



OFFICIAL MINUTES

Planning Commission Regular Meeting 5:30PM

Wednesday, March 26, 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/81007690869>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 810 0769 0869

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 Jeff Armistead, Michael Boyd, Eric Rippeth, and Darell Wegert.

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

Note: Amanda Mire is excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Eric R., second by Michael., to approve the agenda as presented. Motion passed 5-0.

Note: Amanda M. is excused absent.

4. APPROVAL OF MINUTES

A. March 12, 2025

Motion by Darell W., second by Jeff A., to approve the minutes of March 12, 2025 as presented. Motion passed 5-0.

Note: Amanda M. 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.

No Special Presentations

8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

A. 1010 Two Elk Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a two bedroom, 2,482 square feet new single family home. There are 4 parking spaces, and enough snow storage. Staff is recommending approval with conditions.

Darell W. clarified the condition of approval and provided a suggestion that the proposed landscaping ground cover be changed from cedar bark to gravel or something not flammable.

Jeff A. asked about the roof encroachment

- Sam Eckerson, Architect stated that it's 1.5 ft which is allowable

Lynn T. asked about Radon

- Mr. Fletcher Groff, General Contractor said that there will be a radon mitigation system.

Public comment opened.

No public comment.

Public comment closed.

Motion by Jeff A., second by Darell W., to approve with conditions 1010 Two Elk Lane – New Single Family Residence. Motion passed 5-0.

Note: Amanda M. is excused absent.

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.

B. 0186 Miles End Lane - Changes to Approved Plans

Madison H. introduced the agenda item. This is changes to approved plans. This is a four-bedroom, 5,969 (gross) square foot (originally 5,818 gross square feet) single family residence. Along the rear, the height changed from 16 feet 10 and ½ inches to 15 feet 4 and 3/8 inches. The Maximum Lot Coverage changed: it is now 3,347 sq. ft. (48.63%) Proposed from what was originally proposed 3,154 sq.ft. (45.83%). The Maximum Impervious Coverage changed as well: it is now 4,064 sq. ft. (59.05%) Proposed from what was originally proposed 4,127 sq.ft. (59.96%). Staff is recommending approval.

Darell W. pointed out the cedar wood chips were called out in the landscape plans and suggested river rock or gravel for the 4-5 foot barrier around the house.

Public comment opened.
No public comment.
Public comment closed.

Motion by Michael B., second by Eric R., to approve 0186 Miles End Lane - Changes to Approved Plans as presented. Motion passed 5-0.

Note: Amanda M. is excused absent.

C. 0155 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a four bedroom, 3,584 (gross) square foot single-family residence, building height measured to the midpoint of the roof at 27 feet and 7 and 1/4 inches. There are four off-street spaces and adequate snow storage. Staff is recommending approval.

Public comment opened.
No public comment.
Public comment closed.

Darell W. had the same comment as above.

Motion by Michael B., second by Darell W., to approve 0155 Miles End Lane - New Single Family Residence as presented. Motion passed 5-0.

Note: Amanda M. is excused absent.

D. 0083 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a four-bedroom, 4,396 (gross) square foot single-family residence, building height measured to the midpoint of the roof at 26 feet and 11 and 3/8 inches. There are six off-street spaces and adequate snow storage. Staff is recommending approval.

Public comment opened.
No public comment.
Public comment closed.

Darell W. had the same comment as above.

Motion by Michael B., second by Darell W., to approve 0083 Miles End Lane - New Single Family Residence as presented. Motion passed 5-0.

Note: Amanda M. is excused absent.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

A. Managers Report - Jay Brunvand

MuniBilling Utility Billing System

This continues but is going quite well considering the massive changes. Please let me know if you have constituents that have questions or if you have any questions.

Minturn Education Fund

The Minturn Education Fund Scholarship applications were due by end of business on March 14, 2025! As of this writing we have received eight applications and I know of one that should

be coming in. Early the week of 3/17 I will get the applications to the Scholarship Board Secretary who will review each one for completeness. I am looking at scholarship interviews in a couple weeks and awards thereafter.

