

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE  
REGULAR DESIGN REVIEW BOARD MEETING  
NOVEMBER 2, 2023**

**Call to Order**

Chair **Brown** called the meeting of the Design Review Board (DRB) of the Town of Mountain Village to order at 10:04 AM on November 2, 2023.

**Attendance**

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

David Eckman (via zoom)  
Ellen Kramer (via zoom)  
Banks Brown  
David Craige  
Liz Caton  
Adam Miller  
Scott Bennett  
Greer Garner  
Jim Austin (via zoom)

**The following Board members were absent:**

**Town Staff in attendance:**

Claire Perez – Planner II  
Amy Ward – Community Development Director  
Rodney Walters- Town Forester  
Sonny Sin – Design Workshop (via zoom)  
Jessica Garrow - Design Workshop (via zoom)  
Jennifer Pintar - Design Workshop (via zoom)

**Public Attendance:**

Ascenzo Di Giacomo  
Jerfrall Betancourt  
Tiffany Horton  
Jonathan Horton  
Steve Morton  
Katsia Lord

**Public Attendance via Zoom:**

Jim Jennings  
Dal Ladymon  
Deb Barr  
David Ballode

Dan Turner  
Chris Hawkins  
Tommy Hein  
Kris Perpar

**Item 2. Reading and Approval of Summary of motions October 5, 2023, Design Review Board Meeting minutes and the Consideration of a Resolution for Denial Regarding the Consideration of a Design Review: Specific Approval for Retaining Wall Material Along the Project Access Tract for Lot 644, pursuant to CDC Section 17.4.11**

Bennet corrected his attendance listed in the minutes and who seconded the motion on item 9 from Bennet to Miller. Austin corrected his vote listed on item 11 to deny the specific approval. Garner corrected her attendance listed on item 9 and who made the motion from Garner to Caton.

On a **MOTION** by **Garner** and seconded by **Miller** the DRB voted **unanimously** to approve with corrections by Bennet and Austin the summary of motions of the October 5, 2023, Design Review Board meeting minutes.

**Item 3. Consideration of Amended 2024 Design Review Board Schedule.**

Claire Perez Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Caton** the DRB voted **unanimously** to amend the 2024 Design Review Board Meeting Schedule as proposed in the staff memo.

**Item 4. Consideration of a Design Review: Initial Architecture and Site Review for Lot 161A-4 Unit 12, 8 Horseshoe Lane, pursuant to CDC Section 17.4.11.**

Claire Perez: Presented as Staff

Steve Morton: Presented as Applicant

Public Comment: Ascenzo Di Giacomo, Jonathan Horton

On a **MOTION** by **Miller** and seconded by **Caton** the DRB voted **5-2 (Kramer and Craige Dissented. Craige dissented due to the applicant not having enough time to address all the issues before the next meeting. Kramer dissented due to outstanding items listed in the staff memo)** to approve the Initial Architecture and Site Review for a new single-family home located at Lot 161A-4 Unit 12, 8 Horseshoe Lane, based on the evidence provided within the Staff Report of record dated October 23, 2023, with the **following conditions**:

*1) Prior to Final Architectural Review, the applicant will revise the address monument, so it meets the CDC requirements.*

- 2) *Prior to Final Architecture Review, the applicant will revise the landscape plan per the Town Forester's comments.*
- 3) *Prior to Final Architecture Review, the applicant shall revise the fire mitigation plan per the Town Forester's comments.*
- 4) *Prior to Final Architecture Review, the applicant shall revise the construction mitigation plan addressing the concerns noted in this memo.*
- 5) *Prior to Final Architecture Review, the applicant shall revise the material elevations and calculations so that brick is represented as a separate material.*
- 6) *Prior to Final Architecture Review, the applicant shall provide a grading and utility plan prepared by a Colorado registered professional engineer.*
- 7) *Prior to the issuance of a building permit, the applicant shall provide proof of a parking reservation agreement or indicate intent to pay the parking payment in lieu fee to the Town. If a reservation agreement has been executed, then the addendum to the reservation agreement needs to be executed prior to building permit.*
- 8) *Prior to the submittal for a Final Architectural Review, the applicant shall indicate the fuel source for all fireplaces.*
- 9) *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.*
- 10) *Prior to the issuance of a building permit, the applicant shall obtain approval for the re-location of Unit 12 per a staff level minor subdivision, condominium map amendment.*
- 11) *Owners shall indemnify, defend and hold harmless 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 height variance granted hereunder.*
- 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) *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.*
- 14) *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.*
- 15) *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*
- 16) *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.*

