

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
JANUARY 9, 2025, 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 10:02 a.m. on January 9 , 2025.

Attendance

The following Board members were present and acting:

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

The following Board members were absent:

Jim Austin

Town Staff in attendance:

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

Public Attendance:

Craig Spring
Eli Burke Simpson
Andrea Brenner
Denise Scanlon
Greg Simpson
Will Hentschel
Steven Lorence

Chris Hazen
Julie Hauser
Michael Osborne
Austin Bentley
Tim Blonkvist
Jack Wesson
Amy Alvarez

Public Attendance via Zoom:

Chris Hawkins
Elizabeth
Mariah
Warden Assistant
Kevin Rost
Steve Morton
Nico Warden
Don Gurney
Paul Sangha Creative
Gregg
Liz
Yanjing Chen
Liz Maysonet
Craig Spring
Austin Bentley
Ty Claussen
Daniela Gutierrez
Greg Pope
Overland Guest
David Ballode
David B
Will Hentschel
Gc
Tom Kennedy
Bob
Jackie Jenzen
Will Hentschel
Kalee Howell
Collin Rider
Andrew Gibbs

Brian Oneill
Denise's iPhone

Item 2. Reading and Approval of Summary of Motions of the December 5, 2024, Design Review Board Meeting.

On a **MOTION** by **Bennett** and seconded by **Brown** the DRB voted **unanimously** to approve the summary of motions of the December 5, 2024, Design Review Board meeting minutes.

Item 3. Review and Recommendation to Town Council regarding a height variance application for Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.16.

Drew Nelson: Presented as Staff

Chris Hawkins and Craig Spring: Presented as Applicants

Public Comment: Greg Simpson, Elizabeth Simpson, Don Gurney, Kevin Rost, and Nico Warden

On a **MOTION** by **Craige** and seconded by **Kramer** the DRB voted **unanimously** to **continue** the Review and Recommendation to Town Council regarding a height variance application for Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.16. to February 6, 2025, based on the evidence provided in the staff memo of record dated December 26, 2024, and the findings of the meeting.

Item 4. Review and Recommendation to Town Council regarding a Rezone at Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.9.

Drew Nelson: Presented as Staff

Chris Hawkins and Craig Spring: Presented as Applicants

Public Comment: Greg Simpson, Elizabeth Simpson, Don Gurney, Kevin Rost, and Nico Warden

On a **MOTION** by **Newton** and seconded by **Bennett** the DRB voted **5-2** to **approve** (**Craige** and **Kramer** denied because they do not support moving the lot closer to the Ridgeline and are concerned about environmental standards) the Review and Recommendation to Town Council regarding a Rezone at Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.9., based on the evidence provided in the staff memo of record dated December 26, 2024, and the findings of the meeting.

With the following condition:

- 1) *Any approval of a rezoning shall be dependent on approval of a height variance application, a Major Subdivision application, and Final Architecture Review application for this specific application. Should any of the other applications be denied, this rezoning shall be null and void.*

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Chris Hawkins and Craig Spring: Presented as Applicants

Public Comment: Greg Simpson, Elizabeth Simpson, Don Gurney, Kevin Rost, and Nico Warden

On a **MOTION** by **Craige** and seconded by **Kramer** 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 Raccoon Ln Unit 1, pursuant to CDC Section 17.4.11. to February 6, 2025, based on the evidence provided in the staff memo of record dated December 26, 2024, and the findings of the meeting.

Item 6. Review and Recommendation to Town Council regarding a Major Subdivision for Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.13.

Drew Nelson: Presented as Staff

Chris Hawkins and Craig Spring: Presented as Applicants

Public Comment: Greg Simpson, Elizabeth Simpson, Don Gurney, Kevin Rost, and Nico Warden

On a **MOTION** by **Miller** and seconded by **Newton** the DRB voted **5-2** to **approve** (**Craige** and **Kramer** denied for the same reasons as the Rezone) the Review and Recommendation to Town Council regarding a Major Subdivision for Lot 161A-R2, TBD Raccoon Ln Unit 1, pursuant to CDC Section 17.4.13., based on the evidence provided in the staff memo of record dated December 26, 2024, and the findings of this meeting.