Town Manager Search

We are pressing down the final stretch of this phase of the search. I anticipate an update from KRW for the April 2 council packet with next steps. The close date for applications is Friday March 14.

Holy Cross Electric

I met with HCE regarding the Avon to Gilman high power transmission line project that has been under study for the past several years. The current proposal was agreed to by HCE about a year ago and has been the foundation of the NEPA hearings. The difference from prior iterations is an additional mile or so of undergrounding from the Vail Boneyard to the USFS office and they eliminated the HWY 24 overhead crossing by undergrounding it. They have been talking with the USFS regarding the NEPA review and the FS would like to extend the public process a little. Although HCE would like to meet with Council, they need to hold off until some of these matters have played out. They noted a tentative meeting with Council would be late summer or Fall of this year.

Water Treatment Plant

Although this project is on Katie's radar, I am involved as the Town Treasurer. We are looking at several meetings in the coming week or so to try to get a handle on a VERY expensive project while still trying to maintain our current timeline. My concerns continue that the time line is too tight in light of the mass of the project, the uncertainty of our Federal Government's financial commitments, and the Fed's efforts to exacerbate already high costs.

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

B. Managers Report - Katie Sickles

Rails to Trails:

The City/County of Montrose are using a rail bed for a trail. I have a colleague that worked on that project many years ago. She could not give many specifics but directed me to the Rails to Trails website. Has the Town of Minturn explored railbanking? Although there are several publicly available videos and resources it may be worth joining and bringing other interested local governments or entities on board.

Bellm Bridge and Quiet Title:

I am matching an assortment of projects together. Yowza Minturn!

Water Plant Development, Resources and Operations:

There are several elements of the water plant development that I am piecing together. I thought I would attach the one page 30% cost summary. The document details are an additional 19 pages. If any are interested, please contact me.

Little Beach Park Playground:

There are sentimental items at Little Beach Park that I would like to protect. In addition, the playground equipment could be of value. In order to dispose, per state statute, the town must dispose via a competitive bid process. An advertisement has been created to request a bid for the used playground equipment before it is marked for demolition.

Revitalizing Main Street – Phase II Sidewalks:

A preferred contractor submitted a bid under review by the Engineers.

C. Planning Director Report

Minturn Forward Code Update Project:

Staff and Western Slope Consulting have completed the majority of Module 1 including:

- Article 5: Land Use Applications
- Article 8: Subdivision Applications
- Article 11: Annexation & Disconnections
- Article 12: Development Impact Report

Staff and Western Slope will be following up with the Planning Commission at their first meeting in April regarding questions and comments by Planning Commission members about Vacation of Public Rights-of-Way.

Next steps include:

- Staff and Western Slope Consulting are working on preparing materials and analyses for a community discussion regarding new or updated zone districts, permitted uses, development standards and dimensional limitations. As previously reported to the Planning Commission, this first step in reviewing existing zoning regulations and providing recommendations for new zoning regulations will be based on:
 - Direction provided by the Minturn Community Plan.
 - Community Input on key characteristics of Minturn's neighborhoods.
 - Previous work performed by the Planning Commission (circa 2019-2020).
 - Recent changes to state/or federal legislation.
 - Recent amendments to Minturn's Municipal Code that are relevant to the Town's zoning regulations.
- Staff and Western Slope Consulting are designing a public engagement process that include:
 - A series of open house(s)
 - Review and discussion of the zoning regulations and the input received from the public with the Planning Commission and the Town Council. Staff anticipate that the first open house(s) will be scheduled in mid- late April. Staff will ensure that the Planning Commission is apprised of scheduling of any public open houses.

