

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE  
REGULAR DESIGN REVIEW BOARD MEETING  
JUNE 1, 2023**

**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 AM on June 1, 2023.

**Attendance**

**The following Board members were present and acting:**

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

**The following Board members were absent:**

Jim Austin

**Town Staff in attendance:**

Amy Ward – Community Development Director  
Claire Perez – Planner I  
Spencer Keating – Planner I  
Mae Eckard – Administrative Assistant of Town Manager  
Kim Schooley – Town Clerk Deputy  
Lars Forsythe – Building Inspector

**Public Attendance:**

Ryan Deppen  
Elliot Wattenpaugh  
Narcis Tudor  
Phil Evans  
Mike Mayer  
Dan Witkowski  
Ryan Devin

**Public Attendance via Zoom:**

Callie New  
Jessica Garrow

Anthony Thiner  
Jennifer Pinter  
Suki Kwan  
Jeff  
Monica  
Rohan Shah  
Elliot Watenpaugh  
Mark Bertlesen  
Chris Hawkins  
Dan Cupin  
Alan Miller  
Tori Aidala  
Jamie Daugaard  
Merzi  
Amy Freedberg  
Victor Mardikian  
Ashley Deppen

**Item 2. Reading and Approval of Summary of motions May 4, 2023, Design Review Board Meeting minutes.**

On a **MOTION** by **Garner** and seconded by **Kramer** the DRB voted **unanimously** to approve the summary of motions of the May 4, 2023, Design Review Board meeting minutes.

**Item 3. Swearing in of Appointed Members for the Mountain Village Design Review Board.**

Kim Schooley: Presented as Staff

Ellen Kramer, Greer Garmer, Liz Caton and David Eckman(alternate) were sworn into the Design Review Board of the Town of Mountain Village

**Item 4. Consideration of a Design Review: Specific Approval of roofing material in the Village Center on Lot 35, 125 Lost Creek Lane, pursuant to CDC Section 17.4.11**

Spencer Keating – Planner I: Presented as Staff

Dan Witkowski and Anthony Thiner: Presented as Applicants

Public Comment: None

On a **MOTION** by **Craig** and seconded **Bennett** by the DRB voted **unanimously** to approve the specific approval for roofing material in the Village Center for the installation of Black concrete tile at Lot 35, 125 Lost Creek Lane based on the evidence provided in the staff record of memo dated May 17, 2023, and the findings of this meeting with the following conditions:

1. Snow fencing shall be installed per the CDC requirements for pedestrian walkways.
2. 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.
3. 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.
4. 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.
5. Any landscape disturbance caused by construction activities must be revegetated using town approved seed mix.

**Item 5. Consideration of a Design Review: Final Architecture Review for Lot 391, 142 AJ Drive, pursuant to CDC Section 17.4.11**

Claire Perez – Planner I: Presented as Staff

Rohan Shah: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded **Craige** by the DRB voted **unanimously** to approve the Final Architecture Review for a new single-family home located at Lot 391, 142 AJ Drive, based on the evidence provided in the staff memo of record dated May 22, 2023, and the findings of this meeting with the following design variation and specific approvals:

**Design Variation:**

- 1) Road and Driveway Standards – grade

**Design Review Board Specific Approvals:**

- 1) Right-of-way Encroachment – Address Monument and Retaining Walls
- 2) Materials - metal fascia

And, with the **following conditions:**

- 1) Prior to building permit, the applicant shall work with the Town to vacate the earthwork easement.
- 2) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.
- 3) The applicant shall work with service providers to field verify existing utility locations.
- 4) A monitored automatic sprinkler system in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes shall be installed in both buildings.
- 5) A monitored fire alarm system in accordance with NFPA 72, 2018 IFC, and TFPD amended codes for a group R-3 occupancy shall be installed and interconnected between buildings. A monitored carbon monoxide detection shall be installed in accordance with 2018 IFC 915.2.1.
- 6) A Knox Box for emergency access is recommended.
- 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 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
- 9) Consistent with town building codes, 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 noncombustible 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.
- 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) Prior to the Building Division Applicant will provide iso-footcandle study for the entire house including the ADU depicting the E1 sconce elevation, to comply with CDC max illumination height of seven ft off finished grade, and to include the ADU exterior lighting that is not part of the packet to staff for review.

