



OFFICIAL MINUTES Planning Commission Meeting

Wednesday, December 13, 2023

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/88611323337>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 886 1132 3337

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 - 6:30 PM

Lynn Teach called the meeting to order at 6:33 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission members Michael Boyd, Amanda Mire, Sage Pierson, Tom Priest, and Jeff Armistead.
Staff Members present: Planning Director Scot Hunn and Planner I Madison Harris.

3. APPROVAL OF MINUTES

A. November 8, 2023

Motion by Michael B., second by Tom P. to approve the minutes as presented. Motion passed 5-0.

Note: Sage P. is attending in her status as an alternate.

4. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Amanda M., second by Jeff A., to approve the agenda as presented. Motion passed 5-0.

Note: Sage P. is attending in her 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: Code Assessment

Scot H. introduced the topic. This is a high level assessment of what our code looks like and how it can change and be reorganized.

Matt Farrar, Western Slope Consulting.

The key themes and priorities of this update is:

1. Re-Organize and Re-Format Code to Improve Usability
2. Develop a Code that Facilitates the Implementation of Minturn's Community Plan & Strategic Plan
3. Enhance Review Processes
4. Create More Opportunities For A Range of Housing Options for Full-Time Residents
5. Increase Flexibility of Regulations & Standards
6. Explore Options to Promote/Incentivize Certain Types of Development
7. Ensure Compliance With Court Rulings

Note: 5 min recess called at 7:21 p.m.

Tom P. looks forward to the product that comes out the other ends. Doesn't have any issues with the recommendations. The cross-reference needs to be very specific. Would like an example of what a hybrid code would look like in a zone district.

Mr. Farrar said that a hybrid approach would be to say for example here is the scale for buildings in this area and we want to continue that scale. Would define building envelope, height, setbacks, but also maybe some build-to lines where buildings have to be built to the sidewalk or incorporate outdoor seating areas. Things that work towards development that continues the character that you want to see. Also regulations on the types of uses allowed in the buildings.

Tom P. asked if a hybrid would kind of eliminate variances if you adhere to the character because we've zoned it hybrid.

Scot H. said that there would be intents per zone district/neighborhood. This would be followed by text that is more regulatory and coupled with very clear graphics. If you have a very clear

description of what the zone district is plus intent plus graphics should cut down on the variance requests. The hybrid code should be applied across the board to all zone districts.

Michael B. commented on reducing the parking requirements. Another issue is changing the zoning. Currently residential in Old Town has a 45% building coverage limitation which is a lot. Zone changes through the 800 block is an issue for him. Would like to have a work session with Council about the layout.

Sage P. agrees that we should talk to Council, brainstorming together is important.

Lynn T. agrees with a meeting with Council, but it should be further down the line when we've accomplished more.

Jeff A. said that maybe we need to prioritize certain things, but when we start digging into this we'll need to figure out how we address things (chronologically vs. hot button issues). Thinks we should go for a hybrid code. Asked if there could be an exercise conducted where a project was designed according to both a traditional and form based code and seeing what the differences in the product is. Likes Matt's suggestions that the traditional focuses on uses while the form based focuses on the building form. Wants to make sure we aren't discriminating against anyone in any part of town.

Amanda M. would like to elaborate on people's roles so that we can be most efficient in applying the review of applications. Likes the reorganization and the consolidation, but was struggling with mapping the old to the new. The hybrid will likely be the way we end up going. Would like to have purpose first and then traditional. Agrees with Sage and Jeff about getting with Council when it's appropriate.

Lynn T. would like to keep "existing character and scale" in the intent statements. Likes the hybrid idea. Thinks that any further stakeholder interviews need to happen in the Planning Commission meeting.

10. STAFF REPORTS

A. Manager's Report

Safe Streets for All (SS4A) Grant Award

The town of Minturn has been awarded a SS4A grant in the amount of \$80,000 for the creation of a Safety Action Plan (Plan). This Plan will identify the primary areas of risk to pedestrians, vehicles, and multimodal forms of transportation. The town will look to utilize this Plan toward supporting larger grant applications to address transportation safety within town. I participated in the grant kick-off meeting this week and will work to create an RFP for finding a facilitator to take the town through the community-centric process of creating the Plan.

