

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
MARCH 7, 2024, 10:00 AM**

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 March 7, 2024.

Attendance

The following Board members were present and acting:

Banks Brown
David Eckman
Ellen Kramer
Greer Garner
Liz Caton
Adam Miller
Scott Bennett
David Craig (Zoom)

The following Board members were absent:

Jim Austin

Town Staff in attendance:

Claire Perez – Planner II
Amy Ward – Community Development Director
Jason Habib – Planning Technician
Drew Nelson – Senior Planner
Haley Carmer - Town Attorney
Sonny Sin – Design Workshop (via zoom)
Jennifer Pintar – Design Workshop (via zoom)

Public Attendance:

David and Barbara Mack
Jack Wesson
Kristine Perpar
David Ballode
Tommy Hein

Public Attendance via Zoom:

Dale Reed
Kristine Perpar
Stephanie Fanos

Marcino Stromecki
Chris Hawkins
Mike Balsler
Chris Hazen

Item 2. Reading and Approval of Summary of motions February 1, 2024, Design Review Board Meeting minutes

On a **MOTION** by **Garner** and seconded by **Bennett** the DRB voted **unanimously** to approve the summary of motions of the February 1, 2024, Design Review Board meeting minutes.

Item 3. Review and Recommendation to Town Council regarding a height variance application for Lot 166AR2-10, TBD Stonegate Dr, pursuant to CDC Section 17.4.16

Drew Nelson: Presented as Staff
Jack Wesson: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennett** and seconded by **Kramer** to continue the recommendation for approval to Town Council of a maximum height variance of 25.25 feet above the allowable, to the May 2, 2024 Regular Design Review Board Meeting, per the height restrictions listed in the CDC for portions of a new single-family detached condominium located at Lot 166AR2-10, 10 Stonegate Dr based on the evidence provided in the staff memo of record dated February 28, 2024 and the findings of this meeting.

Item 4. Consideration of a Design Review: Initial Architecture and Site Review for Lot 166AR2-10, TBD Stonegate Drive, pursuant to CDC Section 17.4.11

Drew Nelson: Presented as Staff
Jack Wesson: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Bennett** the DRB voted **unanimously** to continue the Initial Architecture and Site Review for a new single-family home located at Lot 166AR2-10 to the May 2, 2024 Regular Design Review Board Meeting, based on the evidence provided in the staff memo of record dated February 28, 2024, and the findings of this meeting

Item 5. 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
Kris Perpar and David Ballode and Amy Alvarez: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Miller** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new multi-family home located at Lot 165 Unit 3, based on the evidence provided in the staff memo of record dated February 26, 2024, and the findings of the meeting, with the following specific approvals and variations:

Design Review Board Specific Approval:

1. Setback Encroachment – Front Staircases
2. Material: Metal Fascia

Design Review Board Variation:

1. Driveway Grade

And with the following conditions:

- 1) *Prior to final review the applicant will obtain approval from Town Council for the proposed height variance. If a variance is not approved, an updated Initial Review shall be required.*
- 2) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 3) *Prior to final review, the applicant shall clarify the use of driveway indicated as 'Joint Access for Lot 3 and 4 (Submitted and Approved with Lot 4)' in Exhibit A by noting that this is a temporary access for construction only.*
- 4) *Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.*
- 5) *The applicant shall work with public works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 6) *The applicant shall work with public works to coordinate construction parking.*
- 7) *Prior to building the permit the applicant will enter into a development agreement with the town to assure that the temporary construction access is removed, restored to preexisting grade, and landscaped per the approved landscape plan.*
- 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) *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.*
- 11) *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.

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); 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.

Item 6. Consideration of a Design Review: Initial Architecture and Site Review for a private art installment at Lot 161CR, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff

Dale Reed: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **6-2 (Craig and Kramer opposed, as they believe the art fixture is too large on scale and is too visible from public spaces)** to approve the initial architecture and site review for proposed Private Art on Lot 161CR, pursuant to CDC Section 17.4.11, based on the evidence provided within the Staff Report of record dated February 15, 2024, and the findings of this meeting.