**Item 6. Consideration of a Design Review: Specific Approval of roofing material in the Village Center on Lots 134R1, 134R2, 135R1 and 136R1, 158 Country Club Drive 125, pursuant to CDC Section 17.4.11**

Claire Perez: Presented as Staff

Dan Cupit: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Garner** 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 134R1, 134R2, 135R1, and 136R1, 158 Country Club Drive, 156 Country Club Drive, 154 Country Club and 152 Country Club Drive based on the evidence provided in the staff record of memo dated May 22, 2023, 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. Consideration of a Design Review: Final Architecture Review for Lot 161A-4 Unit 6, The Ridge, pursuant to CDC Sections 17.4.11, 17.4.16, and 17.5.16**

Amy Ward and Callie New of Design Workshop: Presented as Staff

Chris Hawkins of Alpine Planning and Mark Bertelson of Century Sky: Presented as Applicant

Public comment: None

On a **MOTION** by **Kramer** and seconded by **Bennett** by the DRB voted **unanimously** to approve the Final Architecture Review for a new detached condominium located at Lot 161A-4 Unit 6, based on the evidence provided in the staff memo of record dated May 22, 2023 and the findings of this meeting, with the following specific approvals, variation, and conditions:

**Design View Board Variation**

- 1) Landscaping – diversity of tree species
- 2) Lighting – lighting associated with outdoor living spaces
- 3) Encroachment – boulder walls and grading on adjacent property

## **Design Review Board Specific Approval**

### 1) GCE Encroachment – Landscaping and Hardscaping

#### **Conditions**

- 1) Prior to issuance of a building permit the applicant must provide the town with an executed copy of the Addendum to Reservation and Escrow Agreement for parking.
- 2) Prior to the issuance of a building permit, the applicant shall field verify all utilities and submit a revised utility plan to the public works director identifying the location of utilities and connection points.
- 3) Prior to the issuance of a building permit, the applicant shall revise the landscaping plan to adhere with the fire mitigation requirements of section 17.6.1.
- 4) Prior to the issuance of a building permit, the applicant shall receive additional HOA approval of the crane radius and roadside parking.
- 5) Prior to the issuance of a building permit, the applicant shall revise the lighting plan to adhere to the issues identified in this memo, and feedback from DRB during the final review. Prior to building permit the staff level subdivision for the relocation of the building envelope must be approved.
- 6) Owners shall indemnify, defend and hold harmless the Town, its members, affiliates, officers, directors, partners, employees, and agents from and against all claims, damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of the approval of the variance granted hereunder.
- 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) 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.
- 9) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the common open-space.
- 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:
  - 11) 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
    - e) 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 the issuance of a building permit the applicant will install an automatic sprinkler system, alarm system with monitoring capability to be required, and a Knox box is recommended.

13) Prior to the issuance of a building permit the applicant will substitute MPT mono point fixture with a recessed can. Fixture DL shall be mounted in the downward position. The board will allow design variation of the bridge lighting as long as it's on a controlled dimming system. The applicant will strike the sconce on the lower level under the bridge. The applicant will reduce the east elevation lighting off the master, striking the two down lights and allowing the two DL fixtures. Revised plans to be reviewed by staff.

### **Item 8: Lunch**

### **Item 9: Consideration of Design Review: Initial Site Review for Lot 240A, TBD Hang Glider Dr., pursuant to Section 17.4.11.**

Jennifer Pintar of Design Workshop: Presented as Staff

Dan Carter, Victor Mardikian: Presented as Applicant

Public Comment: Phil Evans, Mike Meyer, Ryan Depin

On a **MOTION** by **Garner** and seconded by **Kramer** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single-family home located at Lot 240A, based on the evidence provided in the staff memo of record dated May 24, 2023, and the findings of this meeting with the following Conditions:

#### **Design Review Board Specific Approvals:**

- 1) Parking – waiver of 2 surface parking spaces, tandem parking
- 2) General Easement Setback - GE encroachment of multiple boulder walls, a suspended steel grate hammerhead turn-around and hardscape on the main level.
- 3) General Easement Setback – Right-of-way encroachment (portion of the driveway and associated retaining walls, grading, a drainage culvert, and address monument)

#### **Design Review Board Design Variation**

- 1) Road and driveway standards -Driveway Grade and retaining wall height

And, with the **following conditions:**

- 1) Prior to final review, the applicant shall provide the proposed maximum Lot Coverage to include hardscape as a condition of approval. 2) 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.
- 3) Prior to final review, the applicant shall revise the site plan to show a snow shed and storage plan for roofs, walkways, and drives.
- 4) Prior to final review, the applicant shall specify the fuel source for all solid fuel burning devices.

