



OFFICIAL MINUTES

Planning Commission Regular Meeting

Wednesday, April 09, 2025

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 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/84338965581>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 843 3896 5581

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 - 5:30 PM

Lynn Teach called the meeting to order at 5:30 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Planning Commission Chair Lynn teach and Planning Commission Members Michael Boyd, Amanda Mire, Eric Rippeth, and Darell Wegert.

Staff Members Present: Planning Director Scot Hunn and Planner II Madison Harris.

Note: Jeff Armistead is excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Lynn T. requested that the appointment of Planning Commission Chair and Vice Chair be added to the agenda.

Motion by Micael B., second by Amanda M., to approve the agenda as amended. Motion passed 5-0.

Note: Jeff A. is excused absent.

4. APPROVAL OF MINUTES

A. March 26, 2025

Motion by Michael B., second by Darell W., to approve the minutes of March 26, 2025 as presented. Motion passed 5-0.

Note: Jeff A. is 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.

No public comment.

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. 532 Main Street - Changes to Approved Plans

Madison H. introduced the agenda item. This is a four-bedroom, 5,508 (gross) square foot (originally 6,597 gross square feet) single-family residence. The plans show a two- to three-story, three-bedroom (previously four-bedroom) structure. Nothing changed along the rear of the property. Staff is recommending approval.

Public Comment opened.

Jim Sebben, 632 Main St

On behalf of the Enclave they are in favor of the renovation as they believe this will improve the property values of the area.

Ken Halliday, 811 Main Street

Have completed the AFP and received preliminary approval from ERWSD for the encroachment.

Liz Campbell, 512 Main Street

Has questions about the quiet title process the town is going through as well as sod in the 30' riparian area. Advocated for the Restore the Gore project and the education materials associated with it.

Public comment closed.

Darell W. asked for the reasons for downsizing.

- Mr. Halliday said that due to the economy and his daughter moving to Edwards.

Motion by Michael B., second by Darell W., to approve 532 Main Street – Changes to Approved Plans as presented. Motion passed 5-0.

Note: Jeff A. is excused absent.

B. Planning Commission Chair Appointment

Motion by Michael B., second by Amanda M., to appoint Lynn Teach to be the Commission Chair. Motion passed 5-0.

Note: Jeff A. is excused absent.

C. Planning Commission Vice Chair Appointment

Motion by Amanda M., second by Eric R., to appoint Michael Boyd to be the Commission Vice Chair. Motion passed 5-0.

Note: Jeff A. is excused absent.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

A. Managers Report – Brunvand

Minturn Education Fund

The Minturn Education Fund Scholarship applications were due by end of business on March 14, 2025! The Scholarship Board set up interviews for the eight applicants on 3/24, 25, and 31.

Seasonal Street Sweeping

The Town, annually each May, leases a large street sweeper to clean the streets and drainages. I have attached the tentative schedule for this year. This culminates with the annual clean up day. This year cleanup day is Saturday, May 31st .

Water Leak

The Town had a water leak in early March in the 900 block. This leak was Just off the main on an existing corp valve. That area of town is a looped system, so the shutoff only affected about 12 homes. Because the water didn't need to be completely shut down there was not a need to test or issue a boil order. The line was quickly repaired, the sidewalk formed and poured, and we were back in the game. It is estimated this leak was approximately 30,000g/day. Public Works are doing a lot of system check for leaks as the ground begins to warm.

Please feel free to contact either or both Katie and I if you have any questions

B. Managers Report – Sickles

As I have become more oriented with the Minturn operations I am reducing my time in Minturn.

- A. Water Treatment Plant (WTP) Design & Engineering: I scheduled a meeting March 19, with Mayor Earle Bidez, Council Member Gusty Kanakis, Jarod Limke HDR Engineer, John Volk Water Plant ORC, Jay Brunvand Treasurer/Clerk, Jeff Spanel Town Engineer and myself for the purpose to consider funding options and value-added engineering. John and Jarod have continued this essential communication.
- B. Bellm Bridge Design & Engineering: From my understanding Town Council was interested in the Dolores Bridge as a cost savings measure but not interested in the bridge as an architectural feature. It may not hurt to notify CDOT that Minturn has passed on the Dolores Bridge. We are still waiting for an IGA from CDOT.
- C. North Main Street Pedestrian Improvements (Railroad Ave): Town Engineer Jeff Spanel is repairing the IFB for construction. I am planning to contact adjacent landowners and land users regarding some of the items that will need to be moved.
- D. Tank #2 / Steel Bolted Tank repairs: HDR Engineering has a (Tank Expert) member of their staff working on options for Tank #2. They had hoped to deliver around March 28. I will review with John Volk when available.
- E. Pressure Reducing Valve (PRV) Master Meter Housing upgrades: Weather dependent and moving forward.
- F. Repaving (reconstruction) of Taylor Street: Town Engineer Jeff Spanel thought he may need to come back to Council to review drainage options in addition to a couple other items before final design.
- G. Little Beach Park Retaining Wall repair/replacement: An IFB was posted for engineering/design. The project is relatively small, however within grant compliance is required to be advertised. Inter-Mountain Engineering/Town Engineer Jeff Spanel submitted the only proposal. I believe that within the current contract Inter-Mountain Engineering can proceed. Debra Figueroa from Strategies determined that the T-

Mobile grant required a final playground design. Based on this information we had to pass on the March 31 deadline and prepare for June 30 or September 30. Cindy Kreig, Event Coordinator, has created a public survey to gain insight into the community's playground interest. This will help prepare an ad for playground design. The grant includes \$30,509 for playground design and should be adequate for the consultant to hold a couple of town halls during the design process.

- H. Main St / US HWY 24 Phase II Sidewalk construction: Agenda Item
- I. Prepare to update the Minturn Boneyard conservation easement management plan owned by the Town of Minturn: Waiting for EVLT staff availability. Working with Jeff Spanel on the Beldon stormwater installation project.
- J. Main Street-US Hwy 24/Cemetery Road Pedestrian Crossing: Town Engineer is drafting an advertisement.
- K. Nelson Street Improvement plus potential Heat Exchange: Not much activity in March.
- L. Safe Streets For All: Presentation is planned in April.
- M. Norman Street Repaving: Town Engineer is drafting an advertisement.

- C. Planning Director Report
Repeat from last meeting's update.

11. PLANNING COMMISSION COMMENTS

No Commission comments.

12. FUTURE MEETINGS

- A. April 28, 2025 (Note: this is the Monday after when our regular meeting would be)
Note: Jeff A. arrived at 6:10 p.m.
- B. May 14, 2025

13. ADJOURN

Motion by Jeff A., second by Amanda M., to adjourn the regular meeting of April 9, 2025 at 6:14 p.m. Motion passed 5-0.

Note: Eric R. is attending in his status as an alternate.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director