

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
DECEMBER 5, 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 11:07 a.m. on December 5, 2024.

Attendance

The following Board members were present and acting:

Banks Brown
Liz Newton
Ellen Kramer (via Zoom)
Scott Bennett
Greer Garner
Adam Miller

The following Board members were absent:

Jim Austin
David Eckman
David Craige

Town Staff in attendance:

Amy Ward – Community Development Director
Drew Nelson – Senior Planner
Claire Perez – Planner II (via Zoom)
Erin Howe – Planning Technician

Public Attendance:

Chris Hawkins
Mike Brenner
Will Hentschel
Andrea Brenner
Scott Brenner
Jack Vance
Gregg Anderson

Craig Spring
Jack Wesson
Narcis Tudor

Public Attendance via Zoom:

Nico Warden
Warden Assistant
Chris Hawkins
Elizabeth
Will Hentschel
John Miller
David B
Tom Kennedy
Ivana Lexa
Woodw
Jackie Jenzen
Collin Rider
Kalee Howell
Amy S
Andrew Gibbs

Item 3. Reading and Approval of Summary of Motions of the November 7, 2024, Design Review Board Meeting.

On a **MOTION** by **Newton** and seconded by **Miller** the DRB voted **unanimously** to approve the summary of motions of the November 7, 2024, Design Review Board meeting minutes.

Item 4. Review and Recommendation to Town Council regarding a height variance application for Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.16.

Drew Nelson: Presented as Staff
Chris Hawkins: Presented as Applicant
Public Comment:

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to **continue** Review and Recommendation to Town Council regarding a height variance application for Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.16., based on the evidence provided in the staff memo of record dated November 19, 2024, and the findings of the meeting.

Item 5. Review and Recommendation to Town Council regarding a Rezone at Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.9.

Drew Nelson: Presented as Staff

Chris Hawkins: Presented as Applicants

Public Comment:

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to **continue** Review and Recommendation to Town Council regarding a Rezone at Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.9., based on the evidence provided in the staff memo of record dated November 19, 2024, and the findings of the meeting.

Item 6. Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Chris Hawkins, Elizabeth Gruchala, and Don Gurney: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to **continue** the Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 161A-R2, TBD Coonskin Ridge Ln Unit 1, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated November 19, 2024, and the findings of the meeting.

Item 7. Lunch

Item 8. Consideration of a Design Review: Initial Architecture and Site Review for a new 3-unit condominium at Lot 165- 17R, 115 Cortina Drive Unit 17R, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Will Hentschel and Mike Brenner: Presented as Applicant

Public Comment: None

On a **MOTION** by **Newton** and seconded by **Garner** the DRB voted **unanimously** to **approve** the Consideration of a Design Review: Initial Architecture and Site Review for a new 3-unit condominium at Lot 165- 17R, 115 Cortina Drive Unit 17R, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated November 25, 2024, and the findings of the meeting.

Design Variation

- 1) Loading/Unloading Area Parking Space Size

DRB Specific Approval

- 1) Tandem Parking
- 2) Steep Slopes Greater Than 30%
- 3) Building-mounted Address Identification Numbers

With the following conditions:

- 1) *Prior to Final Architecture Review, the applicant shall confirm whether fireplaces are proposed for the project and whether chimneys or flues will be proposed for the roof.*
- 2) *Prior to Final Architecture Review, the applicant shall include details for retaining wall heights and stone cladding to match the structure.*
- 3) *Prior to Final Architecture Review, the applicant shall provide a landscape plan that meets Section 17.5.9.C.2 of the CDC, which requires landscape plans to be designed and prepared by an American Society of Landscape Architecture certified designer or a landscape professional with experience in creating and planting landscape plans in montane and subalpine life zones.*
- 4) *Prior to Final Architecture Review, the applicant shall provide a landscape plan that includes additional trees and shrubs on the east and south sides of the proposed structure on the subject property.*
- 5) *Prior to Final Architecture Review, the applicant shall provide a photometric lighting plan that meets the standards of the CDC.*
- 6) *Prior to Final Architecture Review, the applicant shall provide detailed information on address monumentation, including whether address monuments are proposed to be located on the wall of the building in conformance with Section 17.5.13.E.4.a.i of the CDC.*
- 7) *Prior to Final Architecture Review, the applicant shall provide a fire mitigation plan as required by the CDC that addresses the comments of the Town Forester.*
- 8) *Prior to Final Architecture Review, the applicant shall provide a Construction Mitigation Plan that addresses the concerns of the Public Works Department or the Chief Building Official.*
- 9) *Prior to Building Permit issuance, the applicant shall provide evidence of vacation of the portion of the easement covered by the entryway into Unit A.*
- 10) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 11) *A Knox Box for emergency access is recommended.*
- 12) *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.*
- 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: The stone, setting pattern and any grouting with the minimum size of four feet 4' by four feet 4';

- a. Wood that is stained in the approved color(s);*
- b. Any approved metal exterior material;*
- c. Roofing material(s); and*
- d. 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.

Item 9. Consideration of a Design Review: Final Architecture Review for a new 3-unit condominium at Lot 165- 17R, 115 Cortina Drive Unit 17R, pursuant to CDC Section 17.4.11. This item was previously noticed for this date, but the Initial Architecture and Site Review was Continued to this meeting. This item will not be reviewed at today's hearing.

On a **MOTION** by **Bennett** and seconded by **Newton** the DRB voted **unanimously** to **continue** the Consideration of a Design Review: Final Architecture Review for a new 3-unit condominium at Lot 165-17R, 115 Cortina Drive Unit 17R, pursuant to CDC Section 17.4.11 to the January 9, 2025 Design Review Board meeting.

Item 10. Consideration of a Design Review: Final Architecture Review for a new single-family home at Lot 1004BR, TBD Victoria Drive, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Narcis Tudor: Presented as Applicant

Public Comment:

On a **MOTION** by **Miller** and seconded by **Newton** the DRB voted **5-1** to **approve** (Bennett denied because he does not approve of 0% stone) the Consideration of a Design Review: Final Architecture Review for a new single-family home at Lot 1004BR, TBD Victoria Drive, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated November 19, 2024, and the findings of the meeting.

Design Variation

- 1) 0% stone

DRB Specific Approval

- 1) Retaining wall height
- 2) Panelized concrete at the architect discretion

With the following conditions:

- 1) *Prior to building permit, the applicant shall provide a light fixture for the address monument that meets CDC requirements.*
- 2) *Prior to building permit, the applicant shall provide the fascia material.*
- 3) *Prior to building permit, the applicant should provide the dimensions of the driveway width and length.*
- 4) *Prior to the issuance of a building permit, the town forester shall sign off on both the landscaping plan and fire mitigation plan.*
- 5) *Prior to the issuance of a building permit, the applicant shall field verify all utility locations.*
- 6) *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.*
- 7) *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.*
- 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) *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) *The applicant shall meet the following conditions of the Fire Marshall:*
 - a. *A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.*
 - b. *An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.*
 - c. *Monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.*

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

Item 11. Reading and Approval of the 2025 DRB Schedule.

Erin Howe: Presented as Staff

Public Comment: None

On a **MOTION** by **Bennett** and seconded by **Banks** the DRB voted **unanimously** to **approve** the 2025 DRB Schedule, with the change to the July meeting from July 3, 2025 to July 10, 2025, based on the evidence provided in the staff memo of record dated November 19, 2024, and the findings of the meeting.

Item 10. Adjourn

The DRB voted **unanimously** to adjourn the December 5, 2024 Design Review Board Meeting at 2:32PM.

Prepared and submitted by,

Erin Howe, Planning Technician