- 17) *Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development are set at 50% since the application was submitted in 2023.*
- 18) *Applicant must meet the following conditions of the Fire Marshal:*
  - 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 NFPA 70 and located within 5 feet of the garage door.*
  - g) *A Knox box is recommended at the main entrance on the address side for emergency access.*
- 19) *Prior to final review, the applicant shall reduce fenestration on the west elevation of the home.*
- 20) *The applicant shall relocate the firepit within the building envelope.*

**Item 5. Consideration of a Design Review: Final Architecture Review for Lot 166AR2-2, 1 Stonegate Drive, pursuant to CDC Section 17.4.11**

Claire Perez: Presented as Staff

Katsia Lord and Dan Turner: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennet** and seconded by **Caton** the DRB voted **6-1 (Kramer dissented due to not being in favor of shotcrete as a material)** to approve the Consideration of a Design Review: Final Architecture Review for a new single-family home located at Lot 166AR2-2, based on the evidence provided within the Staff Report of record dated October 23, 2023, with the following design variations and specific approvals:

**Design variations:**

- 1) Road and Driveway Standards – Driveway grade and retaining wall height
- 2) Tandem Parking

**DRB Specific Approvals:**

- 1) Metal Fascia
- 2) GE encroachment – Grading and retaining walls.
- 3) Materials – Stamped Shotcrete Concrete Retaining Wall

And, with the **following conditions:**

- 1) Prior to building permit, the applicant shall submit a revised construction mitigation plan addressing the issues of concern in this memo for staff review.
- 2) Prior to building permit, any temporary encroachment agreements of adjacent landowners will be provided to staff. The applicant shall also provide written authorization from the owners of OSP-51RA for additional driveway encroachments and the extension of the driveway retaining wall.
- 3) Prior to building permit the applicant shall work with the Town Forester to mark trees for removal in Zone 2 of the Fire Mitigation Area and obtain all necessary tree removal permits.
- 4) Prior to building permit, the applicant shall amend the landscape plan per the Town Forester's comments.
- 5) Prior to issuance of a building permit the final engineered drawings of the retaining wall and associated soil nails under Stonegate Drive need to be reviewed and approved by Town staff or Town Engineers
- 6) Prior to issuance of a certificate of occupancy the owner shall enter into a licensing agreement for the subterranean soil nails with the Town.
- 7) A general easement encroachment agreement with the Town will be executed prior to issuance of a certificate of occupancy for any encroachments approved by the DRB.
- 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) 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) 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.
- 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:
  - 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
- 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) Per CDC 17.3.9 Housing Impact Mitigation Requirements for this development application are set at 50% since the application was submitted in 2023.
- 14) Applicant must meet the following conditions of the fire marshal:
  - 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.
  - F. Knox box is recommended at the main entrance on the address side for emergency access.
- 15) Lighting specifications for the recessed can type A are to be placed on a dimming switch to achieve output levels that meet the CDC requirements and the applicant shall provide a cutsheet for the address monument fixture to be approved by staff.
- 16) The applicant shall demonstrate permission from the neighbor for the construction mitigation plan.

