



## OFFICIAL MINUTES

### Planning Commission Meeting

Wednesday, May 22, 2024

Town Hall / Council Chambers - 302 Pine St Minturn, CO

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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 of agenda items listed are approximate.

This agenda and meetings can be viewed at [www.minturn.org](http://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/84008279892>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 840 0827 9892

**Please note:** All virtual participants are muted. In order to be called upon an 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 1, 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 6:30 p.m.

#### 2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission Members Jeff Armistead, Amanda Mire, Eric Rippeth, and Darell Wegert.

Staff members present: Planning Director Scot Hunn and Planner I Madison Harris

*Note: Michael Boyd excused absent.*

#### 3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Darell W., second by Jeff A., to approve the agenda as presented. Motion passed 5-0.

*Note: Michael B. excused absent.*

#### 4. APPROVAL OF MINUTES

A. May 8, 2024

Madison H. stated that there was an error on the note on the adjournment section of the minutes which should have read that Jeff A. was excused absent instead of Eric R. attending in his status as an alternate.

Motion by Amanda M., second by Jeff A., to approve the minutes of May 8, 2024 as amended. Motion passed 5-0.

*Note: Michael B. excused absent.*

## **5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

## **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.

## **7. SPECIAL PRESENTATIONS**

Presentations are limited to 5 minutes unless prior arrangements are made with the Town Planner.

## **8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS**

### **A. 1010 Two Elk Lane - New Single Family Home**

The Applicant requests Final Plan review of a new, three-bedroom, 4,257 (gross) square foot single-family residence located at 1010 Two Elk Lane in the Cross Creek Mixed Use Zone District. The plans show a one-story with a basement, three-bedroom structure with a maximum building height - measured to the midpoint of the roof – of around 18 feet, well under the maximum allowable 28-foot limit within the Cross Creek Mixed Use Zone District. Parking is adequate, with two off-street spaces provided within the garage. The plans show a basement space with the three bedrooms, and the main level has the primary living area. 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. One point of issue is that 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. Staff is recommending approval of the plans, with the following recommended condition(s): 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.

Fletcher Groff, 1036 Polar Star Dr., Eagle  
Loves Minturn and this is a continuation of the character of the area.

Amanda M. asked about the fence, but that is something that was installed before.

Darell W. asked if the soil tests showed any water to address the high water table

- Mr. Groff said that they are working with people to water proof the building.
- Darell W. followed up with asking about storage in the garage.

- Chris, Boss Arch said that there should be enough room for circulation with 4 parking spaces in the garage.

Jeff A. likes the design and likes that it is a ranch and not a two story. Asked if this is a primary or secondary residence.

- Adam Minnick, Owner said that it is a secondary residence.
- Jeff A. pointed out that there's a lot of wildlife down there and so need to make sure to keep trash inside.

Eric R. wanted to make the owner aware that since this is Mixed Use there might be an increase in use down there.

Motion by Jeff A., second by Darell W. to approve with conditions 1010 Two Elk Lane - New Single Family Home.

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.

Motion passed 5-0.

*Note: Michael B. excused absent.*

## 9. DISCUSSION / DIRECTION ITEMS

### 10. STAFF REPORTS

#### A. Manager's Report

##### **Minturn North Construction Information**

Information on the Minturn North construction project can be found at:

<https://www.minturnnorth.com/construction-updates>. Additionally, the fully approved construction plan set is available here. An FAQ has also been created and is available on the town's website, in the town hall lobby and attached to this Manager's Report.

##### **Wood Chipping Pickup**

Eagle Valley Wildland is providing free wood chipping pickup to Minturn residents this year. This is part of an effort for residents to Firewise their homes. More details are on the attached information sheet as well as the scheduled pickup days.

##### **Bear Aware**

Please remember to properly lock your garbage containers if the containers are stored outside. There is a large bear who has been active in the area and needs to be trained to not access garbage. Thank you for the help!

##### **Community Events**

With the results of the Community Survey, staff will be reevaluating the community events to ensure the events being offered by the town are in alignment with the interests of the community. Any proposed changes to the annual event lineup will be brought to the Council and public for consideration.

##### **Street Sweeping**

Please excuse our mess while public works continues their annual street sweeping operations. Signs are posted the day before in hopes residents will avoid parking in upcoming street sweeping areas, so any help residents can provide by moving their vehicles in advance is greatly appreciated.

**Safe Streets 4 All (SS4A)**

I have submitted Minturn's contract for the Safe Streets 4 All (SS4A) grant award Minturn received. Once approved by the Department of Transportation, this project will allow Minturn to facilitation public discussions and conduct a thorough analysis of Minturn's roadways with an emphasis on finding ways to improve vehicular and pedestrian safety. A stakeholder group will be requested, and a representative Council member will be asked to take part in the process. More to come.

**Out of Office**

I will be out of the office June 17-21 and not attending the June 19th Council meeting. Mike Sawyer will attend that meeting, in person, in my absence.

**Minor DRB/Color**

Staff confirmed that the Planning Commission was ok with staff approving color changes on plans that had been previously approved by them.

**2011 Annexation agreement**

Jeff A. would like to enquire why they aren't required to complete a traffic study.

**Start Times**

Everyone was fine with starting at 5:30 p.m.

**11. PLANNING COMMISSION COMMENTS**

Amanda M. commented that if there's a wildfire the town doesn't have anywhere to go because of all of the CDOT work which is supposed to go through August.

Lynn T. would like to look into having a moratorium on outdoor fires while this construction is going on.

Jeff A. said that the concert series is going to start the last week of June with 8 shows.

**12. FUTURE MEETINGS**

- A.** June 12, 2024
- B.** June 26, 2024

**13. ADJOURN**

Motion by Amanda M., second by Jeff A., to adjourn the regular meeting of May 22, 2024 at 7:13 p.m. Motion passed 5-0.

*Note: Michael B. excused absent.*

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Lynn Teach, Commission Chair

ATTEST:

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Scot Hunn, Planning Director