

**DESIGN REVIEW BOARD MINUTES
TOWN OF MOUNTAIN VILLAGE
REGULAR DESIGN REVIEW BOARD MEETING
AUGUST 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 10:00 a.m. on August 1, 2024.

Attendance

The following Board members were present and acting:

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

The following Board members were absent:

Jim Austin

Town Staff in attendance:

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

Public Attendance:

Catie Bell
Jolana Vanek
Daniel Oldmixon
Kristine Perpar
Brendon Hamlet

Public Attendance via Zoom:

Yvette Rauff
Kenneth Adler

Item 2. Approval of July 11, 2024 Design Review Board Meeting Minutes.

On a **MOTION** by **Bennett** and seconded by **Newton** the DRB voted **unanimously** to approve the summary of motions of the July 11, 2024, Design Review Board meeting minutes.

Note that **Item 8** was a FAR but listed as an IASR in the motion, and this was corrected.

Item 3. Consideration of a Design Review: Final Architecture Review for a new single family detached condominium at Lot 649R, TBD Boulders Way Unit 11, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Kristine Perpar: Presented as Applicant

Public Comment: Jolana Vaneck

On a **MOTION** by **Miller** and seconded by **Newton** the DRB voted **unanimously** to approve the Final Architecture Review for a new single family detached condominium at Lot 649R, TBD Boulders Way Unit 11, pursuant to CDC Section 17.4.11, based on the evidence provided in the staff memo of record dated July 18, 2024, and the findings of this meeting, with the following specific approvals:

DRB Specific Approvals:

1. Tandem Parking

And with the following conditions:

- 1) *Prior to building permit, the applicant shall revise the landscape and fire mitigation plan to remove the bristle cone pines from zone 1.*
- 2) *Prior to building permit, the applicant shall revise the construction mitigation plan to include stormwater management devices.*
- 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 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*
- 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) *Prior to Building Permit, the applicant shall revise the construction mitigation plan with a narrative that details use of shared lot for offsite parking for staff level review.*
- 11) *Prior to Building Permit, the applicant shall revise the lighting plan to provide a light fixture for the address monument for staff level review.*

Item 4. Consideration of a Design Review: Final Architecture Review for a new single family detached condominium at Lot 165 Unit 2, Cortina Drive Unit 2, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Brendan Hamlet: Presented as Applicant

Public Comment: None

On a **MOTION** by **Newton** and seconded by **Bennett** the DRB voted **unanimously** to approve the Final Architecture Review for a new single family detached condominium at Lot 165 Unit 2, Cortina Drive Unit 2, pursuant to CDC Section 17.4.11, based on the evidence provided in the staff memo of record dated July 15, 2024, and the findings of this meeting, with the following specific approvals, design variations, and variances:

DRB Specific Approvals:

- 1) Setback Encroachment – Deck and Utility Access Platform
- 2) Material: Metal Fascia
- 3) Steep Slopes

Design Variations:

- 1) Address Plaque
- 2) Flat Roof

Variance:

- 1) Building Height Variance

And with the following conditions:

- 1) *Prior to building permit, the applicant shall provide a light fixture for the address signage for staff level review.*
- 2) *Prior to building permit, the applicant shall clarify protection for San Joaquin Road from falling debris from the construction access road.*
- 3) *Prior to building the permit the applicant will enter into a development agreement with the town to assure that the temporary construction access is removed, restored to pre-existing grade, and landscaped per the approved landscape plan.*
- 4) *A monumented land survey shall be prepared by a Colorado public land surveyor to establish the maximum and average building height.*
- 5) *The applicant shall work with public works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 6) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 7) *A Knox Box for emergency access is recommended.*
- 8) *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.*
- 9) *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.

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) The following conditions of the Fire Marshall shall be met:

- 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 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.*
- 13) Prior to Building Permit, the applicant shall provide a lighting plan and foot-candle study to be approved by a DRB member.*

Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a new single family detached condominium with attached ADU at Lot 649R, TBD Boulders Way Unit 10, pursuant to CDC Section 17.4.11.