**Item 6. Discussion regarding tree protection during construction.**

Rodney Walters: Presented as Staff

Public Comment: None

**Item 7. Lunch**

**Item 8: Review and recommendation to Town Council regarding a Vested Property Rights Application for Lot 27A Parcel 3R, TBD Lost Creek Lane.**

Claire Perez: Presented as Staff

On a **MOTION** by **Garner** and seconded by **Bennet** the DRB voted **unanimously** to continue the Review and recommendation to Town Council regarding a Vested Property Rights Application for Lot 27A Parcel 3R, TBD Lost Creek Lane to the January 4, 2024, Regular Design Review Board Meeting, based on the evidence provided within the Staff Report of record dated September 26, 2023.

**Item 9. Consideration of a Design Review: Final Architecture Review for Lot 802, 121 Arizona St, pursuant to CDC Section 17.4.11**

Jennifer Pintar of Design Workshop: Presented as Staff

Kristine Perpar of Shift Architects: Presented as Applicant

Public Comment: None

On a **MOTION** by **Caton** and seconded by **Bennett** the DRB voted **unanimously** to approve the Final Architectural Review for a new single-family home located at Lot 802, 121 Arizona Street, based on the evidence provided within the Staff Report of record dated October 23, 2023, with the following specific approvals:

### **DRB Specific Approvals:**

- 1) GE and Right-of-way Encroachment – Grading
- 2) Fascia material – double fascia wrapped w/ flat steel.

And, with the **following conditions:**

- 1) *Prior to building permit, the applicant shall submit a revised landscape plan to show proposed ground cover of native grass and seeding in all areas of disturbance.*
- 2) *Prior to building permit, the applicant shall submit a revised Irrigation Plan that incorporates staff comments contained in this memo.*
- 3) *Prior to building permit, the applicant shall field verify existing water and sewer tap with Public Works.*
- 4) *Prior to building permit, the applicant shall work with Telski to demonstrate an easement for the sewer service.*
- 5) *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.*
- 6) *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.*
- 7) *A Knox Box for emergency access is recommended.*
- 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 of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.*
- 10) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 11) *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*
- 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) Prior to building permit, A cut sheet must be provided for staff review for the light fixture of the address monument.

**Item 10. Consideration of a Design Review: Initial Architecture and Site Review for Lot 926R, TBD Sundance Lane, pursuant to CDC Section 17.4.11**

Sonny Sin of Design Workshop: Presented as Staff

Chris Hawkins and Tommy Hein: Presented as Applicant

Public Comment: None

On a **MOTION** by **Garner** and seconded by **Caton** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for Lot 926R, TBD Sundance Lane based on the evidence provided in the staff record of memo dated October 24, 2023, with the specific approvals and design variations.

**DRB Specific Approvals:**

- 1) Parking - Tandem Parking and Parking in the GE

**Design Variations:**

- 1) Road and Driveway Standards- Driveway Width

And, with the **following conditions:**

- 1) *Prior to final review, the applicant shall indicate the height and function of the structure over 40-foot.*
- 2) *Prior to final review, the applicant shall update the materials sheet to reflect only the materials proposed.*
- 3) *Prior to final review, the applicant shall update the landscaping, irrigation, and site coverage sheets to ensure consistency and compliance with lot coverage requirements.*
- 4) *Prior to final review, the applicant shall revise the landscaping plan to incorporate staff comments.*
- 5) *Prior to building permit, the applicant shall field verify existing water and sewer tap with Public Works.*
- 6) *Prior to final review, the applicant shall provide an updated landscape and fire mitigation plans showing compliance with the Fire Mitigation standards.*
- 7) *Prior to building permit the applicant shall demonstrate an easement or encroachment agreement for any encroachments on private land owned by others.*
- 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 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.

13) 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

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 12: ADJOURN**

On a **MOTION** by **Brown** the DRB voted **unanimously** to adjourn the November 2, 2023, meeting at 2:03 pm.

Prepared and submitted by,

Claire Perez, Planner II