

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
MAY 1, 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 10:00 a.m. on May 1, 2025.

Attendance

The following Board members were present and acting:

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

Town Staff in attendance:

Amy Ward – Community Development Director
Claire Perez – Planner II
Erin Howe – Planning Technician

Public Attendance:

Ken Alexander

Public Attendance via Zoom:

Kurt Hinge Architects
Lea Sisson
David Ballode
David McConaughy
Matthew Butt
Steven
Mike
Brendan Hamlet

Item 2. Executive Session – Conference with the Town Attorney for the Purpose of Receiving Legal Advice, Specifically Regarding the Ridge Development Agreement.

Item 3. Reading and Approval of Summary of Motions of the April 3, 2025, Design Review Board Meeting.

On a **MOTION** by **Garner** and seconded by **Bennett** the DRB voted **unanimously** to **approve** the summary of motions for the April 3, 2025, Design Review Board meeting minutes.

Item 4. Review and Recommendation to Town Council for an Ordinance Amending CDC Section 17.5.13 Sign Regulations.

Matthew Butt and David McConaughy: Presented as Applicants
Public Comment: None

On a **MOTION** by **Garner** and seconded by **Bennett** the DRB voted **unanimously** to recommend **approval** to Town Council for an Ordinance Amending CDC Section 17.5.13 Sign Regulations, based on the evidence provided in the staff memo of record dated May 1, 2025, and the findings of the meeting.

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a New Single-Family Detached Condominium at Lot 161A-4 Unit 8, TBD Raccoon Ln, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff
Chris Hawkins: Presented as Applicant
Public Comment: None

On a **MOTION** by **Miller** and seconded by **Bennett** the DRB voted **unanimously** to **approve** the Initial Architecture and Site Review for a New Single-Family Detached Condominium at Lot 161A-4 Unit 8, TBD Raccoon Ln, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated April 18, 2025, and the findings of the meeting.

Specific Approvals

- 1) Development on steep slopes > 30%
- 2) Materials – Composite siding and EPDM roofing material
- 3) Setback encroachment for eastern retaining wall

Design Variations

- 1) Flat roof form
- 2) Up-lighting, Architectural lighting

And with the following conditions:

- 1) *Prior to final review, the applicant shall provide a design of the address monument that meets the CDC requirements.*
- 2) *Prior to the issuance of a building permit, the town forester shall sign off on both the landscaping plan and fire mitigation plan.*
- 3) *Prior to the issuance of a building permit, the applicant shall field verify all utility locations.*
- 4) *Prior to the issuance of a building permit, the addendum to the reservation agreement shall be executed.*
- 5) *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.*
- 6) *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.*
- 7) *A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.*
- 8) *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*
- 9) *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.*
- 10) *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.*
- 11) 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 6. Conceptual Work Session for Lot 166-AR2-3, TBD Stonegate Dr, Regarding Building Height, pursuant to CDC Section 17.4.11.

Amy Ward: Presented as Staff
Lea Sisson: Presented as Applicant
Public Comment: None

Item 7. Lunch.

Item 8. Consideration of a Design Review: Final Architecture Review for a New Single-Family Home at Lot GH-6, 106 Cabins Ln, pursuant to CDC Section 17.4.11.

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

On a **MOTION** by **Bennett** and seconded by **Craige** the DRB voted **unanimously** to **approve** the Final Architecture Review for a New Single-Family Home at Lot GH-6, 106 Cabins Ln, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated April 16, 2025, and the findings of the meeting.

Specific Approvals

- 1) Setback encroachments – parking spaces and grading
- 2) Retaining wall height
- 3) Tandem parking

Design Variation

- 1) Driveway grade

And with the following conditions:

- 1) *Prior to the building permit, the applicant shall provide a photometric study to be reviewed by a DRB member and staff.*
- 2) *Prior to the building permit, the applicant shall provide a light fixture for the address plaque.*
- 3) *Prior to the issuance of a building permit, the applicant shall field verify all utility locations.*
- 4) *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.

- 5) 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.*
- 6) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.*
- 7) 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*
- 8) 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.*
- 9) 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.*
- 10) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 100% since the application was submitted and deemed complete in 2025.*

Item 9. Consideration of a Design Review: Initial Architecture and Site Review for a New Single-Family Detached Condominium at Lot AR56R, TBD Adams Way, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Ken Alexander: 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 Single-Family Detached Condominium at Lot AR56R, TBD Adams Way, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated April 17, 2025, and the findings of the meeting.

Specific Approvals

- 1) GE Encroachment – roof overhang and grading
- 2) Disturbance to steep slopes > 30%

Design Variations

- 1) Flat roof form
- 2) Less than 35% stone material
- 3) Wall mounted address plaque

And with the following conditions:

- 1) *Prior to final review, the applicant shall demonstrate the site coverage calculation.*
- 2) *Prior to final review, the applicant should provide a complete window and door schedule.*
- 3) *Prior to final review, the fire mitigation and landscape plan should be revised per the Forester's comments.*
- 4) *Prior to final review, the address monument should be revised so the numbers contrast.*
- 5) *Prior to final, the applicant should revise the wall mounted address plaque to include the materiality and dimensions of the numbers.*
- 6) *Prior to final review, the construction mitigation plan shall be revised to include fencing around the perimeter of the lot.*
- 7) *Prior to the issuance of a building permit, the applicant shall field verify all utility locations.*
- 8) *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.*
- 9) *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.*
- 10) *A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.*
- 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: The stone, setting pattern and any grouting with the minimum size of four 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*
- 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 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 bottom of 6-inch numbers/letters with a reflective coating or outlined 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.*
- 14) *Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 100% since the application was submitted and deemed complete in 2025.*

Item 10. Adjourn

The DRB voted **unanimously** to adjourn the May 1, 2025, Design Review Board Meeting at 1:20 PM.

Prepared and submitted by,

Erin Howe, Planning Technician