

To: Minturn Town Council
From: Scot Hunn, Consulting Planning Director
Date: May 2, 2025
RE: Planning Director Update



Minturn Forward Code Update Project:

The Planning Department continues to work with Western Slope Consulting (Matt Farrar) and the Planning Commission to develop and review new articles and sections of Chapters 16 (Zoning) and 17 (Subdivision) of the Minturn Municipal Code as part of the Minturn Forward Code Update Project. The new Chapters 16 & 17 will replace the existing Chapters upon adoption. To date, the following articles and sections of the new code have been completed:

- **Article 5 – Land Use Application Requirements & Procedures - COMPLETE**
 - This article sets forth the purposes, application submittal requirements, review criteria, and processes for each land use application type (i.e. rezoning, PUDs, zoning variances, conditional use permits, DRB applications).
 - This is considered by staff as perhaps the most critical article in the new code. This article will correct contradictions and conflicts in the current code by standardizing language, processes, and terms while clarifying the intent of each different land use application review by the Town.
 - The clarity and standardization of certain elements of the code will create efficiency for the Town and predictability for applicants.

- **Article 8 – Subdivision Application Requirements and Procedures - COMPLETE**
 - This article replaces previous Chapter 17 – Subdivisions, of the Town Code and adds clarity to the process and administrative aspects of applying for a subdivision.
 - Like Article 5, this new article includes elements (text, certain processes and/or requirements) of the existing code along with new language, new provisions, and layout/format to be more user-friendly.

- **Article 11 – Annexation and Disconnection - COMPLETE**
 - This article replaces Section 16-1-70. - Annexation and disconnection procedure, of the current code.
 - The new Article 11 adds significantly more details and explanations regarding the procedures, application requirements, and processes for both annexations and disconnections.
 - This article is complete and awaiting final review and editing by the Town Attorney.

- **Article 12 – Environmental Impact Report - COMPLETE**
 - This article replaces the previous environmental impact report section of the code and adds clarity to the process and administrative aspects.
 - This article includes existing provisions (existing code) along with new provisions that allow the Town to evaluate potential development impacts on the natural environment.
 - This article will also address potential development impacts on social, fiscal, or cultural environments of the Town.

Each new article or section of code has been vetted internally (by the Planning department, the Town Attorney, and the Town Engineer) prior to presenting a draft document to the Planning Commission for

review. Following Planning Commission review, the draft document is then revised and represented to the Planning Commission before moving on to additional articles and sections.

Next Steps:

Next steps in our process include creation and review of new review of Article 2 – Zone Districts (including new zone district mapping) and Article 3 – Use Regulations & Standards (allowable uses, as well as development and dimensional standards such as building setbacks, building height, and maximum lot coverage). One of the primary goals of the Minturn Forward re-code project has been to update the Town’s zone districts; to consolidate zone districts and to simplify the code. Therefore, our focus on Articles 2 and 3 is highly anticipated, is more complex/time consuming than previous code sections that have been completed and will involve significant public engagement.

Staff will commence public engagement notification (newsletter, door hangers, website notification) in May, notifying residents of Minturn of open houses that will be scheduled in June. The goal of the open houses will be to:

1. Inform property owners – based on individual neighborhoods – what their existing zoning categories are, what their existing allowable uses are, and how, if at all, their zoning, uses or development standards (setbacks, building heights, lot coverage maximums) are proposed to change.
2. Gather feedback and answer questions about existing zoning and property rights, any how any proposed changes may impact individual property rights in the future.
3. Seek feedback on any changes to purposes and geographic extent of new zone districts.

Active Land Use Applications:

- **Eagle County School District – Maloit Park Preliminary Subdivision Plat Review**

Staff has been reviewing the Eagle County School District Maloit Park Preliminary Plat for Subdivision application since late 2023. In fall 2024, the application was sent to referral agencies as well as the Town’s consultant team for review. The Applicant has recently re-submitted the proposal with detailed responses to referral agency comments. Once staff determines that referral issues or comments have been adequately addressed, the subdivision application will be scheduled for a public hearing before the Planning Commission, who will make a recommendation for the Council’s consideration.

- **Midtown Village PUD Final Plan and Plat for Planned Unit Development**

The town has received an application from Midtown Lofts, LLC., for Final Plan, Final Plat, and Subdivision Improvements Agreement (SIA) for the Midtown Village PUD. Midtown Village PUD received Preliminary Plan approval in January 2025. Next steps in the process include completing initial review (“completeness” review) of the application to ensure that the Applicant has addressed conditions of Preliminary Plan approval and has presented a complete application. Following that step, the Town will initiate a formal public referral review when the application will be referred to other agencies for review and comment.

- **Design Review Board Administration & Building Activity**

In addition to a heavy case load of design review board applications for Minturn North PUD and Belden Place PUD developments, staff continue to meet with other property owners interested

in new or remodel projects while working with our building official to coordinate and complete review of building permits and inspections in the field. Staff anticipate a busy spring and summer, with more DRB applications for projects like Belden Place and Minturn North PUDs, as well as individual new home projects.

Other Planning Department Activities:

- **The Highlands Parcels 1 and 2 Public Engagement**

Staff have completed the first and second steps in the public process to determine the future use of the Highlands Parcels Nos. 1 and 2.

- In early January, the Town launched a webpage with background information about the parcels, as well as information about the Town's intended process – including public input – to decide how best to use those parcels. A survey was conducted (online and handwritten options) and the Town hosted an open house on Wednesday, January 29th at Town Hall.
- In February, the Town hosted representatives from the Eagle County Open Space and Natural Resources Department, as well as the Eagle Valley Land Trust to guide Council through a discussion about potential open space/conservation scenarios and strategies.
- Next Steps:
 - Council directed staff to invite Jessica Foulis, Executive Director of EVLT, to another work session to continue discussions related to potential private conservation buyer scenarios.
 - Council also directed staff to work with the Town Attorney to develop a zoning strategy for the Highlands Parcels. Staff is currently working on this (zoning) effort.
 - Staff will work with Jessica Foulis to schedule a follow-up work session in May or June.

- **Eagle County Regional Housing Action Plan Partnership**

The planning director has been participating alongside representatives from Eagle County, Avon, Eagle, Gypsum, Red Cliff, and Vail in a regional housing action plan task force spearheaded by Eagle County and the Town of Avon. The purpose of this effort is to create a regional housing action plan – looking at alignment between land use policies and community housing goals within and across jurisdictions, as well as identifying potential funding sources to implement priorities and projects - and is based on a housing needs assessment being finalized by Economic Planning Systems (EPS). The assessment is based on community survey work and an extensive process by EPS to work with each partner jurisdiction to compile data on existing land use and development, existing housing policies and housing units/supply in each jurisdiction, as well as demographics and market trends. The partnership presented the initial results of the assessment to each of the partner jurisdictions in October and November.

EPS has published a final report and will present the findings of the assessment at the Council's May 21st regular meeting.

- **Eagle County Wildland Urban Interface (WUI) Code Working Group**

The planning director and the code enforcement officer have been participating in a regional effort spearheaded by the Eagle County Wildfire Collaborative group to understand and discuss

alternatives, pros, and cons related to the potential adoption of Wildland Urban Interface (WUI) code requirements in member jurisdictions (towns, special districts, and fire districts). This group has been meeting since the start of 2024 and work completed to date includes sharing and analysis of each jurisdictions' existing land use, zoning, and building code regulations and policies to better understand where, if at all, there are commonalities across or among jurisdictions by way of fire or wildfire related terms, regulations, or design requirements for things like home construction, landscape design and materials, and access to private property.