

**Minturn Planning Department**  
Minturn Town Center  
302 Pine Street  
Minturn, Colorado 81645



**Minturn Planning Commission**  
Chair – Lynn Teach  
Jeff Armistead  
Michael Boyd  
Amanda Mire  
Eric Rippeth  
Darell Wegert

## Design Review Board Hearing

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### Final Plan Review for Addition to a Single Family Residence

#### 1018 Mountain Drive

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<b>Hearing Date:</b>	May 14, 2025
<b>File Name and Process:</b>	Single Family Residence Addition Final Plan Review
<b>Owner/Applicant:</b>	Maverick Roger Conklin & Grace Kelley Clinton
<b>Representative:</b>	Matt Hansen, Hansen Design Build
<b>Legal Description:</b>	Subdivision: MINTURN MTN HOME PROPERTIES / MINTURN MHP Lot: 5-A
<b>Address:</b>	1018 Mountain Drive
<b>Zoning:</b>	South Town Character Area – Residential Zone District
<b>Staff Member:</b>	Madison Harris, Planner I
<b>Recommendation:</b>	<b>Approval</b>

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### Staff Report

#### **I. Summary of Request:**

The Applicants, Maverick and Grace, request Final Plan review of a 1,712 (gross) square foot addition to an existing single-family building located at 1018 Mountain Drive in the South Town Residential Zone District. The Applicant's representative, Matt Hansen, Hansen Design Build has been proactive in meeting with Town staff prior to submitting plans for the new structure and has provided a relatively complete and thorough set of site and architectural plans.

#### **Proposed Plans**

The plans show a two-story addition to a single family residence with a maximum building height of 27 feet and 2 1/2 inches, under the maximum allowable 28-foot limit within the South Town Residential Zone District.

Additionally, the massing, forms, and scale of the proposed structure, as well as proposed exterior materials, textures and detailing also appear to achieve the design objectives of Appendix B – *Design Guidelines and Standards*, Minturn Municipal Code.

Parking is adequate, with four off-street spaces, two of which are provided within the garage and two at surface level in front of the garage. The plans show the two levels in the addition, three levels in the existing structure.

According to staff’s analysis of development standards and dimensional limitations in Section III below the project appears to meet the Town’s standards.

Overall, staff believes that the Applicants and their representative have provided a complete, detailed set of plans necessary to complete a thorough final plan review.

As a reminder, the Planning Commission has the option to review the proposal as a “conceptual” plan review if the Commission feels that the plans are *not* sufficient or are in need of revisions and additional review prior to final plan approval; or the Commission may take action to approve, approve with conditions, or deny the Final Plans.

Staff is **recommending approval**.

## **II. Summary of Process and Code Requirements:**

These plans are being presented by the Applicant as “Final Plan” level of review for a new single-family residential structure on a legally created lot within the Town of Minturn. This is a formal hearing providing the Applicant and staff the opportunity to discuss the proposal with the Planning Commission, acting as the Design Review Board, and to address the DRB’s concerns or feedback regarding suggested revisions to the project.

If the DRB feels that the plans are complete, appropriate, and meet the intent and purposes of the Minturn Municipal Code, Chapter 16, the DRB has the option to take final action to approve the plans without conditions, or to approve with specific conditions and giving the Applicant and staff clear direction on any recommended revisions, additions or updates to the plans.

No variances are required or requested at this time.

### **Design Review Process**

Appendix ‘B’ of the Minturn Municipal Code, Section 16-21-615 - *Design Review Applications*, subsection “d” below outlines the criteria and findings necessary for DRB review and approval of all new, major development proposals:

(d) *Administrative procedure.*

(1) *Upon receipt of a completed and proper application, the application for Design Review will be scheduled for a public hearing. The hearing will be conducted in accordance with the procedures set forth in this Chapter.*

(2) *Criteria and findings. Before acting on a Design Review application, the Planning Commission, acting as the Design Review Board (DRB), shall consider the following factors with respect to the proposal:*

- a. The proposal's adherence to the Town's zoning regulations.*
- b. The proposal's adherence to the applicable goals and objectives of the Community Plan.*
- c. The proposal's adherence to the Design Standards.*

(3) *Necessary findings. The Design Review Board shall make the following findings before approving a Design Review application:*

- a. That the proposal is in conformance with the Town zoning regulations.*
- b. That the proposal helps achieve the goals and objectives of the Community Plan.*
- c. That the proposal complies with the Design Standards.*

