

Minturn Planning Department
Minturn Town Center
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Minturn, Colorado 81645



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Design Review Board Hearing

Final Plan Review for New Home

1010 Two Elk Lane

Hearing Date:	March 26, 2025
File Name and Process:	Single-Family Residence Final Plan Review
Owner/Applicant:	Adam Minnick
Representative:	Fletcher Groff, The Groff Company
Legal Description:	Subdivision: CROSS CREEK PLACE Lot: 2
Address:	1010 Two Elk Lane
Zoning:	Cross Creek Character Area – Mixed Use Zone District
Staff Member:	Madison Harris, Planner I
Recommendation:	Approval, with Conditions

Staff Report

I. Summary of Request:

The Applicant, Adam Minnick, requests Final Plan review of a new, three-bedroom, 2,482 (gross) square foot single-family residence located at 1010 Two Elk Lane in the Cross Creek Mixed Use Zone District. The Applicant's representative, Fletcher Groff of the Groff Company and Sam Eckerson with Boss Architecture, have been proactive in meeting with Town staff prior to submitting plans for a new home and has provided a relatively complete and thorough set of site, landscaping, and architectural plans.

Proposed Plans

The plans show a two-story, two-bedroom structure with a maximum building height - measured to the midpoint of the roof – of around 22 feet, well under the maximum allowable 28-foot limit within the Cross Creek Mixed Use Zone District.

Additionally, the massing, forms, and scale of the proposed structure, as well as proposed exterior materials, textures and detailing also appear to achieve the design objectives of Appendix B – *Design Guidelines and Standards*, Minturn Municipal Code.

Parking is adequate, with two off-street spaces provided within the garage. The plans show the main level has the primary living area, and the upper level has the two bedrooms with a common shared space.

According to staff's analysis of development standards and dimensional limitations in Section III below the project appears to meet the Town's standards.

Overall, staff believes that the Applicants and their representative have provided a complete, detailed set of plans necessary to complete a thorough final plan review.

As a reminder, the Planning Commission has the option to review the proposal as a "conceptual" plan review if the Commission feels that the plans are *not* sufficient or are in need of revisions and additional review prior to final plan approval; or the Commission may take action to approve, approve with conditions, or deny the Final Plans.

Staff is **recommending approval**, with conditions.

II. Summary of Process and Code Requirements:

These plans are being presented by the Applicant as "Final Plan" level of review for a new single-family residential structure on a legally created lot within the Town of Minturn. This is a formal hearing providing the Applicant and staff the opportunity to discuss the proposal with the Planning Commission, acting as the Design Review Board, and to address the DRB's concerns or feedback regarding suggested revisions to the project.

If the DRB feels that the plans are complete, appropriate, and meet the intent and purposes of the Minturn Municipal Code, Chapter 16, the DRB has the option to take final action to approve the plans without conditions, or to approve with specific conditions and giving the Applicant and staff clear direction on any recommended revisions, additions or updates to the plans.

No variances are required or requested at this time.

Design Review Process

Appendix 'B' of the Minturn Municipal Code, Section 16-21-615 - *Design Review Applications*, subsection "d" below outlines the criteria and findings necessary for DRB review and approval of all new, major development proposals:

(d) *Administrative procedure.*

(1) *Upon receipt of a completed and proper application, the application for Design Review will be scheduled for a public hearing. The hearing will be conducted in accordance with the procedures set forth in this Chapter.*

(2) *Criteria and findings. Before acting on a Design Review application, the Planning Commission, acting as the Design Review Board (DRB), shall consider the following factors with respect to the proposal:*

- a. The proposal's adherence to the Town's zoning regulations.*
- b. The proposal's adherence to the applicable goals and objectives of the Community Plan.*
- c. The proposal's adherence to the Design Standards.*

(3) *Necessary findings. The Design Review Board shall make the following findings before approving a Design Review application:*

- a. That the proposal is in conformance with the Town zoning regulations.*
- b. That the proposal helps achieve the goals and objectives of the Community Plan.*
- c. That the proposal complies with the Design Standards.*

Staff suggests that the final plans for 1010 Two Elk Lane meet or can be revised to meet the required findings ‘a,’ ‘b,’ and ‘c’ or subparagraph 3 – *Necessary findings* - with proposed conditions of approval.

