

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
June 6, 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 May 2, 2024.

Attendance

The following Board members were present and acting:

Banks Brown
David Eckman
Greer Garner
Liz Newton
Adam Miller
Scott Bennett

The following Board members were absent:

David Craige
Jim Austin

Town Staff in attendance:

Claire Perez – Planner II
Amy Ward – Community Development Director
Drew Nelson – Senior Planner

Public Attendance:

Ken Adler
Amy Alvarez
Jasmine Reibel
Tommy Hein
Mark Borland
David Ballode

Public Attendance via Zoom:

Zachary Matiko
Eduardo Mahfuz
Nickerson
Scott
Ashely Du Preez
RSA Light
Dominque Raymond

Chris Hawkins
Rudi Mattheis-Brown

Item 2. Reading and Approval of Summary of Motions of the May 2, 2024, Design Review Board Meeting and of the May 23, 2024 Special Design Review Board Meeting.

On a **MOTION** by **Caton** and seconded by **Kramer** the DRB voted **unanimously** to approve the summary of motions of the May 2, 2024, Design Review Board meeting minutes and the summary of motions of the May 23, 2024, Special Design Review Board Meeting Minutes.

Item 3. Review and Recommendation to Town Council regarding a height variance for Lot 165 Unit 2, TBD Cortina Dr, pursuant to CDC Section 17.4.16.

Claire Perez: Presented as Staff
Brendan Hamlet: Presented as Applicant
Public Comment: None

On a **MOTION** by **Miller** and seconded by **Newton** the DRB voted **unanimously** to recommend approval of a height variance of up to 7 feet above the maximum allowable, per the height restrictions listed in the CDC for portions of a new single-family residence located for Lot 165 Unit 2, TBD Cortina Drive, based on the evidence provided in the staff memo of record dated May 24, 2024, and the findings of this meeting.

Item 4. Consideration of a Design Review: Initial Architecture and Site Review for Lot 165 Unit 2, TBD Cortina Dr, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff
Brendan Hamlet: Presented as Applicant

Public Comment: None

On a **MOTION** by **Eckman** and seconded by **Miller** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for new single-family home located at Lot 165 Unit 2, TBD Cortina Drive, based on the evidence provided in the staff memo of record dated May 24, 2024, and the findings of the meeting, with the **following Specific Approvals and Design Variations:**

DRB Specific Approvals:

- 1) *Setback Encroachment – Deck, and Utility Access Platform*
- 2) *Material: Metal Fascia*

Design Variations:

- 1) Address Plaque
- 2) Flat Roof

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) *Prior to final review, the applicant shall revise the parking plan to meet the CDC parking space size requirements.*
- 3) *Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.*
- 4) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 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) *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 pre-existing grade, and landscaped per the approved landscape plan.*
- 7) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 8) *A Knox Box for emergency access is recommended.*
- 9) *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.*
- 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) *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*
- 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) *The following conditions of the Fire Marshall shall be met:*

- 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.*

14) *Special consideration shall be provided to the landscape plan per the Design Review Board's discussion.*

Item 5. Consideration of a Design Review: Final Architecture Review for Lot 926R, TBD Sundance Lane, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Chris Hawkins and Tommy Hein: Presented as Applicant

On a **MOTION** by **Garner** and seconded by **Eckman** the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 926R, TBD Sundance Lane, based on the evidence provided in the staff memo of record dated May 20, 2024, and the findings of this meeting, with the conditions as noted in the staff report, with the **following Specific Approvals and Design Variations:**

DRB Specific Approvals:

1. Parking - Tandem Parking (1 Space for Primary Structure)
2. Materials – Gray Ballast/Membrane Roofing Materials
3. Materials – Board form Concrete
4. General Easement Encroachment – Retaining Walls

Design Variations:

1. Road and Driveway Standards – Driveway Width
2. Lighting - Outdoor Living Spaces

3. Roof Form – Primary Flat Roof

And, with the **following conditions:**

- 1) *At no time shall there be a conversion into livable space of the storage area located on the garage level of the ADU.*
- 2) *The applicant shall be fully responsible for modifying and replacing the maintenance building access, and shall work with the Public Works Department on final design and installation of all retaining walls and access drives.*
- 3) *Prior to building permit, the applicant shall indicate snowmelt area on plan.*
- 4) *Prior to building permit, the applicant shall field verify existing water and sewer tap with Public Works.*
- 5) *Prior to building permit, the applicant shall provide an Encroachment Agreement with the Town related to encroachment to road right of way.*
- 6) *Prior to building permit, the applicant shall clarify the direct vent for the fireplace.*
- 7) *Prior to building permit, the applicant shall remove all plans to modify the Town's water pump utility shed from the plan set.*
- 8) *Prior to final review the applicant shall demonstrate if there is any conflict with the earthworks easement on the lot.*
- 9) *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.*
- 10) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height and ensure the structure meets the height requirements.*
- 11) *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.*
- 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.*
- 14) *Prior to Building permit, the applicant shall provide a material sample of the retaining wall to be reviewed by one DRB member and Staff.*

Item 6. Consideration of a Design Review: Final Architecture and Site Review for Lot 166AR2-1, TBD Stonegate Dr, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Scott Beans: Presented as Applicant

Public Comment:

On a **MOTION** by **Garner** and seconded by **Kramer** the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 166AR2-1, TBD Stonegate Drive, based on the evidence provided in the staff memo of record dated May 28, 2024, and the findings of this meeting, with the following specific approvals:

DRB Specific Approvals:

- 1) Material: EPDM on Flat Roofs
- 2) Steep Slopes >30%
- 3) Tandem Parking
- 4) General Easement Encroachment: Retaining Wall

Design Variation:

- 1) Flat Roofs

And with the **following conditions:**

- 1) *Prior to building permit issuance, the applicant shall provide additional color information to ensure compliance with the CDC's roofing color requirements.*
- 2) *Prior to building permit issuance, the applicant shall include the Town Forester's comments into the landscape plan, along with specific descriptions of any tree or shrub species proposed to be planted on the site.*
- 3) *A monumented land survey will need to be prepared by a Colorado public land surveyor to establish the maximum building height and the maximum average building height as well as accurately depict footer and foundation locations adjacent to the general easement. 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.*
- 4) *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 5) *The structure shall be in accordance with the 2018 IFC, TFPD Amended Fire Code, and NFPA Standards for a Group R-3 occupancy.*
- 6) *A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.*
- 7) *An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.*
- 8) *Monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.*

- 9) *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.*
- 10) *Electric vehicle charging stations/outlets shall be installed in accordance with the TFPD Amended Fire Code and NFPA 70.*
- 11) *A Knox box is recommended at the main entrance on the address side for emergency access.*
- 12) *Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 75% since the application was submitted and deemed complete in 2024.*
- 13) *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.*
- 14) *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:*
 - f. *The stone, setting pattern and any grouting with the minimum size of four feet (4') by four feet (4');*
 - g. *Wood that is stained in the approved color(s);*
 - h. *Any approved metal exterior material;*
 - i. *Roofing material(s); and*
 - j. *Any other approved exterior materials*
- 15) *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. Adjourn

The DRB voted **unanimously** to adjourn the June 6, 2024, Design Review Board Meeting at 11:48 AM.

Prepared and submitted by,
Claire Perez, Planner II

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