January 4, 2024.

Attendance

The following Board members were present and acting:

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

The following Board members were absent:

None

Town Staff in attendance:

Claire Perez – Planner II
Amy Ward – Community Development Director
Jason Habib – Planning Technician
Drew Nelson – Senior Planner
Sonny Sin – Design Workshop (via zoom)
Jessica Garrow - Design Workshop (via zoom)
Jennifer Pintar - Design Workshop (via zoom)
Molly Norton – Community Engagement Coordinator
Paul Wisor – Town Manager

Public Attendance:

Steve Morton
Paul Savage
Chris Hazen
Chris Chaffin
Jason Smith
Jim Mahoney

Public Attendance via Zoom:

Kristine Perpar
Jefrall Betancourt
Craig Spring
Bill Kyriagis
Katsia Lord
David Ballode
Chris McGranahan
Adam Raiffe
Matthew Hintermeister

Item 2. Executive Session for the Purpose of:

- a. **Conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions, specifically regarding recent pending changes in wetlands law, under C.R.S Section 24-6-402(4)(b)**

On a **MOTION** by **Craige** and seconded by **Bennett** the DRB voted **unanimously** to move into Executive Session for the purpose of:

- a. Conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions, specifically regarding recent pending changes in wetlands law, under C.R.S Section 24-6-402(4)(b)

at 10:04 a.m.

Design Review Board returned to open session at 10:23 a.m.

Item 3. Reading and Approval of Summary of motions December 7, 2023, Design Review Board Meeting minutes

On a **MOTION** by **Garner** and seconded by **Kramer** the DRB voted **unanimously** to approve the summary of motions of the December 7, 2023, Design Review Board meeting minutes.

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

Claire Perez Presented as Staff
Steve Morton and Craig Spring: Presented as Applicant

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Bennett** the DRB voted **7-1** (opposed by **Kramer** because of the patio extending past the building envelope) to approve the Final Architecture Review for a new single-family detached condominium located at Lot 161A-4 Unit 12, based on

the evidence provided within the Staff Report of record dated December 21, 2023, and the findings of this meeting, with the **following conditions**:

- 1) *Prior to Building Permit, the applicant shall provide an updated landscaping plan showing a realistic plan of trees that will be preserved, and any additional plantings that the DRB requests during the hearing for staff review.*
- 2) *Prior to Building Permit, the applicant shall provide approval from the HOA of the construction mitigation plan.*
- 3) *Prior to the issuance of a building permit, 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.*
- 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 12 per a staff level minor subdivision, condominium map amendment.*
- 6) *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 height variance granted hereunder.*
- 7) *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.*
- 8) *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.*
- 9) *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.*
- 10) *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*
- 11) *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.

12) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development are set at 50% since the application was submitted in 2023.

13) Applicant must meet the following conditions of the Fire Marshal:

a) The structure shall be in accordance with the 2018 IFC, TFPD Amended Fire Code, and NFPA Standards for a Group R-3 occupancy.

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

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

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

e. 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.

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

g. A Knox box is recommended at the main entrance on the address side for emergency access.

14) Prior to Building Permit, the lighting plan shall be revised as follows:

a. Elimination of the two L8 fixtures on the landscape stair to the ski patio

b. Move the L1 fixtures on the ski patio to the building perimeter

c. To reduce L6 from 3W to 1.5W per foot, and reduce the L8s from 5W to 3W per foot

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for Lot 1 Unit 38, pursuant to CDC Section 17.4.11

Sonny Sin of Design Workshop: Presented as Staff

Kristine Perpar and David Ballode: Presented as Applicant

Public Comment: None

On a **MOTION** by **Greer** and seconded by **Caton** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family detached condominium located at Lot 1, Unit 38, TBD Knoll Estates Drive, based on the evidence provided in the staff record of memo dated January 4, 2024, and the findings of this meeting, with the following design variations and specific approvals:

Design variations:

1. Address Monument: Wall-mounted

DRB Specific Approvals:

1. Materials – Black Metal Fascia

And, with the **following conditions**:

- 1) *Prior to final review the applicant shall identify the height of the chimney and the maximum allowable height of the building through the required offset drawing.*
- 2) *Prior to final review the applicant shall provide verified approval from the HOA related to all GCE encroachments.*
- 3) *Prior to building permit the applicant shall provide the agreement with Telski related to the grading and any utilities encroachment.*
- 4) *Prior to final review the applicant address snow storage, demonstrating sufficient space for snow storage.*
- 5) *Prior to final review, the applicant shall provide an updated landscape plan showing compliance with fire zone mitigation areas and additional staff comments.*
- 6) *Prior to final review, the applicant shall update the lighting plan to show legible cutsheets for all light sources, and photometric study to comply with the CDC.*
- 7) *The applicant shall comply with all TFPD requirements.*
- 8) *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.*
- 9) *Prior to building permit, the applicant shall work with Public Works to field verify all utilities.*
- 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. 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:*
 - 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) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum building height.*
 - 13) *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*
- 14) *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.

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.

Item 6. Review and Recommendation to Town Council of a Conditional Use Permit for driveway access on Lot OSP 18A for a single-family home on Lot SS 811, pursuant to CDC

Section 17.4.14

Drew Nelson: Presented as Staff

Katsia Lord, Bill Kyriagis, Chris McGranahan, Chris Hazen: Presented as Applicant

Public Comment: Paul Savage

Public Comment Letters received and submitted into record after packet creation: Savage, Felicelli, Johnson/Madaris, Shimkonis, Greenspan, Walker, Lindauer, Claugus, Hill, Ostromecki, and Kyriagis (applicant's attorney)

On a **MOTION** by **Craige** and seconded by **Kramer** the DRB voted **unanimously** to recommend denial to Town Council for a Conditional Use for a driveway access on Lot OSP-18A to the adjacent Lot SS811, based on the evidence provided in the staff record of memo dated December 26, 2023, and the findings of this meeting.

Item 7. Lunch

Item 8. Review and Recommendation to Town Council of a Conditional Use Permit for Wok of Joy Food Trailer on Lot OS 3XRR, Conference Center Plaza, pursuant to CDC Section 17.4.14

Drew Nelson: Presented as Staff

Jason Smith: Presented as Applicant

Public Comment: none

On a **MOTION** by **Caton** and seconded by **Bennett** the DRB voted **unanimously** to recommend approval to the Mountain Village Town Council for a Conditional Use Permit for a mobile food truck/trailer to be located in Conference Center Plaza on Tract OS 3XRR, owned by the Town of Mountain Village, based on the evidence provided in the staff memo dated December 21, 2023, and the findings of this meeting with the following conditions:

1) The Conditional Use Permit shall be valid for a period of three (3) years, expiring on December 31, 2026. The applicant shall be solely responsible for any reapplication in the future.

- 2) *Prior to siting the mobile food truck/trailer, the applicant shall acquire a building permit for installation of an electric power source in conformance with all applicable building codes.*
- 3) *The applicant will enter into an agreement with the Town, the form of which to be approved by the Town Attorney, for monthly billing of electric utility, the rate to be determined by Town Manager.*
- 4) *The applicant shall provide proof of compliance to the Telluride Fire Protection District of Section 319 of the 2018 International Fire Code.*
- 5) *Prior to siting the mobile food truck/trailer, the applicant shall work with the Plaza Services Manager to site the truck/trailer in such a manner as to avoid driving over or parking on all underground parking structures.*
- 6) *Prior to purchasing the mobile food truck/trailer, the applicant shall provide designs and pictures of the proposed vehicle to the Business Development Advisory Committee Chairperson, the Design Review Board Chairperson, the Community Outreach Coordinator, and the Community Development Director for review and approval. The applicant shall strive to acquire a vehicle that is visually interesting and complimentary to the existing resort infrastructure of Mountain Village.*
- 7) *Prior to operation of business, the applicant will execute a plaza license agreement with the Town for the trailer space.*

Item 9: Review and Recommendation to Town Council regarding a Vested Property Rights Renewal Application for Lot 27A, pursuant to CDC Section 7.4.17

Jessica Garrow of Design Workshop: Presented as Staff

James Mahoney and Chris Chaffin: 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 three-year vested property rights extension, per the criteria listed in the CDC for a multi-family and employee housing development on Lot 27A Parcel Three-R based on the evidence provided in the staff memo of record dated December 22, 2023 and the findings of this meeting.

Item 10: ADJOURN

On a **MOTION** by **Brown** the DRB voted **unanimously** to adjourn the January 4, 2024, meeting at 1:49 pm.

Prepared and submitted by,

Jason Habib, Planning Technician