



OFFICIAL MINUTES

Planning Commission Regular Meeting

Monday, April 28, 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/89596114879>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 895 9611 4879

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, Jeff Armistead, Eric Rippeth, and Darell Wegert.

Staff Members Present: Planner II Madison Harris.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

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

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

4. APPROVAL OF MINUTES

A. April 9, 2025

Motion by Michael B., second by Darell W., to approve the minutes of April 9, 2025 as presented. Motion passed 5-0.

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

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. 0018 Abby Road - New Single Family Residence

Madison H. introduced the topic. This is a four bedroom, 2,259 (gross) square foot single-family building located at 0018 Abby Road in the South Town Belden Place PUD Zone District. The plans show a three-story with a basement single family residence with a maximum building height - measured via a weighted height calculation approved in the Belden Place PUD Guide – of 27 feet and 3 15/32 inches, under the maximum allowable 28-foot limit within the South Town Belden Place PUD Zone District for single-family units. Parking is adequate, with three off-street spaces, one of which is provided within the garage and two at surface level in front of the garage. This proposal respects all setbacks, lot and impervious coverage limitations, and snow storage requirements. Per the approved PUD Guide, staircases are allowed to encroach into the side setback as long as it is not within 24" of the property line. The staircase encroaches approximately one and three quarters feet (1.74') and remains 3.25' away from the property line. Staff is recommending approval of the plans.

Greg Macik, 56 Edwards Village Blvd.
Just here to answer questions.

Public comment opened.
HK Mooney, 1181 Main St.
Wanted to know where in the development this lot is.
Public comment closed.

Darell W. thanked the Applicant for the space surrounding the house for being composed of non-combustible materials.

Jeff A. would like the architect to address A3.1 the weighted average building height calculation.

Motion by Amanda M., second by Michael B., to approve 0018 Abby Road – New Single Family Residence as presented. Motion passed 5-0.

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

B. 0057 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a four-bedroom, 3,728 square foot single family home measured to the midpoint of the roof at 27 feet and 5/8 inches under the 28 foot height limit. Parking is adequate, with four off-street spaces, two of which are provided in the garage which is allowed per the approved PUD Guide. All setbacks are respected and the

proposal is under the allowable lot and impervious coverage limitations. They have more snow storage than is required by the code at 419 square feet. Staff has identified no issues and recommends approval of the plans.

Public comment opened.

No public comment.

Public comment closed.

Darell W. suggests non-combustible material in the four feet radius surrounding the home.

Amanda M. asked if the consideration of landscape was for the whole project or just for the single family.

Taylor Hermes, Representative, said that it's per lot.

Motion by Amanda M., second by Michael B., to approve 0057 Miles End Lane – New Single Family Residence as presented. Motion passed 5-0.

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

C. 491 Main Street - New Single Family Residence

Madison H. introduced the agenda item. This is a four-bedroom, 2,507 square foot single family home measured to the midpoint of the roof at 25 feet and 8 inches under the 28 foot height limit. Parking is adequate, with three off-street spaces, two of which are provided in the garage. All setbacks are respected and the proposal is under the allowable lot and impervious coverage limitations. They have more snow storage than is required by the code at 250 square feet. The one issue that staff has identified is that as is common on Boulder Street there is a large gap of a little over seven feet that exists between the edge of asphalt for the road and the property line. As this gap will need to be paved by the driveway in order to access the garage, the Applicant will also need to apply for and be granted an encroachment agreement in order to utilize this space as part of the parking stalls. Staff is recommending approval of the plans with the condition that an encroachment agreement be executed.

David Pfeifer, 720 N Franklin St., Applicant

Stated that they can park vehicles in alternate ways, one of which is parking parallel to Boulder across the back of the lot, this was just a way to consolidate.

Public comment opened.

No public comment.

Public comment closed.

Jeff A. likes the project and the way it looks and has no issues with it.

Darell W. asked Madison H. to explain the issue on Boulder.

Madison H. said that there is a large gap of a little over seven feet that exists between the edge of asphalt for the road and the property line. As this gap will need to be paved by the driveway in order to access the garage, the Applicant will also need to apply for and be granted an encroachment agreement in order to utilize this space as part of the parking stalls.

Michael B. made comments about clear vision areas. Doesn't agree with allowing the encroachment.

Amanda M. asked about heating the driveway, maintenance of the area, and snow storage.

Eric R. doesn't think the design is compatible with the area.

Lynn T. has comments on the discrepancies between the application form, the plan set, and the staff report. Concerning the encroachment she would like to eventually see the street straightened out. Would like to see the parking maintained entirely on the property.

Motion by Michael B., second by Darell W., to approve 491 Main Street – New Single Family Residence with conditions. Motion passed 5-0.

1. Correct discrepancies on pages 75, 76, and 81 of the packet.
2. Submit new plan for parking consolidating all onto the property.
3. Ensure that the clear vision on the corners is respected.
4. That these issues be readdressed at the May 28, 2025 meeting.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

A. Manager's Report – Brunvand

Spring Cleaning

Public Works will begin the annual spring cleaning of the town. This work will include cleaning up the parks, raking the lawns, painting the curbs and parking logos such as handicap spaces with a fresh coat of paint, and general clean up. The intent is to have everything as nice as possible for the Town Manager onsite interviews and public functions.