Revitalizing Main Streets (CDOT) Grant Application

Minturn has applied for a grant to improve upon the initial work planned for the Railroad Ave corridor. With the approximately \$80k committed by the Minturn North Development, Minturn would like to utilize those funds as a match toward a larger project of improving the North Minturn area corridor's access to Main Street. The Town will conduct the approved Railroad Ave work regardless of the grant approval, but if the grant is approved, we will be able to add a bulbout at the Railroad Ave/North Main Street intersection, additional walkways along the municipal lot and North Main Street and work at the Main Street intersection that is in line with the recently approved Community Plan. Total project cost applied for is \$252,000 with a 10% match included.

Minturn Concrete Water Tank #3

Tank #3 is now online and operational. Final payment to the contractor and subs has been approved. John Volk is applying to the CDPHE for approval of the .1 baffling factor which allows the town to utilize the tank for necessary contact time requirements.

Evacuation Planning

I met with representatives of the Eagle County Emergency Management Team, Sheriff's Office, Fire Protection District and Wildland Fire to discuss Minturn's evacuation planning efforts. Conducting a tabletop exercise and a full-blown evacuation exercise can get very expensive, so I am looking into planning grants to help facilitate this effort. A discussion point addressed in this meeting is finding the balance between traffic calming measures and emergency/safety measures. These two items can often contradict, and the community should be cognizant of working toward finding a balance.

Community Wildlife Protection Plan (CWPP)

I represented Minturn on Tuesday, November 28th for the next steps in the updating of the CWPP. This is still a work in progress, but I anticipate, when completed, this will come before the Minturn Town Council for the option to adopt the plan. If interest was again the discussion in finding a balance between emergency management planning and street calming activities and how those two efforts often do not align. Minturn will continue to work toward finding a balance in this area.

Magnesium Chloride Discussion

The Magnesium Chloride discussion has been removed from the Council discussion items due to feedback received from CDOT representative MR. Kane Schneider. I participated in a Zoom call with CDOT Region 3 Engineer John Kronholm, Mr. Schneider and Joseph Bajza on Thursday, November 30th . The meeting was originally scheduled for the purpose of discussing Mag Chloride talking points at the Council discussion, but Mr. Schneider quickly devolved the discussion into, what I perceived to be an adversarial position on the contents of the Minturn/CDOT Annual Maintenance Contract. Mr. Schneider's position is that the Town is responsible for the 24/7 plowing of the entirety of HWY 24 through Minturn, including the parking lanes and traffic lanes. This includes any de-icing efforts. In contrast, Mr. Bajza, head of plow operations for DCOT, indicated Minturn and CDOT maintain a productive arrangement and hopes that can continue.

Minturn's maintenance contract with CDOT began in 2006 and Jay Brunvand, town clerk/treasurer, indicates the contract was always discussed as a "team effort" whereby CDOT would lower their blades when coming through town and Minturn's PW staff would handle the removal of snow in the parking lanes. Jay provided me emails from past contract negotiations indicating this understanding. I will now work to address Mr. Schneider's claims and either work with CDOT representatives to maintain the understanding of the teamwork that has benefited both parties in the past or dissolve the contract. Minturn PW does not have the bandwidth to maintain the traffic lanes of HWY 24 24/7 for the small contract amount of approximately \$38,0934.

Regardless of the above, at this time, CDOT indicated Mag Chloride use on HWY 24 is rare, so the Mag Chloride discussion is a moot issue.

11. PLANNING COMMISSION COMMENTS

The Planning Commission wished everyone a Merry Christmas!

12. FUTURE MEETINGS

13. ADJOURN

Motion by Tom P., second by Jeff A., to adjourn the regular meeting of December 13, 2023 at 8:50 p.m. Motion passed 5-0.

Note: Sage P. is attending in her status as an alternate.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director