III. Zoning Analysis:

Zoning

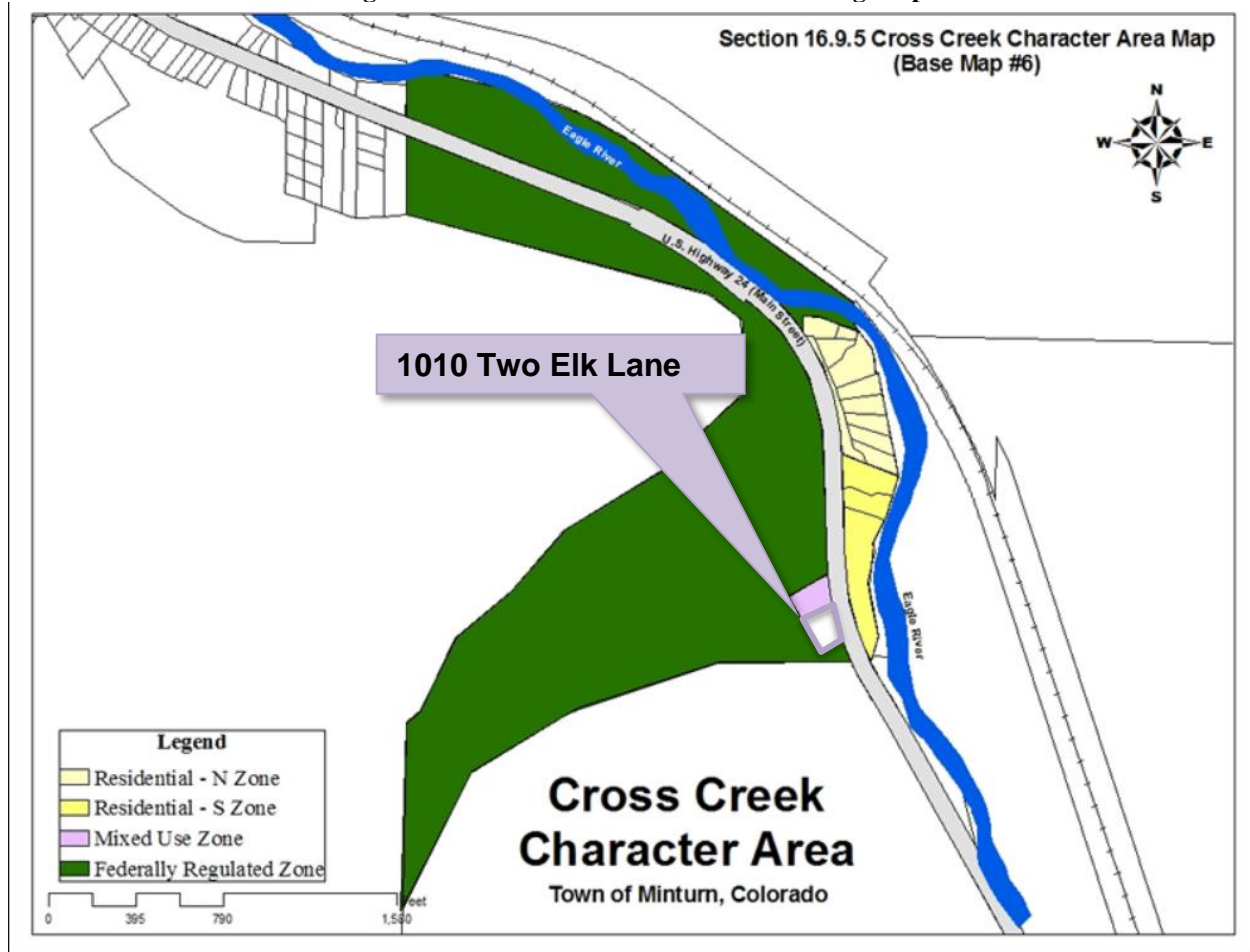
The subject property is located within the “Cross Creek Character Area” Mixed Use Zone District, described as follows:

- (a) The Cross Creek Mixed-Use Zone is characterized by a small area of mixed-use. The site has good access from Highway 24 and is highly visible as one enters Town from the south.*
- (b) The purpose of the Cross Creek Mixed-Use Overlay Zone is to **provide a variety of complementary and integrated uses such as residential**, office, light manufacturing and some retail in a concentrated area. **An objective of this area is to provide an attractive entrance statement** and economic activity **without causing significant impacts** on nearby residential and open space uses.*

- Town of Minturn Town Code Section 16-9-30

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Figure 1: Cross Creek Character Area Zoning Map



Dimensional Limitations and Development Standards

The following table summarizes the lot, development and dimensional standards and limitations applicable to the subject property pursuant to Sections 16-2-40. - *General lot requirements and dimensional standards* and 16-16-20 – *Parking Required for Residential and Lodging Uses*.

Regulation	Allowed/Required	Proposed/Existing
Minimum Lot Area:	10,000 sq. ft.	5,052.96 sq. ft. (.116 ac.)
Maximum Building Height:	28 feet	21 feet – 11 1/2 inches
Minimum Front Setback:	10 feet	10 feet
Minimum Side Setback:	10 feet	10 feet
Minimum Rear Setback:	10 feet	10 feet

Maximum Lot Coverage:	70% (3,537.07 sq. ft.)	2,210 sq. ft. (43.74%) Proposed
Maximum Impervious Coverage:	80% (4,042.36 sq. ft.)	2,870.94 sq. ft. (56.82%) Proposed
Minimum Snow Storage Area:	5% of Lot Area (5,052.96 sq. ft. x .05 = 252.65 sq. ft.)	253.5 sq. ft.
Parking:	2 spaces	4 spaces

IV. Applicable Standards and Design Guideline Criteria:

Design

In addition to the development standards listed above, the following general design principles are provided for reference.

Final Site, Grading and Drainage Design

The Minturn Design Guidelines encourage designs that integrate or account for site topography and existing conditions, surrounding conditions, solar orientation, placement on lots relative to streets and natural features, snow storage and snow shed from roof structures.

Mass and Form

The following excerpt from the Design Guidelines is applicable to the proposed home design:

“c. Massing and Scale

“A simple central form with additive features shall be designed. This style creates visual interest and is appropriate for the community due to its compatibility with existing structures. Buildings and improvements should complement, rather than overpower, the adjacent natural and built environment. Homes are encouraged to be sheltering in nature, with consistent setbacks from the street with prominent porches or overhanging eaves.

“Building mass, form, length and height shall be designed to provide variety and visual interest while maintaining a scale that is similar or compatible to adjacent structures.”

-Town of Minturn Design Guidelines

Staff Response:

Staff believes that the design and scale of the proposed structure incorporates a simple central form with additive features and is complementary to adjacent residential structures and character

on nearby parcels. Staff further suggests that the scale of the project is appropriate and will not overpower surrounding natural and built environments. Proposed roof forms and pitches, materials and textures are compatible and complementary to the surrounding built and natural environments.

V. Issues and Recommended Revisions:

Issues or Required Plan Revisions

The following issues or areas of refinement have been identified by staff that must be addressed prior to any building permit application submittal and are reflected in staff's recommended list of conditions:

Exterior Light Fixtures

The plans do not show exterior light locations and no spec sheets were provided for proposed exterior lighting. Plans submitted for building permit should include exterior lighting locations on floor plans, building elevations and, if applicable, reflected ceiling/roof plan. A final spec sheet for all exterior fixtures should be submitted for review prior to or concurrent with the building permit application to demonstrate that all exterior lighting will be full cutoff, dark sky compliant per the Minturn Municipal Code.

VI. Staff Recommendation and Suggested Conditions:

Staff suggests that the Final Plans for 1010 Two Elk Lane, as conditioned below, generally **comply** with or exceed the applicable provisions and/or minimum standards of Chapter 16 and the Town of Minturn Design Standards (Appendix 'B') of the Minturn Town Code.

Staff is **recommending approval** of the plans, with the following recommended condition(s):

1. The Applicant shall provide details for all exterior lighting locations on floor plans, building elevations and reflected ceiling/roof plan sheets. Additionally, the Applicant shall submit final cut sheets/specifications for proposed exterior light fixtures prior to or concurrent with building permit application to ensure compliance with the Town's lighting standards.