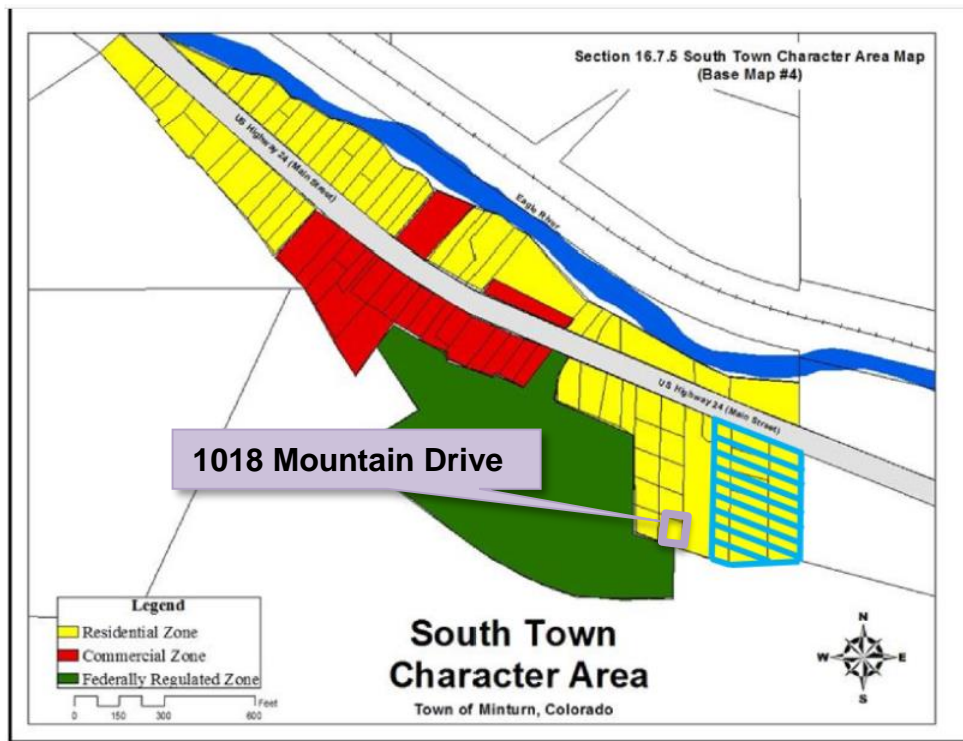
Staff suggests that the final plans for 1018 Mountain Drive meet the required findings ‘a,’ ‘b,’ and ‘c’ or subparagraph 3 – *Necessary findings*.

### **III. Zoning Analysis:**

#### **Zoning**

The subject property is located within the “South Town Character Area” Residential Zone District

**Figure 1: Game Creek Character Area Zoning Map**



■ - PUD Overlay Zoning

### Dimensional Limitations and Development Standards

The following table summarizes the lot, development and dimensional standards and limitations applicable to the subject property pursuant the approved Final Development Plan for the Belden Place PUD.

Regulation	Allowed/Required	Proposed/Existing
Minimum Lot Area:	5,000 sq. ft.	7,832.15 sq. ft. (.179 ac.)
Maximum Building Height:	28 feet	27 feet – 2 1/2 inches
Minimum Front Setback:	20 feet	20+ feet
Minimum Side Setback:	5 feet	5* feet
Minimum Rear Setback:	10 feet	10* feet
Maximum Lot Coverage:	45% (3,524.47 sq. ft.)	1,903 sq. ft. (24.30%) Proposed
Maximum Impervious Coverage:	55% (4,307.68 sq. ft.)	2,507.82 sq. ft. (32.02%) Proposed

Minimum Snow Storage Area:	5% of Lot Area (7,832.15 sq. ft. x .05 = 391.61 sq. ft.)	400+ sq. ft.
Parking:	2 spaces	4 spaces

\* A portion of the existing structure is within the setback, however, that portion is not being touched and should be considered a pre-existing non-conformity.

#### IV. Applicable Standards and Design Guideline Criteria:

##### **Design**

In addition to the development standards listed above, the following general design principles are provided for reference.

##### **Final Site, Grading and Drainage Design**

The Minturn Design Guidelines encourage designs that integrate or account for site topography and existing conditions, surrounding conditions, solar orientation, placement on lots relative to streets and natural features, snow storage and snow shed from roof structures.

##### **Mass and Form**

The following excerpt from the Design Guidelines is applicable to the proposed home design:

*“c. Massing and Scale*

*“A simple central form with additive features shall be designed. This style creates visual interest and is appropriate for the community due to its compatibility with existing structures. Buildings and improvements should complement, rather than overpower, the adjacent natural and built environment. Homes are encouraged to be sheltering in nature, with consistent setbacks from the street with prominent porches or overhanging eaves.*

*“Building mass, form, length and height shall be designed to provide variety and visual interest while maintaining a scale that is similar or compatible to adjacent structures.”*

*-Town of Minturn Design Guidelines*

##### **Staff Response:**

Staff believes that the design and scale of the proposed structure incorporates a simple central form with additive features and is complementary to adjacent residential structures and character on nearby parcels. Staff further suggests that the scale of the project is appropriate and will not overpower surrounding natural and built environments. Proposed roof forms and pitches, materials and textures are compatible and complementary to the surrounding built and natural environments.

**V. Items of Note:**

**Items of Note**

Staff has identified no items of note.

**VI. Staff Recommendation:**

Staff suggests that the Final Plans for 1018 Mountain Drive generally **comply** with or exceed the applicable provisions and/or minimum standards of Chapter 16 and the Town of Minturn Design Standards (Appendix 'B') of the Minturn Town Code.

Staff is **recommending approval** of the plans.