Active Land Use Applications:

- **Midtown Village Planned Unit Development Final Plan Review**
At their regular meeting of January 15, 2025, the Town Council approved Resolution No. 4, Series 2025, a resolution approving the Preliminary Plan and Plat for Midtown Village PUD. Staff anticipates an application for Final Plan for PUD and Final Subdivision Plat, along with a draft Subdivision Improvements Agreement to be submitted to the Town in the coming weeks. As a reminder, the Minturn Municipal Code provides the Planning Commission the opportunity to review the Final Subdivision Plat, but not the Final Plan for PUD (which is reviewed and approved by the Town Council).
- **Eagle County School District – Maloit Park Preliminary Subdivision Plat Review**
Staff continues to review the Eagle County School District Maloit Park Preliminary Plat for Subdivision application. The Applicant has been provided referral agency comments and is in the process of meeting with Town staff, Town consultants, and referral agencies to address, resolve and/or respond to referral comments. Staff are unable to estimate when referral comments will be fully addressed and, therefore, cannot predict how soon this application will be scheduled for its first public hearing.

Other Planning Department Activities:

- **Highlands Parcels Public Engagement Process**

Staff has created a webpage and survey as a way to engage the public and solicit feedback related to the Town-owned “Highlands Parcels 1 & 2” in the Bolts Lake Area. A public open house was held on January 29, 2025 and staff presented the results of the survey and open house to the Town Council in February. Staff hosted a discussion at the regular Council meeting of March 19th with representatives from the Eagle County Open Space and Natural Resources Department along with the Eagle Valley Land Trust. The focus of this discussion with Council was to educate staff, the Council, and the public about what each of these organizations does, how they may be involved in any Highlands scenario that involves land conservation and/or conservation easements, and what the Town can expect for a process (working with either or both of these organizations) and likely time frames.

Staff also received direction from Council to:

- Schedule another work session or discussion to specifically discuss with the Eagle Valley Land Trust the alternatives for funding partnerships, potential conservation purchases (by private buyers), and other creative approaches to balance the Town’s needs regarding the Highlands. Staff will apprise the Planning Commission when this work session/discussion is scheduled.
- Work with the Town Attorney to commence the rezoning process for the Highlands Parcels. As a reminder, the Highlands Parcels currently have a zoning designation of “Bolts Holding Zone” which requires zoning to another zone district in to realize any potential uses.

- **Eagle County Regional Housing Action Plan Partnership**

The planning director has been participating alongside representatives from Eagle County, Avon, Eagle, Gypsum, Red Cliff, and Vail in a regional housing action plan task force spearheaded by Eagle County and the Town of Avon. The purpose of this effort is to create a regional housing action plan – looking at alignment between land use policies and community housing goals within and across jurisdictions, as well as identifying potential funding sources to implement priorities and projects - and is based on a housing needs assessment being finalized by Economic Planning Systems (EPS). The assessment is based on community survey work and an extensive process by EPS to work with each partner jurisdiction to compile data on existing land use and development, existing housing policies and housing units/supply in each jurisdiction, as well as demographics and market trends. The partnership presented the initial results of the assessment to each of the partner jurisdictions in October and November.

Since then, EPS has finalized a report which will be presented to the Town Council at their regular meeting of April 16, 2025.

- **Eagle County Wildland Urban Interface (WUI) Code Working Group**

The planning director and the code enforcement officer have been participating in a regional effort spearheaded by the Eagle County Wildfire Collaborative group to understand and discuss alternatives, pros, and cons related to the potential adoption of Wildland Urban Interface (WUI) code requirements in member jurisdictions (towns, special districts, and the fire districts). This group has been meeting since the start of 2024 and work completed to date includes sharing and analysis of each jurisdiction’s existing land use, zoning, and building code regulations and policies to better understand where, if at all, there are commonalities across or among jurisdictions by way of fire or wildfire related terms, regulations, or design requirements for things like home construction, landscape design and materials, and access to private property.

11. PLANNING COMMISSION COMMENTS

Lynn T. thanked Darell W. and Amanda M. for reapplying.

Jeff A. said that everyone should keep their eyes open/on the Holy Cross high power line.

12. FUTURE MEETINGS

- A.** April 9, 2025
- B.** April 23, 2025

13. ADJOURN

Motion by Michael B., second by Darell W., to adjourn the regular meeting of March 26, 2025 at 5:53 p.m. Motion passed 5-0.

Note: Amanda M. is excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director