



**Planning Commission Official Minutes
Wednesday October 11, 2023 – 6:30 PM
Minturn Town Hall / Council Chambers
302 Pine St Minturn, CO**

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda and meetings can be viewed at www.minturn.org.

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/86564056856>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 865 6405 6856**

Please note: all virtual participants are muted. In order to be called upon and be unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Madison Harris, Planner I, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER – 6:30 PM

Lynn Teach called the meeting to order at 6:39 p.m.

2. ROLL CALL & PLEDGE OF ALLEGIANCE

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission Members Amanda Mire, and Tom Priest.

Staff Members Present: Town Manager Michelle Metteer, Town Attorney Mike Sawyer, Town Engineer Jeff Spanel, and Planner I Madison Harris.

Note: Jeff Armistead, Michael Boyd, and Sage Pierson are excused absent.

3. APPROVAL OF MINUTES

3.1 September 27, 2023

Madison H. asked that the minutes be amended to show the time of when the meeting adjourned.

Motion by Tom P., second by Amanda M., to approve the minutes of September 27, 2023 as amended. Motion passed 3-0.

Note: Jeff A., Sage P., and Michael B. are excused absent.

4. APPROVAL OF AGENDA Opportunity for amendment or deletions to the agenda.

Motion by Tom P., second by Amanda M., to approve the agenda as presented. Motion

passed 3-0.

Note: Jeff A., Sage P., and Michael B. are excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

No conflicts.

- 6. PUBLIC COMMENT** *Citizens are invited to comment on any item not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the Town Planner. Those who are speaking are requested to state their name and address for the record.*
No public comment.

7. SPECIAL PRESENTATIONS

8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

8.1 Minturn North PUD Final Subdivision Plat Review

Madison H. introduced the application.

Michael S. said that the Planning Commission’s review of the plat has a fairly narrow scope. The review is about conformance with the approved Preliminary Plat. The lines are the same on the plat, the only thing that has changed is the verbiage of the easements. This does not change the intent of the approved plat. The conditions of the approved plat in Res 19 – 2023 (1) The Applicant shall work with Town staff to update the Updated Preliminary Plat prior to or concurrent with any Final Plan/Plat application to address any/all outstanding technical and/or legal requirements as noted in previous staff and consultant referral comments. (2) The Applicant revise the Updated Preliminary Plat to add language specific to Tracts B and E, “Open Space,” as well as Tract C, “Dedication Parcel,” to reference and provide for snow storage uses. (3) The Applicant revise the Updated Preliminary Plat to add language and/or easements permitting public access on, over, and through Tract D “R-O-W” for Miles End Lane, as well as Tract G “Right of Way,” and associated “Access, Utility and Drainage” easement for Silver Star Trail. Currently the Applicant is still updating the plat language, but that will be updated by the time this gets to Town Council. There are two plats under review. The first one splits the UPRR parcel into two so that the land can be conveyed to the Applicant. The land north of Game Creek will remain in UPRR’s possession. The second is the more detailed parceling of lots. There will be snow storage dedicated to the Town along Minturn Road and north of lots 11-12. We are requesting that a plat note be added that all roads allow public use. All three conditions of approval of the Preliminary Plat have been or will be fulfilled by the time this gets to Council.

Public comment opened.

Darren Tucholke, 530 Taylor

On sheet 3 of the Final Plat it says 50’ private ROW for Miles End Lane, but Taylor Ave says 40’ public ROW.

- Michael S. said that it technically private for maintenance purposes, but the plat note will cover public use of the roads.

Public comment closed.

Motion by Tom P., second by Amanda M., to approve with conditions. Motion passed 3-0.

1. The Applicant shall work with the Town Engineer to address and resolve all remaining minor technical issues identified by the Town Engineer prior to the plat(s) being scheduled for a public hearing before the Town of Minturn Town Council.
2. The Applicant shall work with the Town Attorney to address and resolve all remaining minor technical issues identified by the Town Attorney prior to the plat(s) being scheduled for a public hearing before the Town of Minturn Town Council.

Note: Jeff A., Sage P., and Michael B. are excused absent.

9. DISCUSSION / DIRECTION

10. STAFF REPORTS

10.1 Manager's Report

Concrete Tank Completion

John Volk is installing the baffling apparatus inside the new concrete water tank (tank #3) to provide the town with maximum contact time credits. Once this is completed, along with a new operations plan for the steel bolted tank (tank #2), the concrete tank will be brought online. A final aspect of the tank project includes a security fence at the town's property line closing the area to the public. This has been a critical safety element that has been missing for years and public works is excited for this important security measure finally installed. The goal of the fence is to keep all members of the public out of the water treatment plant and tank area.

(More) Sidewalk Repairs

There are several areas along Main Street where the sidewalk is bulging. Three sections of the sidewalk have been identified for repairs which are scheduled to take place later this fall. The total project cost is under \$20,000 and 360 Construction, the same company who conducted repairs to Pine Street recently, will be handling the work.

Snowplow Contractors Notice

As part of the snow removal discussions, it was identified that a majority, although not all, of the issues stemming from snow removal are due to private snowplow contractors. Staff is preparing letters to current snowplow contractors along with public notices for future snowplow contractors on expectations for snowplow operations within the town of Minturn. We anticipate several changes to the system in the coming months and hope to provide a more thorough update at the October 18th Council meeting.

Wells 3 & 4 Volumetric Testing

Testing is scheduled for October 23rd. The water team is requesting everyone remain clear of this area while the testing is in progress. Updates will be provided on an ongoing basis. Staff appreciates everyone's cooperation.

Minturn North Application Process

The Minturn North project continues to move forward behind the scenes. Staff tentatively anticipates the final plat to go before the planning commission on October 11th.

Following the final plat recommendation, all first reading documents are expected at Council on November 1st with second readings tentatively planned for November 15th. This is a conceptual timeline and subject to change.

Bianchi Driveway & Medina Property Service Line

Staff will be working this fall/winter with the contractor for the Bianchi driveway to draft a cost share agreement. With the Bianchi driveway receiving informal support from the council for the relocation of the current easement, a review will take place to understand costs associated. This will be done in conjunction with the updating of the Medina water service line and this work will lend itself to some form of cost share agreement. I originally indicated at the September 20th Council meeting that costs would be covered by the developer, which was not accurate or appropriate given the need for the town to relocate the Medina water service line due to tank #2 not being fully utilized. For this reason there will need to be a cost share agreement which the Council will either approve, edit, or deny.

11. PLANNING COMMISSION COMMENTS

Tom P. will be gone Oct 15-Nov 17 and will zoom when he can.

12. FUTURE MEETINGS

12.1 October 25, 2023

12.1.1 Tom P. will try to zoom.

12.2 November 8, 2023

12.2.1 Tom P. will try to zoom.

13. ADJOURN

Motion by Tom P., second by Amanda M., to adjourn the regular meeting of October 11, 2023 at 7:00 p.m. Motion passed 3-0.

Note: Jeff A., Sage P., and Michael B. are excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director