- 5) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 6) Prior to final review, the applicant shall provide an updated landscape plan showing proposed plants, the existing trees that will be removed or re-vegetated and the type of seed mix.
- 7) Prior to final review, the applicant shall provide material and dimension information for the address monument. The address numbers shall be a minimum of 4-foot 6-inches from grade to the bottom of the address numbers. Address numbers shall be 6-inches in height, reflective coated, or outlined with a reflective coating.
- 8) Prior to final review, the applicant shall provide further details of the dimensions for driveway width and length.
- 9) Prior to final review, the applicant shall provide an exterior lighting plan for all outdoor proposed light sources confirming the color and location of all outdoor lighting and updating the proposed fixtures, and photometric study to comply with the CDC.
- 10) Prior to final review, the applicant shall provide a narrative of the pattern, grout, block size and color of the proposed stone and setting pattern for exterior wall materials.
- 11) Prior to final review the applicant shall provide an updated construction mitigation plan with the construction trailer not in the 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).
- 14) Prior to final review the applicant will consider an additional designs for the hammerhead driveway.

**Item 10 & 11: Review and Recommendation to Town Council regarding a height variance application for Lot 137, Granite Ridge, pursuant to CDC Section 17.4.16 and Consideration and Design Review: Initial Architecture and Site Review for Lot 137, Granite Ridge, pursuant to CDC Section 17.4.11**

Callie New of Design Workshop: Presented as Staff

Narcis Tudor of Narcis Tudor Architects: Presented as Applicant



Public Comment: None

On a **MOTION** by **Miller** and seconded by **Garner** the DRB voted **5 approved 2 denied** to recommend (**Craig** denied due to Height Variance and **Kramer** denied because the height makes it too excessive) approval to Town Council of a maximum height variance of 12 feet above the allowable, per the height restrictions listed in the CDC for portions of a new single-family home located at Lot 137, 102 Granite Ridge based on the evidence provided in the staff memo of record dated May 22, 2023 and the findings of this meeting.

And

On a **MOTION** by **Garner** and seconded **Miller** by the DRB voted **5 approved 2 denied** to approve (**Craig** and **Kramer** denied due to height variance) the Initial Architecture and Site Review for a new single-family home located on Lot 137, based on the evidence provided in the staff memo of record dated May 24, 2023, and the findings of this meeting.

With the following specific approvals:

**Design Review Board Specific Approvals:**

- 1) Driveway Standards - grade

And, with the **following conditions:**

- 1) Prior to final review the applicant will obtain approval from Town Council for the proposed height variance and minor subdivision. If a variance is not approved, or the subdivision not approved an updated Initial Architecture and Site Review shall be required.
- 2) Prior to final review the applicant is required to verify what is included in the lot coverage calculation to ensure compliance with the lot coverage requirement.
- 3) Prior to final review, the applicant shall update the landscape plan to address fire mitigation concerns, ensure that the diversity of species requirement is met, and provide information on revegetation and watering.
- 4) Prior to final review, the applicant shall provide an exhibit showing the height and length of all proposed retaining walls.
- 5) Prior to final review, the applicant shall provide an updated driveway plan with dimensions labeled to show compliance with the CDC.
- 6) Prior to final review, the applicant shall indicate the fuel source for all fireplaces.
- 7) Prior to final review, the applicant shall identify the type of materials to be used for the soffit and fascia.
- 8) Prior to final review, the applicant shall provide a detailed window and door schedule that labels garage and entry doors, and type of glass proposed for the windows (see fire mitigation recommendations).
- 9) Prior to final review, the applicant shall indicate drainage in the grading plan.

- 10) Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.
- 11) Prior to final review, the applicant shall address concerns listed in the construction mitigation plan.
- 12) The “Prep Kitchen” on the upper level shall meet the definition of a Wet Bar.
- 13) A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.
- 14) 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.
- 15) Prior to certificate of occupancy the applicant will enter into a Licensing Agreement with the Town for any approved encroachments in the GE.
- 16) The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.
- 17) A Knox Box for emergency access is recommended.
- 18) 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.
- 19) A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
- 20) 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
- 21) 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.
- 22) At final review the DRB recommendations will be considered. Prior to final review the uppermost stone bar will be pulled back and the height will be reduced.

### **Item 12: ADJOURN**

On a **MOTION** by **unanimous** consent, the Design Review Board voted to adjourn the June 1, 2023, meeting at 2:20 pm.

Prepared and submitted by,

Marleina Fallenius, Planning Technician & Housing Coordinator

Spencer Keating, Planner I

Claire Perez, Planner I