With the following conditions:

- 1) *Any approval of a Major Subdivision shall be dependent on approval of a height variance, a rezone application, and a Final Architecture Review application for this specific application. Should any of the other applications be denied, this Major Subdivision shall be null and void.*
- 2) *Prior to plat recordation, the applicant shall provide evidence that all ad valorem taxes have been paid and are up to date.*

Item 7. Lunch

The Design Review Board voted on Items 4 and 6, took a 10-minute break for lunch, and then returned to vote on Items 3 and 5.

Item 8. Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 161A-4, TBD Raccoon Ln Unit 8, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Chris Hawkins and Kurt Carruth: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennett** and seconded by **Newton** 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 Raccoon Ln Unit 8, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated December 16, 2024, and the findings of the meeting.

Item 9. Consideration of a Design Review: Initial Architecture and Site Review for a significant addition to an existing single-family home at Lot 23R, TBD Yellow Brick Rd, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Tim Blonkvist: Presented as Applicant

Public Comment: None

Craige recused himself from this item. **Eckman** voted.

On a **MOTION** by **Eckman** and seconded by **Miller** the DRB voted **unanimously** to **approve** the Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 23R, TBD Yellow Brick Road, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated December 30, 2024, and the findings of the meeting.

With the following conditions:

- 1) *Prior to Final Architecture Review, the applicant shall provide evidence of an approved wetland permit, water right, and augmentation plan for filling the wetlands and construction of a new pond on the site.*
- 2) *Prior to Final Architecture Review, the applicant shall provide evidence of screening for any exterior ventilation or condensers proposed for the site.*
- 3) *Prior to Final Architecture Review, the applicant shall provide a parking plan showing at least two exterior spaces as well as confirmation that all interior spaces meet the 9' by 18' dimensional standard of the CDC.*
- 4) *Prior to Final Architecture Review, the applicant shall provide a landscape plan meeting the standards of the Community Development Code while addressing the comments of the Town Forester.*
- 5) *Prior to Final Architecture Review the applicant shall provide details on areas for trash, recycling, and general storage areas.*
- 6) *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.*
- 7) *Prior to Final Architecture Review, the applicant shall provide a wetlands report and delineation as required by Section 17.6.1.B.2.f of the CDC.*
- 8) *Prior to Final Architecture Review, the applicant shall amend the civil plans to include the width of the driveway. Should the driveway not meet the 16-foot requirement of the CDC, a design variation shall be required.*

- 9) *Prior to Final Architecture Review, the applicant shall provide a Construction Mitigation Plan in conformance with Section 17.7.20 of the Community Development Code.*
- 10) *Prior to Final Architecture Review, the applicant shall provide details on roof material colors to meet the requirements of the CDC.*
- 11) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 12) *A Knox Box for emergency access is recommended.*
- 13) *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.*
- 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:*
 - 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*
- 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 10. Consideration of a Design Review: Final 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: Amy Alvarez

On a **MOTION** by **Eckman** and seconded by **Kramer** 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 December 26, 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 Building Permit issuance, the applicant shall provide evidence of vacation of the portion of the easement covered by the entryway into Unit A.*
- 2) *Prior to Building Permit issuance, the applicant shall provide updated HOA approval from Villas at Cortina for off-site landscaping.*
- 3) *Prior to Building Permit issuance, the applicant shall provide evidence that lighting shall not exceed 0.1 foot-candles at the adjacent Villas at Cortina or on the east property line.*
- 4) *Prior to Building Permit issuance, the applicant shall amend the addressing plan to meet the requirements of the CDC for one freestanding sign and illumination.*
- 5) *Prior to Building Permit issuance, the applicant shall provide proof of permission to use Unit 1 for construction staging along with a Development Agreement and Development Permit for tree removal, grading, and remediation on the Unit 1 to restore it to existing conditions.*
- 6) *Prior to building permit issuance, the applicant shall work with the Chief Building Official to develop a final Construction Mitigation Plan that considers the slope and parking concerns as noted by the Building Department.*
- 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) *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.*
- 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) Prior to Building Permit, the applicant must gain staff-level approval from the Town Forester on proposed plantings.

13) Prior to Building Permit, the applicant must adjust their lighting plan by changing their D fixtures to C fixtures on the lower level and reducing the number of step lights off the decks on levels 3 and 4.

Item 11. Adjourn

The DRB voted **unanimously** to adjourn the January 9, 2025 Design Review Board Meeting at 2:56 PM.

Prepared and submitted by,

Erin Howe, Planning Technician