Claire Perez: Presented as Staff

Kristine Perpar: Presented as Applicant

Daniel Oldmixon: Presented as Owner & Builder

Public Comment: Jolana Vaneck

On a **MOTION** by **Miller** and seconded by **Garner** the DRB voted **unanimously** to approve the Initial Architecture Review for a new single family detached condominium with attached ADU at Lot 649R, TBD Boulders Way Unit 10, pursuant to CDC Section 17.4.11, based on the evidence provided in the staff memo of record dated July 22, 2024, and the findings of this meeting, with the following specific approvals:

DRB Specific Approvals:

- 1) Setback Encroachments – Parking, Paving, Landscape steppingstones, and Window Wells
- 2) Tandem Parking
- 3) Materials: Metal Fascia and Composite Wood

Design Variations:

- 1) Less than 35% Stone Material

And with the following conditions:

- 1) Prior to final review, the applicant shall revise the construction mitigation plan to include storm water management devices on the downhill slope.*
- 2) Prior to final review, the applicant shall modify the landscaping and fire mitigation plans to adhere to the CDC and the Forester's comments.*
- 3) Prior to the issuance of a building permit, the town forester shall sign off on both the landscaping plan and fire mitigation plan.*
- 4) Prior to the issuance of a building permit, the applicant shall field verify all utility locations.*

- 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:*
 - 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 applicant shall meet the following conditions of the Fire Marshall:*
 - 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.*

Item 6. Lunch

Item 7. Consideration of a Design Review: Initial Architecture and Site Review for a new single-family residence at Lot BC110RR, TBD Lawson Overlook, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Kristine Perpar: Presented as Applicant

Public Comment: None

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 residence at Lot BC110RR, TBD Lawson Overlook, pursuant to CDC Section 17.4.11, based on the evidence provided in the staff memo of record dated July 23, 2024, and the findings of this meeting, with the following specific approvals:

DRB Specific Approvals:

- 1) Metal Fascia and Soffit
- 2) Grading in the General Easement

And with the following conditions:

- 1) *Prior to Final Architecture Review, the applicant shall provide a window and door schedule that includes detail on the window recess of a minimum of five inches (5").*
- 2) *Prior to Final Architecture Review, the applicant shall update the landscape plan to indicate trees to be removed within the Zone 1 Fire Mitigation area of the site as well as address the comments by the Town Forester.*
- 3) *Prior to Final Architecture Review, the applicant shall provide a wetlands report as required by Section 17.6.1.B.2.f of the CDC.*
- 4) *Per CDC Section 17.3.9, Housing Impact Mitigation requirements for this development application are set at 75% as the application was first submitted in 2024.*
- 5) *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 6) *A monitored automatic sprinkler system shall be installed in accordance with NFPA 13D, 2018 IFC, and TFPD amended codes.*
- 7) *An interconnected monitored fire alarm system shall be installed in accordance with NFPA 72, 2018 IFC, and TFPD amended codes.*
- 8) *A Knox Box for emergency access is recommended.*
- 9) *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 material, 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) 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.*

Note that the applicant, **Kristine Perpar**, requested to move the FAR to the September 5, 2024 DRB meeting instead of the usual two-months-later October 3, 2024 meeting. This request was approved by the **Design Review Board**. The applicant will be required to re-notice for the public hearing due to the date change.

Item 8. Consideration of a Design Review: Initial Architecture and Site Review for a new single family detached condominium at Lot 1 Unit 21, Knoll Estates Unit 2, TBD Fairway Dr, pursuant to CDC Section 17.4.11.

Drew Nelson: Presented as Staff

Kristine Perpar: Presented as Applicant

Public Comment: None

On a **MOTION** by **Bennett** and seconded by **Garner** the DRB voted **unanimously** to approve the Initial Architecture and Site Review for a new single family detached condominium at Lot 1 Unit 21, Knoll Estates Unit 2, TBD Fairway Dr, pursuant to CDC Section 17.4.11, based on the evidence provided in the staff memo of record dated July 23, 2024, and the findings of this meeting, with the following specific approvals:

DRB Specific Approvals:

- 1) Metal Fascia
- 2) Grading in the General Common Element

Design Variations:

- 1) Building-Mounted Address Plaque

And with the following conditions:

- 1) *Prior to final review, the applicant shall revise the construction mitigation plan to increase parking access and to address the comments of the Public Works Department regarding parking.*
- 2) *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.*
- 3) *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 4) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 5) *A Knox Box for emergency access is recommended.*
- 6) *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.*
- 7) *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.*
- 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) Prior to Final Architecture Review, the applicant must rework the location/design of the chimney and simplify roof lines*

Item 9. Worksession: Size, Scale, and Massing Discussion

Amy Ward: Presented as Staff

Item 10. Adjourn

The DRB voted **unanimously** to adjourn the August 1, 2024, Design Review Board Meeting at 1:40PM.

Prepared and submitted by,

Erin Howe, Planning Technician