

**DESIGN REVIEW BOARD MINUTES  
TOWN OF MOUNTAIN VILLAGE  
REGULAR DESIGN REVIEW BOARD MEETING  
OCTOBER 3, 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 October 3, 2024.

**Attendance**

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

Scott Bennett (acting Chairman)  
David Craige  
Liz Newton  
Jim Austin (via Zoom)  
Adam Miller  
Ellen Kramer  
David Eckman (via Zoom – left after lunch)

**The following Board members were absent:**

Banks Brown  
Greer Garner

**Town Staff in attendance:**

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

**Public Attendance:**

Will Hentschel  
Andrew Brenner  
Scott Brenner  
Richard Thorpe  
Jolana Vanek  
Narcis Tudor

**Public Attendance via Zoom:**

**Item 2. Reading and Approval of Summary of Motions of the September 5, 2024, Design Review Board Meeting.**

On a **MOTION** by **Newton** and seconded by **Kramer** the DRB voted **unanimously** to approve the summary of motions of the September 5, 2024, Design Review Board meeting minutes.

**Item 3. Consideration of a Design Review: Final Architecture 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 **Craige** and seconded by **Miller** the DRB voted **unanimously** to **approve** the Consideration of a Design Review: Final Architecture 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 September 24, 2024, and the findings of the meeting.

**Design Variation**

- 1) Building-Mounted Address Plaque

**DRB Specific Approval**

- 1) Grading in the General Easement

**With the following conditions:**

- 1) *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.*
- 2) *The applicant shall work with Public Works and utility providers to finalize the utilities plan as a condition of approval prior to building permit.*
- 3) *The structure shall require a monitored NFPA 72 alarm system and monitored NFPA 13D sprinkler system.*
- 4) *A Knox Box for emergency access is recommended.*
- 5) *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.*

- 6) *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.*
- 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.*

**Item 4. Consideration of a Design Review: Final Architecture Review for a new single-family detached condominium at Lot 649R, TBD Boulders Way Unit 10, pursuant to CDC Section 17.4.11.**

Claire Perez: Presented as Staff

Kristine Perpar and Daniel Oldmixon: Presented as Applicants

Public Comment: Jolana Vanek and Richard Thorpe

On a **MOTION** by **Kramer** and seconded by **Newton** the DRB voted **4-3** to **continue** (Bennett, Miller, and Austin opposed due to faith in the applicant to make requested changes) the Consideration of a Design Review: Final Architecture Review for a new single-family detached

condominium at Lot 649R, TBD Boulders Way, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated September 19, 2024, and the findings of the meeting.

**Item 5. Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 1004BR, TBD Victoria Drive, pursuant to CDC Section 17.4.11.**

Claire Perez: Presented as Staff

Narcis Tudor: Presented as Applicant

Public Comment: None

On a **MOTION** by **Craige** and seconded by **Kramer** the DRB voted unanimously to **approve** the Consideration of a Design Review: Initial Architecture and Site Review for a new single-family home at Lot 1004BR, TBD Victoria Drive, pursuant to CDC Section 17.4.11., based on the evidence provided in the staff memo of record dated September 20, 2024, and the findings of the meeting.

**With the following conditions:**

- 1) *Prior to final review, the applicant shall modify the landscaping and fire mitigation plans to adhere to the CDC and the Forester's comments.*
- 2) *Prior to final review, the applicant shall provide the dimensions of the parking spaces.*
- 3) *Prior to final review, the applicant shall provide a light fixture for the address monument that meets CDC requirements.*
- 4) *Prior to final review, the applicant shall provide the dimensions of the retaining wall associated with the driveway.*
- 5) *Prior to final review, the applicant shall include iso foot candle model and full comprehensive lighting design with cut sheets of all fixtures in 8x10 format.*
- 6) *Prior to the issuance of a building permit, the town forester shall sign off on both the landscaping plan and fire mitigation plan.*
- 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:*
  - 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) *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.*
- 14) *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.*
- 15) *Prior to Final Architecture Review, the applicant must provide a full schematic and conceptual design of the ski bridge over the driveway.*
- 16) *Prior to Final Architecture Review, the applicant must provide a snow melt plan for both the auto court and roof system to address snow stacking and storage.*
- 17) *Prior to Final Architecture Review, the applicant must provide a construction mitigation plan accounting for Victoria Drive limitation with a nonconforming bridge.*
- 18) *Prior to Final Architecture Review, the applicant must provide stone calculations broken out for the structure and retaining walls.*

**Item 6. Lunch.**

**Item 7. Review and Recommendation to Town Council regarding a Density Transfer and Rezone Application for Lot 644, TBD Adams Ranch Rd (Meadowlark), pursuant to CDC section 17.4.9 and 17.4.10.**

Claire Perez: Presented as Staff

Michelle Haynes: Presented as Applicant

Public Comment:

On a **MOTION** by **Craige** and seconded by **Newton** the DRB voted **unanimously** to **approve** the Review and Recommendation to Town Council regarding a Density Transfer and Rezone Application for Lot 644, TBD Adams Ranch Rd (Meadowlark), pursuant to CDC section 17.4.9 and 17.4.10., based on the evidence provided in the staff memo of record dated September 20, 2024, and the findings of this meeting.

**Item 8. Review and Recommendation to Town Council regarding a Density Transfer and Rezone Application for Lots 1001 and 1005, 415 Mountain Village Blvd, pursuant to CDC sections 17.4.9 and 17.4.10.**

Claire Perez: Presented as Staff

Michelle Haynes: Presented as Applicant

Public Comment:

On a **MOTION** by **Kramer** and seconded by **Newton** the DRB voted **unanimously** to **approve** the Review and Recommendation to Town Council regarding a Density Transfer and Rezone Application for Lots 1001 and 1005, 415 Mountain Village Blvd, pursuant to CDC section 17.4.9 and 17.4.10., based on the evidence provided in the staff memo of record dated September 20, 2024, and the findings of this meeting.

**Item 9. Review and Recommendation to Town Council regarding a CDC Amendment to CDC Section 17.5.14 Private Art, pursuant to CDC Section 17.1.7**

Drew Nelson: Presented as Staff

N/A: Presented as Applicant

Public Comment:

On a **MOTION** by **Newton** and seconded by **Miller** the DRB voted **unanimously** to **approve** the Review and Recommendation to Town Council regarding a CDC Amendment to CDC Section 17.5.14 Private Art, pursuant to CDC Section 17.1.17., based on the evidence provided in the staff memo of record dated September 24, 2024, and the findings of this meeting.

**Item 10. Adjourn**

The DRB voted **unanimously** to adjourn the October 3, 2024, Design Review Board Meeting at 12:34PM.

Prepared and submitted by,

Erin Howe, Planning Technician