



## Minturn Forward Memo

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TO: Minturn Planning Commission  
FROM: Matt Farrar, Western Slope Consulting  
DATE: January 19, 2024  
ATTACHMENTS: Form-Based Code Components Worksheet

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### 1. INCORPORATING FORM-BASED CODE COMPONENTS

At the meeting on January 10, 2024, the Planning Commission expressed interest in integrating components of a Form-Based Code as part of the update to Minturn’s Code. At that meeting, the Planning Commissioners were tasked with selecting the components of a Form-Based Code that they wanted to be included in the updated Code.

The hope is to discuss and finalize the Form-Based Code components to be incorporated with the updated Code at the Planning Commission’s meeting on January 24, 2024. A “Form-Based Code Components Worksheet” is attached to this memo to assist the Planning Commissioners with identifying the Form-Based Code components they want included in the updated Code.

### 2. COMMUNITY ENGAGEMENT FOR ZONING & DESIGN REGULATIONS

Preserving Minturn’s character is a top priority to be addressed via the update to the town’s Land Use Code. To better understand what defines “Minturn’s character,” the town will be distributing a brief survey and hosting a series of open houses. The purpose of these engagement activities will be to gather input from the community on what physical characteristics define Minturn’s character, specifically the character of distinct areas within the town.

The survey and open houses will ask community members to identify the types of land use activities (ex. homes, businesses, parks, etc.) and design elements (ex. architectural styles, building scale, etc.) that make Minturn such a special place. The hope is that this input, along with the 2023 Community Plan, will provide the direction necessary to refine the town’s zoning regulations and design standards.

A draft of the survey will be made available for review and discussion at the Planning Commission’s meeting in February. The goal is to distribute the survey to the community in February and make it available into mid to late March.

The town is working on determining the number of open houses to be held, as well as a schedule for the open houses. The plan is to host the open houses while the survey is available. An open house could be scheduled after the conclusion of the survey to provide an opportunity for the community to review and provide feedback on the results of the survey.

### **3. CONCURRENT WORK ON CODE UPDATE**

While the town is working to gather community input on Minturn's character, the hope is to also work with the Planning Commission on updating other portions of the town's existing Code. The current thinking is to begin reviewing and revising the town's review procedures for various land use applications (ex. Zoning Variance, Conditional Use, etc.).

## FORM-BASED CODE COMPONENTS WORKSHEET

Please use the following checklist to select the Form-Based Code components that you would like to see integrated with the update to Minturn's Code. Please note that even if some of these components are already included in the town's existing Land Use Code, it is still important to select all the components that you think need to be incorporated with the updated Code.

Public Space Standards

*These are regulations for elements within the "public realm."*

- Street design standards (design standards for different types of streets).
- Park space design standards.
- Civic space (ex. plaza) design standards.
- Open space design standards.

Building Form Standards

*These are regulations that control the configuration, features, and function of buildings.*

- Building type standards (what types of building are allowed in zone districts).
- Building design standards (design standards for different types of buildings such as building site dimensional requirements, building placement standards, building form/scale standards, etc.).
- Building function/use standards (types of land use activities allowed in different types of buildings).
- Building frontage design standards (design standards for the portion of a building that fronts on a street or alley).
- Building encroachment standards (standards for building elements, such as balconies or bay windows, that may extend into a setback).
- Off-street parking and loading/unloading area design standards (standards for the placement and design of off-street parking areas and loading/unloading areas).

Architectural Standards

*These are regulations for the design/character of buildings. These may include requirements for: 1) roof types, materials, and pitch, along with specifications for dormers, gables, skylights, etc.; 2) The composition of façade elements, such as locations of windows and doors; 3) the types of windows and doors which are allowed, with specifications for height and width, overall proportions, depth, ornamentation, shutters, etc.; 4) other architectural elements that may define the local character of a community, such as eaves, cornices, porches, and balconies; and/or 5) the types of building materials that are allowed and how they can be used together.*

Block Standards

*These are regulations for large sites (ex. more than 2-acres) that dictate how the site is to be laid out into a new, interconnected, and walkable network of streets and blocks. These may include requirements for the maximum length and width of new blocks.*