And, with the following conditions:

1. Prior to finalization of the project, Planning Staff shall verify compliance with the approved design shown in the attached plans by conducting a site visit.
2. Applicable Town fees and taxes shall be paid prior to commencing the activity or prior to the Town issuing a permit, as applicable, including but not limited to the Town's use tax.
3. All areas disturbed by construction must be revegetated to natural state per Mountain Village approved seed mix.
4. Trees shall have tree protection fencing installed at a minimum of the dripline of each

tree. No backfill, excavation, trenching, staking, material storage, or concrete waste shall be permitted within the tree protection zone of any tree. If any of the above activities need to occur within the tree protection zone of any tree, permission must first be obtained from a Planning Department staff member to either authorize adjustments to the tree protection zone or to issue a tree removal permit so the tree may be removed.

5. Approval shall be valid for 18 months from the date of this hearing

Item 7. Adjourn

On a **MOTION** by **Miller** the DRB voted **unanimously** to adjourn the March 7, 2024, meeting at 11:50 a.m.

Lunch

DRAFT

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
MARCH 7, 2024, 12:00 PM**

Call to Order

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 12:06 p.m. on March 7, 2024.

Attendance

The following Board members were present and acting:

Banks Brown
David Eckman
Ellen Kramer
Greer Garner
Liz Caton
Adam Miller
Scott Bennett
David Craig (Zoom)

The following Board members were absent:

Jim Austin

Town Staff in attendance:

Claire Perez – Planner II
Amy Ward – Community Development Director
Jason Habib – Planning Technician
Drew Nelson – Senior Planner
Haley Carmer - Town Attorney
Jennifar Pintar - Design Workshop (via zoom)
Sonny Sin - Design Workshop (via zoom)
Finn Kjome
Jim Loebe

Public Attendance:

Rick Gruebel
David Ballode
Tommy Hein

Public Attendance via Zoom:

Chris Hazen
Chris Hawkins
Stephanie Fanos

Kim - RSA
Kristine Perpar
Marcino Stromecki
Mike Balsler
Ashleigh du Preez
Dominique Raymond
Horn Brothers Roofing
Jim Keo

Item 2: Consideration of a Design Review: Final Architecture Review for a private art installment at Lot 161CR, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff
Dale Reed: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **6-2 (Craig and Kramer opposed, as they believe the art fixture is too large on scale, does not qualify as an art installation, and is too visible from public spaces)** approve the final architecture review for proposed Private Art on Lot 161CR, pursuant to CDC Section 17.4.11, based on the evidence provided within the Staff Report of record dated February 15, 2024, and the findings of this meeting.

And, with the following conditions:

- 1. Prior to finalization of the project, Planning Staff shall verify compliance with the approved design shown in the attached plans by conducting a site visit.*
- 2. Applicable Town fees and taxes shall be paid prior to commencing the activity or prior to the Town issuing a permit, as applicable, including but not limited to the Town's use tax.*
- 3. All areas disturbed by construction must be revegetated to natural state per Mountain Village approved seed mix.*
- 4. Trees shall have tree protection fencing installed at a minimum of the dripline of each tree. No backfill, excavation, trenching, staggng, material storage, or concrete waste shall be permitted within the tree protection zone of any tree. If any of the above activities need to occur within the tree protection zone of any tree, permission must first be obtained from a Planning Department staff member to either authorize adjustments to the tree protection zone or to issue a tree removal permit so the tree may be removed.*
- 5. Approval shall be valid for 18 months from the date of this hearing*

Item 3: Consideration of a Design Review: Initial Architecture and Site Review for Lot 344R, TBD Rocky Rd, pursuant to CDC Section 17.4.11

Claire Perez: Presented as Staff
Tommy Hein: Presented as Applicant

Public Comment: Rick Gruebel

On a **MOTION** by **Caton** and seconded by **Miller** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family home located at Lot 344R, TBD Rocky Rd, based on the evidence provided in the staff memo of record dated February 23, 2024, and the findings of this meeting, with the following design variations and specific approvals:

Design Variations:

1. Road and Driveway standards – retaining walls over 5', driveway grade, and width
2. Green Roof

DRB Specific Approval:

1. GE Encroachments – Retaining wall and grading
2. Materials – Board Form Concrete and Hilfiker Walls

And, with the following conditions:

