

Minturn Planning Department
Minturn Town Center
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Minturn Planning Commission
Chair – Lynn Teach
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To: Minturn Planning Commission
From: Scot Hunn, Planning Director
Date: February 14, 2024
Re: Minturn Forward – Work Plan Update

In the months of February and March, the Minturn Forward Code Update Project continues, with drafting of new code sections and performing community outreach and engagement with regard to zone districts.

A code assessment was completed in fall 2023, and the Planning Commission spent January educating itself and providing direction with regard to different code types/formats – including Form Based, Hybrid, and traditional codes – that can be used by the Town as we contemplate how best to organize and draft the Town’s land use regulations (Chapters 16 and 17 of the Minturn Municipal Code).

Having received direction from the Commission – to pursue a hybrid *leaning* traditional code format (with better graphics, illustrations, and intent statements) - staff is now focused on starting the code drafting process while also facilitating community outreach and engagement specifically to provide opportunities for the public to weigh-in on existing and future zoning (permitted uses), neighborhood character, and development standards.

As outlined in the attached memos from Matt Farrar, Western Slope Consulting, staff have created a short survey that will go live on Friday, February 16th and will be open – for online and paper copy responses – until Friday, March 22nd. Additionally, staff will be facilitating a series of three open houses, starting March 11th, and ending March 21st. The attached memo by Western Slope Consulting outlines the purpose and format of the open houses.

Importantly, staff will be moving forward with performing a more detailed review and drafting revisions for other sections of the code, most likely starting with Article 15 – *Planned Unit Development*; Article 19 – *Sign Regulations*, and Article 21 – *Administration*.

Last, during March and April, as staff facilitates community discussions around zoning and development standards for different areas or districts in town, staff will facilitate discussions with the Commission during regular meetings where we will share previous work completed on Chapter 16 (work that the Planning Commission completed in 2020/21). Staff has purposefully waited until we focus on zone districts to share previous work completed (which focused on permitted uses, definitions, and dimensional standards for each existing zone district in town). We also did

this to ensure that our discussions to date have been focused on the code assessment process and then on discussing code options (form based, hybrid, or traditional).

We look forward to our discussion on February 14th and encourage the Commission to reach out to staff with any questions prior to the meeting.