

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
May 2, 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 10:01 a.m. on May 2, 2024.

Attendance

The following Board members were present and acting:

Banks Brown

David Craige

David Eckman – alternate, but voting after lunch with departure of Liz Newton

Greer Garner

Liz Newton (left at lunch)

Adam Miller

Scott Bennett

Jim Austin – alternate, voting with the absence of Ellen Kramer (via Zoom)

The following Board members were absent:

Ellen Kramer

Town Staff in attendance:

Claire Perez – Planner II

Amy Ward – Community Development Director

Drew Nelson – Senior Planner

Susan Johnston – Town Clerk

Scott Pittenger - Public Works Director

Finn Kjome - Public Works Director

Public Attendance:

Lea Sisson

Jack Wesson

Jim Kehoe

Marina Naziteva

Public Attendance via Zoom:

Chris Hawkins

Dan Montgomery

Dan Henschel

David Mack

Adam Birk

Item 2. Swearing In of Reappointed Members for the Mountain Village Design Review Board

Susan Johnston: Presented as Staff

Banks Brown, David Craige, Adam Miller, Scott Bennet, and Jim Austin (alternate) were sworn in as members of the Design Review Board of the Town of Mountain Village.

Item 3. Reading and Approval of Summary of Motions of the April 4, 2024, Design Review Board Meeting.

On a **MOTION** by **Bennett** and seconded by **Caton** the DRB voted **unanimously** to approve the summary of motions of the April 4, 2024, Design Review Board meeting minutes.

Item 4. Consideration of a Design Review: Final Architecture Review for Lot 344R, TBD Rocky Rd, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Bennett** the DRB voted unanimously to continue the Final Architecture Review for Lot 344R, TBD Rocky Road, to the September 5, 2024, Regular Design Review Board Meeting.

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for Lot 205A, 112 Stevens Dr, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Lea Sisson: Presented as Applicant

Public Comment: None

On a **MOTION** by **Miller** and seconded by **Caton** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for an addition to an existing single-family home located at Lot 205A, 112 Stevens Drive, based on the evidence provided in the staff memo of record dated April 22, 2024, and the findings of the meeting, with the **following conditions**:

- 1. Prior to Final Review, the applicant shall provide a complete window and door schedule that complies with the CDC requirements.*
- 2. Prior to Final Review, the applicant shall provide an updated construction mitigation plan to show stormwater management devices.*
- 3. Prior to Final Review, the applicant shall provide an updated site plan and grading plan to provide additional information on new or modified retaining walls on the site.*
- 4. Prior to Final Review, the applicant shall provide an updated lighting plan to show site photometrics with full cut sheets for any new lighting on the site.*

5. *Prior to Final Review, the applicant shall provide an updated site plan to verify backing space for tandem parking spaces outside of garages.*
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. *The structure shall require a monitored fire alarm system.*
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:*
 - 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. *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 development shall meet the following conditions of the Fire Marshall:*
 - a. *The addition 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 the addition 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 the TFPD Amended Fire Code and NFPA 70.*
 - g. *A Knox box is recommended at the main entrance on the address side for emergency access.*
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.*

12. 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.
13. A monumented land survey of the footers will be provided prior to pouring concrete to determine there are no additional encroachments into the GE.
14. Prior to Final Review, the applicant shall revise the construction mitigation plan to include construction fencing into the GE to accommodate the limits of disturbance.

Item 6. Review and Recommendation to Town Council regarding a Height Variance request for a Single-Family Home on Lot 166AR2-10, TBD Stonegate Dr, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Jack Wesson: Presented as Applicant

On a **MOTION** by **Miller** and seconded by **Caton** the DRB voted **unanimously** to recommend approval of a height variance of 6 feet above the allowable, per the height restrictions listed in the CDC for portions of a new single-family residence located for Lot 166AR2-10, TBD Stonegate Drive, based on the evidence provided in the staff memo of record dated April 24, 2024, and the findings of this meeting.