- 1) *Prior to final review, the applicant shall revise the plans to show (2) exterior parking spaces in a separate location from the TFPD turnaround.*
- 2) *Prior to final review, the applicant shall provide window recess details.*
- 3) *Prior to final review, the applicant shall revise the address monument plan to include a lighting specification and to otherwise meet the requirements of the CDC.*
- 4) *Prior to final review, the applicant shall revise the fire mitigation plan to adhere with the CDC and the Forester's comments.*
- 5) *Prior to final review, the applicant shall revise the landscape plan to adhere to the CDC and the Forester's comments.*
- 6) *A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the setbacks.*
- 7) *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.*
- 8) *Prior to Certificate of Occupancy the applicant will enter into a revocable Encroachment Agreement with the Town for any approved encroachments in the general easement. This includes any encroachments that already exist on the property as well as any new encroachments.*
- 9) *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

10) 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.

11) 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 2024.

12) The 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 the TFPD Amended Fire Code and NFPA 70.
- g. A Knox box is recommended at the main entrance on the address side for emergency access.

Item 4: Consideration of a Design Review: Final Architecture Review for Lot 926R, 133 Sundance Ln, pursuant to CDC Section 17.4.11

Jennifar Pintar of Design Workshop: Presented as Staff

Tommy Hein: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Caton** the DRB voted **unanimously** to continue the Final Architecture Review for a new single-family home located at Lot 926R, 133 Sundance Ln, to the June 6, 2024 Regular Design Review Board Meeting, based on the evidence provided in the staff memo of record dated February 26, 2024, and the findings of this meeting, with the following design variations and specific approvals

Item 5: Consideration of a Design Review: Final Architecture Review for Lot 1 Unit 38, TBD Knoll Estates Dr, pursuant to CDC Section 17.4.11

Sonny Sin of Design Workshop: Presented as Staff

Kris Perpar: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Miller** the DRB voted **unanimously** to approve the Final Architecture and 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 memo of record dated February 26, 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 building permit the applicant shall provide verified approval from the HOA related to all GCE encroachments.*
- 2) *Prior to building permit the applicant shall provide the agreement with Telski related to the grading and any utilities encroachment.*
- 3) *Prior to building permit, the applicant shall update the lighting plan to show photometric study to comply with the CDC.*
- 4) *The applicant shall comply with all TFPD requirements.*
- 5) *Prior to building permit, the applicant shall include a photograph or diagram depicting the pattern, grout, block size and color of the proposed stone and setting pattern.*
- 6) *Prior to building permit, the applicant shall work with Public Works to field verify all utilities.*
- 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. 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:

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

9) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum building height.

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) 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 application are set at 50% since the application was submitted and deemed complete in 2023.

13) The fascia must match the color of the roof material.

Item 6: Consideration of a Design Review: Specific Approval for roofing material in the Village Center on Lots 82R1 and 105R2, 145 and 117 Sunny Ridge Pl, pursuant to CDC Section 17.4.11

Jason Habib: Presented as Staff

Horn Brothers Roofing: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Craige** the DRB voted **unanimously** to approve the specific approval for roofing material in the Village Center for the installation of Dark Bronze Standing Seam Metal for Lots 82R1 and 105R2, 145 Sunny Ridge Pl and 117 Sunny Ridge Pl, based on the evidence provided in the staff record of memo dated February 26, 2024, and the findings of this meeting, with the following conditions:

- 1) *Snow fencing shall be installed per the CDC requirements for pedestrian walkways.*
- 2) *Any guttering as applicable shall be of a like material and color to the proposed metal roofing. The guttering shall not be pre-manufactured K-style guttering.*
- 3) *Applicable Town fees and taxes shall be paid prior to commencing the activity or prior to the Town issuing a permit, as applicable, including but not limited to the Town's use tax.:*
- 4) *Any landscape disturbance caused by construction activities must be revegetated using town approved seed mix.*

Item 7: Discussion regarding a Conceptual Work Session for design of proposed Mountain Village bus stops

Amy Ward, Finn Kjome, Jim Loebe: Presented as Staff

Jim Keo: Presented as Applicant

Item 8: Discussion regarding Design Review Process as it relates to staff/DRB recommendations to Town Council

Amy Ward and David McConaughy: Presented as Staff

Item 9: Adjourn

On a **MOTION** by **Miller** the DRB voted **unanimously** to adjourn the March 7, 2024, meeting at 2:58 pm.

Prepared and submitted by,

Jason Habib, Planning Technician