



OFFICIAL MINUTES Planning Commission Meeting

Wednesday, January 10, 2024

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/85780957326>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 857 8095 7326

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 6:32 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission members Michael Boyd, Amanda Mire, and Jeff Armistead.

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

Note: Tom Priest and Sage Pierson are excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Amanda M., second by Michael B., to approve the agenda as presented. Motion passed 4-0.

Note: Tom P. and Sage P. are excused absent.

4. APPROVAL OF MINUTES

A. December 13, 2023

Motion by Amanda M., second by Michael B., to approve the minutes as presented. Motion passed 4-0.

Note: Tom P. and Sage P. 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

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

8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

9. DISCUSSION / DIRECTION ITEMS

A. Minturn Forward: Code Assessment

Scot H. introduced the topic. This is a presentation on traditional codes, form-based codes, and hybrid codes.

Matt Farrar, Western Slope Consulting

Land use zoning code options fall into three categories: Traditional Code, Form-Based Code, and Hybrid Codes.

Traditional Code focuses on regulating land use types.

Key Components:

1. Zoning Map
2. Use Table
3. Use Standards
4. Dimensional Standards
5. Design Standards/Guidelines
6. Administration
7. Glossary

Form-based code focuses on physical form of development.

Key Components:

1. Regulating Plan
2. Public Space Standards
3. Building Form Standards
4. Administration
5. Glossary

Other Components:

1. Block Standards
2. Architectural Standards
3. Landscape Standards
4. Green Building Standards

Hybrid code is a mix of components from a traditional code and a form-based code. It can be structured to focus more on regulating land use types, focus more on regulating form of

development, or to have a balance of regulations. The community needs to determine what mix of components works best for them.

Jeff A. said that he believes we have a version of a hybrid code that leans traditional. Doesn't matter what we call it as it will just be our code. We will naturally pick elements of a form-based code just because of how we illustrate/address certain portions of town. The more prescriptive we are, the less it feels like Minturn.

Amanda M. would lean towards traditional with form based peppered inside of it for the format. Would like to keep consistency with what the community has used historically as well as with our neighbors in the county. Likes the public space standards from the form-based code and wants to apply it consistently throughout all the zone districts.

Lynn T. agrees.

Michael B. is leaning towards traditional because form-based seems a lot more complicated as well as a lot more governing, but is ok with peppering it in to the traditional format.

The Planning Commission decided to come back at the next meeting with the key elements from a form-based code that they would like to see integrated into the traditional code format.

10. STAFF REPORTS

A. Manager's Report

Bulb-Outs on Main Street Intersections

As a reminder, CDOT denied Minturn's request for temporary bulb-outs at Minturn's four main intersections along Main Street. These bulb outs would provide increased line of sight and improve safety at these intersections extensively. Although CDOT was not supportive of the temporary option, they did indicate they would support permanent bulb-out options. I am now interested in understanding Council's interest in exploring permanent bulb-out options. If Council is interested, I will request Jeff Spanel to provide an engineer's opinion of probable cost.

Snow Plowing Operations

As a reminder, only residents are approved to push snow into the Not-A-Park snow dump area for free. If snowplow contractors want to push snow into that area, they need to have the property owner sign up with the town and pay the fee. There has been some confusion with contractors thinking they can also push snow into this area and that is not how the Ordinance was approved.

Minturn Tank Operations

Tank #3 is now online and operational. I will be discussing tank loan options with the State Revolving Loan Fund representative to determine if leftover loan funds can be used to facilitate the functioning of the two tanks interchangeably. If funds can be used to improve the functioning of the system, Minturn may want to install a valve box on HWY 24. I will have more information after discussing this option with the SRF representative.

USGS Gauge on Cross Creek

Minturn currently pays for the USGS gauge on Cross Creek. This comes at an annual cost of around \$16,000. This is a federal program and I have reached out to USGS to understand why Minturn incurs this cost. Unless there is a specific reason in one of Minturn's water rights decrees I expect Minturn to drop this expense. The CWCB and Division 5 Engineer use this gauge to make the instream flow call on Cross Creek. I expect if they wish to continue making the instream flow call on Cross Creek, they will support the federal government in maintaining the costs of the gauge.

11. PLANNING COMMISSION COMMENTS

Lynn T. would like to address the parking situation on Nelson.

12. FUTURE MEETINGS

13. ADJOURN

Motion by Amanda M., second by Michael B., to adjourn the regular meeting of January 10, 2024 at 8:34 p.m. Motion passed 4-0.

Note: Tom P. and Sage P. are excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director