



OFFICIAL MINUTES

Planning Commission Meeting

Wednesday, October 09, 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/87488047356>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 874 8804 7356

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

Those present at roll call: Planning Commission Chair Lynn Teach, and Planning Commission Members Jeff Armistead, Michael Boyd, Amanda Mire, Eric Rippeth, and Darell Wegert. Staff members present: Planning Director Scot Hunn and Planner I Madison Harris.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Darell W., second by Jeff A., 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. September 25, 2024

Motion by Jeff A., second by Amanda M., to approve the minutes of September 25, 2024 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

9. DISCUSSION / DIRECTION ITEMS

- A. Minturn Forward: Chapter 16 Code Update - Draft Article 12 Environmental Impact Report Scot H. and Matt Farrar, Western Slope Consulting went over the draft Article 12 - Environmental Impact Report.

Darell W. asked that we define "Fens".

- Scot H. proposed in Sec. 16-12-20(2) "including but not limited to fens, wetlands, rock outcroppings"

Michael B. clarified the definition of development.

Lynn T. asked if the Planning Commission/Town Council can still require an environmental impact report if the Planning Director does not to start with.

- Mr. Farrar said that there should be a section that allows the Planning Commission/Town Council to require more information non-specific to environmental impact reports.

Darell W. asked if the noise level in Sec. 16-12-20(15) is in regards to temporary noise levels or permanent noise levels.

- Mr. Farrar said that this should be clarified to either exempt construction noise.

Scot H. suggested renaming the section to development impact assessment.

- Amanda M. likes this idea.

Amanda M.

- Sec. 16-12-20 asked if there is a verification process
 - Yes
- (3) Alter native vegetation is this permanently or even if it's going to be revegetated. Asked for different wording.
 - Scot H. said this could be taken care of on a vegetation plan
- (6) asked to add fire to the list
- (8) asked to add sonic substance
- (18) asked to use similar language from the PUD traffic study requirements to ensure consistent language to sections that reference traffic
 - Mr. Farrar said that this checklist is meant to be able to be filled out by anyone without hiring technical experts to fill it out.

Eric R. has concerns about these studies being performed by people paid by the Applicant.

- Scot H. said that's why these are referred to other agencies.

Amanda M. said that with the fiscal and traffic studies mentioned in Sec. 16-12-20, she doesn't feel are adequately represented in Sec. 16-12-30.

B. Existing Chapter 16 and Chapter 17 Definitions

Madison H. provided the summary of definitions from Chapter 16 and Chapter 17.

10. STAFF REPORTS

A. Manager's Report

Bellm Bridge Feasibility Study & Grant Opportunity

9/18/2024: Jeff Spanel, Inter-Mountain Engineering and I met with SEH Engineering who is conducting the Bellm Bridge Feasibility Study as well as Sarah Marin, with Sustainable Strategies who is tasked with Minturn's grant application for any bridge repairs. The group reviewed the current progress of the Feasibility Study along with the timeline for the CDOT Bridge grant application.

The above group has tentatively scheduled to bring this matter before the Council at the October 2, 2024, meeting for consideration of either a repair or replacement of the bridge. The grant application process is highly competitive and the costs for either repair or replacement will be extensive – meaning, at this point, Minturn will not be able to conduct the infrastructure improvements without a loan or a grant.

10/2/2024: SHE Engineers are not yet prepared to bring materials forward for discussion. The Town is hopeful these materials will be available by the October 16, 2024, Council meeting as the grant application is due by November 1, 2024. More to come.

HWY 24/Main Street Phase II Sidewalk Project Update

CDOT engineers continue to add additional scope and material requirements to the project, further limiting the amount of sidewalk that can be installed with the limited funds available. Both Inter-Mountain Engineering and Stolfus Engineering will continue to work with CDOT representatives toward finding ways to thoughtfully address ongoing concerns while being a efficient and fiduciarly responsible with the public funds available.

Tank #2 (Steel Bolted Tank) Lining Project

Colorado Department of Public Health and Environment (CDPHE) has updated their tank permitting requirements. Jarod Limke with HDR, Inc. is now reviewing how these permitting updates impact the Town's ability to rehabilitate tank #2. A memo from HDR, Inc with an analysis of these impacts is forthcoming.

Public Utilities Commission (PUC) – Railroad Ave Pedestrian Improvements Application

The application for installing a sidewalk over the rail line at Railroad Ave and Taylor St has been submitted to the PUC. Once approved, the Town can move forward with the pedestrian safety improvements awarded through the CDOT Revitalization grant, however this may not begin until the spring of 2025.

Membrane Water treatment Plant Funding Analysis

I have begun the final analysis of all remaining funding opportunities toward the construction of a new membrane water treatment plant (WTP). Efforts underway include the consideration of the value a sale of the Highlands Parcels 1 & 2 for the purpose of a conservation easement would create financially for the Town. This work is being considered/analyzed by the Eagle Valley Land Trust and further discussions surrounding this option will be vetted with findings coming to Council by December.

An additional review of all potential grant applications is forthcoming with a detailed memo by Sustainable Strategies, Minturn's contracted grant writing and lobbying firm. This memo will also be provided to the Town Council for review.

Minturn Market

Staff continues to review the validity and value of the Minturn Market. There are extensive benefits that come with the annual summertime event, however the cost to the Market Fund remains uncertain and the bandwidth required of staff can stretch thin. Vendor recruitment remains a challenge, and much is dependent on acquiring sponsorships. We will keep the Council apprised of progress for the 2025 summer season.

B. Planning Department Update

701 Main Street - Minor DRB Permit

Andrew Candelaria, representative of Rodney and Rosa Cordova at 701 Main, recently applied for a Minor DRB Permit to change the white vinyl siding to gray Hardie Board with white trim. Because the property is over 75 years old, and this project affects more than 50% of the exterior architectural features, the property owners were required to go through the two-week stay process to see if the community was interested in nominating the structure as a historic landmark. No one nominated the property and so this application was approved October 2, 2024.

271 Main Street - Minor DRB Permit

Joseph Halovanic, at 271 Main St #A, recently applied to erect a fence along the front and side property lines. This was reviewed and approved on October 3, 2024.

Scot H. gave an update on the Minturn Forward project, large developments going through the process, and the Regional Housing Authority.

11. PLANNING COMMISSION COMMENTS

Lynn T. said that Ella Burnett's 98th birthday is October 17th.

12. FUTURE MEETINGS

- A.** October 23, 2024
- B.** November 13, 2024
- C.** November 27, 2024 - Day before Thanksgiving
 - a. Darell W. will not be here

13. ADJOURN

Motion by Jeff A., second by Amanda M., to adjourn the regular meeting of October 9, 2024 at 7:23 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