Item 7. Consideration of a Design Review: Initial Architecture and Site Review for Lot 166AR2-10, TBD Stonegate Dr, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Jack Wesson: Presented as Applicant

Public Comment: David Mack

On a **MOTION** by **Garner** and seconded by **Miller** the DRB voted **unanimously** to recommend approval of the Initial Architecture and Site Review for a new single-family home located at Lot 166AR2-10, based on the evidence provided in the staff memo of record dated April 24, 2024, and the findings of this meeting, with the conditions as noted in the staff report, and . with the following specific approvals:

DRB Specific Approvals:

- 1) Parking Requirements – 1 exterior surface
- 2) Material: Metal Soffit and Fascia
- 3) Steep Slopes

And with the **following conditions:**

1. *Prior to final review the applicant will obtain approval from Town Council for the proposed height variance. If a variance is not approved, an updated Initial Review shall be required.*

2. *Prior to final review, the applicant shall revise the construction mitigation plan to remove all parking on Stonegate Drive and to address the comments of the Building Department with regard to parking and excavated materials.*
3. *Prior to final review, the applicant shall provide turning movement diagrams that demonstrate the feasibility of vehicles entering and exiting the garage spaces from Stonegate Drive.*
4. *Prior to final review, the applicant shall provide an updated landscape and fire mitigation plan showing compliance with the Fire Mitigation standards and the Town Forester's comments.*
5. *Prior to final review, the applicant shall work with Public Works and the Telluride Fire Protection District to locate a standpipe from the fire hydrant due to the steep site and lack of a firetruck turnaround.*
6. *Prior to final review, the applicant shall provide additional color details for roofing materials, window frames, garage doors, all exterior doors, and all other materials necessary to meet CDC guidelines.*
7. *Prior to final review, the applicant shall provide additional details on the layback and foundation plans to certify that no structures will be placed in either the no-build zone or in the general easement on the west and north sides of the structure, respectively.*
8. *Prior to Final Architecture Review, the applicant shall provide updated civil and site plans reflecting all infrastructure modifications for the site design.*
9. *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height as well as accurately depict footer and foundation locations adjacent to the no-build zone and general easement.*
10. *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
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. *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 2024.*
14. *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 non-combustible 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.

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.

Item 8. Consideration of a Design Review: Initial Architecture and Site Review for a Bus Stop at Village Court Apartments, Lots 160R and 1005R, 415 Mountain Village Blvd, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Jim Kehoe, Scott Pittenger, Finn Kjome: 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 bus stop located on Lots 160R and 1005R, based on the evidence provided in the staff memo of record dated April 24, 2024, and the findings of this meeting, with the following specific approvals and design variations:

DRB Specific Approvals:

- 1) Material: Metal Soffit and Fascia
- 2) Material: Board form Concrete

Design Variation:

- 1) 35% Minimum Stone Wall Materials

And, with the **following conditions:**

- 1) *Prior to final review, the applicant shall provide additional information for roof materials and colors for the proposed structure in conformance with the provisions of the CDC.*
- 2) *Prior to final review, the applicant shall provide additional information on utilities to indicate how electricity will be provided to the structure, if necessary.*
- 3) *Prior to final review, the applicant shall provide additional details on the location and amount of lighting fixtures proposed for the structure.*
- 4) *Prior to building permit, the applicant shall confer with the Town Attorney and Telluride Fire Protection District on the structure being located within existing sewer and driveway easements.*
- 5) *All future signage shall meet the requirements of the CDC, and shall be required to apply for a sign permit prior to any installation.*
- 6) *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*
- 7) *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. Lunch

Item 10. Review and Recommendation to Town Council Regarding a Community Development Code Amendment to CDC section 17.6.1 Environmental Regulations and 17.8.1 Definitions, Regarding Fire Mitigation and Tree Preservation, pursuant to CDC Section 17.1.7

Amy Ward: Presented as Staff

On a **MOTION** by **Bennett** and seconded by **Austin** the DRB voted **unanimously** to recommend approval to Town Council the proposed changes to the Community Development Code to sections 17.6.1 Environmental Regulations and 17.8.1 Definitions, based on the evidence provided in the staff memo of record dated April 25, 2024, and the findings of this meeting.

Item 11. Adjourn

On a **MOTION** by **Miller** the DRB voted **unanimously** to adjourn the April 4, 2024, Design Review Board Meeting at 1:30pm

Prepared and submitted by,
Claire Perez, Planner II