The Eagle River and Little Beach Parks normally open about mid-May and the irrigation is turned on mid-late May weather dependent. Much of this is due to the effects of mud season and snow melt which makes the landscaping sensitive as the plants begin to wake up.

The Bike Park and trails also open in Mid-May. The reason for the mid-May timing is to ensure that the trails are dry and to respect wildlife. The parks, hiking, bike trail, and bike park are seasonal. Using them prior to opening may result in significant damage to the trails and plants, and stress the elk, deer, and other migrating animals as they calve and transit to summer grounds. The wildlife can get very stressed when people are hiking and hiking with their dogs. The town asks everyone to please respect trail closures for these reasons.

Bear alert

The bears are starting to wake from their winter hibernation. Again, please be on the look out and respect their needs. I saw a video of a bear that wandered out of the woods and on to a run at Keystone Ski area. Yes, the run was open and, as cute as they might be, they are wild, hungry and mean.

As a notice to all, please respect the importance of keeping a large distance from any wild animal during any season. This is important for both your safety and the wildlife's.

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 .

Town Manager's House

I have offered to the Council to visit the Town Manager's House and several have taken up the offer. I can only take two council members at a time so if you are interested, give me a call and I will make it happen. I encourage this opportunity now as the house is vacant and we had it cleaned making this a rare opportunity.

I have reached out to several local contractors in an effort to get the house spruced up in anticipation of the new Town Manager's arrival. This work will include some roof repair and general R&M.

Town Hall Windows

This project will begin in May after the manager interview process is completed.

B. Manager's Report – Sickles

Note: Due to family visits and the Annual CCCMA Conference I will monitor emails in limited capacity and attend a couple scheduled virtual meetings April 18 through April 28.

- A. Water Treatment Plant (WTP) Design & Engineering: I have had phone conversations and additional email information with the following organizations regarding funding for the Water Treatment Plant including potential for debt retirement from a large revenue source. WTP Loan Funding
 - a. ANB Bank, aka Community Bank – Avon/Eagle
 - b. Government Capital – Texas with Colorado experience in funding municipal funding
 - c. Northland Securities, Public Finance – Denver
 - d. Stifel, Nicolaus & Company, Public Finance – Denver
 - e. Meeting Scheduled April 15 with DOLA representative Desiree Santerre regarding State Revolving Fund (SRF) Pros & Cons
- B. Bellm Bridge Design & Engineering: The CDOT/IGA is on the agenda via a Resolution. This item is not currently budgeted and may require a 2025 Budget Supplement.
- C. North Main Street Pedestrian Improvements (Railroad Ave): From my understanding there will be property exchanges between the project and saloon overhang. The IFB is advertised with bids due April 30.
- D. Tank #2 / Steel Bolted Tank repairs: Jarod Limke is reviewing a memo from their tank specialist. If I get the memo before the meeting I will provide it at the meeting.
- E. Pressure Reducing Valve (PRV) Master Meter Housing upgrades: Weather dependent and moving forward.
- F. Repaving (reconstruction) of Taylor Street: Town Engineer Jeff Spanel has provided a drainage alternative with plans to review on the agenda.
- G. Little Beach Park Retaining Wall repair/replacement: Waiting for Town Attorney to verify that Inter-Mountain's current contract can cover design.
- H. Little Beach Park Improvements and Playground: Alternative project activity to leverage GOCO Funds is on the agenda.
- I. Main St / US HWY 24 Phase II Sidewalk construction: Reject current bid from 360 Civil is on the agenda.
- J. Main St / US HWY 24 Phase II Sidewalk construction: Stolfus Contract Amendment to revise the plans to include two options is on the agenda and re-bid with the purpose to stay within the current budget.
- K. Prepare to update the Minturn Boneyard conservation easement management plan owned by the Town of Minturn: Waiting for EVLT staff availability.
- L. Beldon stormwater installation project crossing the Boneyard: Emailed developer's engineer a reminder regarding the Restoration Plan.
- M. Main Street-US Hwy 24/Cemetery Road Pedestrian Crossing: The IFB is advertised with bids due April 30.
- N. Nelson Street Improvement plus potential Heat Exchange: A couple contacts; however it appears that available funding is contributing to the delay.
- O. Safe Streets For All: Cindy is preparing the Plan for the Agenda. Council member Brian Rodine did comment on the bike route presented by Stolfus after the meeting. I certainly understand the challenges.
- P. Norman Street Repaving: The IFB is advertised with bids due April 30.

Q. FYI-Cindy Kreig has been very helpful in coordinating the advertisements with Town Engineer Jeff Spanel.

11. PLANNING COMMISSION COMMENTS

Lynn T. would like to remind everyone that the community meet and greet for the candidates to be the new Town Manager is on Wednesday at 5:00 p.m.

12. FUTURE MEETINGS

- A. May 14, 2025
 - a. Jeff A. will be on zoom
- B. May 28, 2025

13. ADJOURN

Motion by Eric R., second by Darell W., to adjourn the regular meeting April 28, 2025 at 6:40 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