

**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 Single Family Residence

**222 Main Street**

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<b>Hearing Date:</b>	May 28, 2025
<b>File Name and Process:</b>	Addition to Single-Family Residence Final Plan Review
<b>Owner/Applicant:</b>	Joe & Jenn Bianchi
<b>Representative:</b>	Jeff Armistead, 10 <sup>th</sup> Mountain Builders
<b>Legal Description:</b>	Subdivision: BOOCO Block: E Lot: 2 Thru Lot: 4 PT OF
<b>Address:</b>	222 Main Street
<b>Zoning:</b>	Old Town Character Area – Mixed-Use 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, Joe and Jenn Bianchi, request Final Plan review of a new, three-bedroom, 1,406 (gross) square foot addition to a single-family residence located at 222 Main Street in the Old Town Mixed-Use Zone District. The Applicant's representative, Jeff Armistead of 10<sup>th</sup> Mountain Builders, has been proactive in meeting with Town staff prior to submitting plans for the addition and has provided a relatively complete and thorough set of site, landscaping, and architectural plans.

#### **Proposed Plans**

The plans show a two-story, three-bedroom addition with a maximum building height - measured to the midpoint of the roof – of 26 feet 6 inches measured to existing grade which is the most restrictive, under the maximum allowable 28-foot limit within the Old Town Mixed-Use 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 in the driveway. The plans show the first floor with the two existing bedrooms four bedrooms and primary living area, and the second floor has the three remaining bedrooms.

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 addition to a 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 222 Main Street meet the required findings ‘a,’ ‘b,’ and ‘c’ or subparagraph 3 – *Necessary findings*.

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

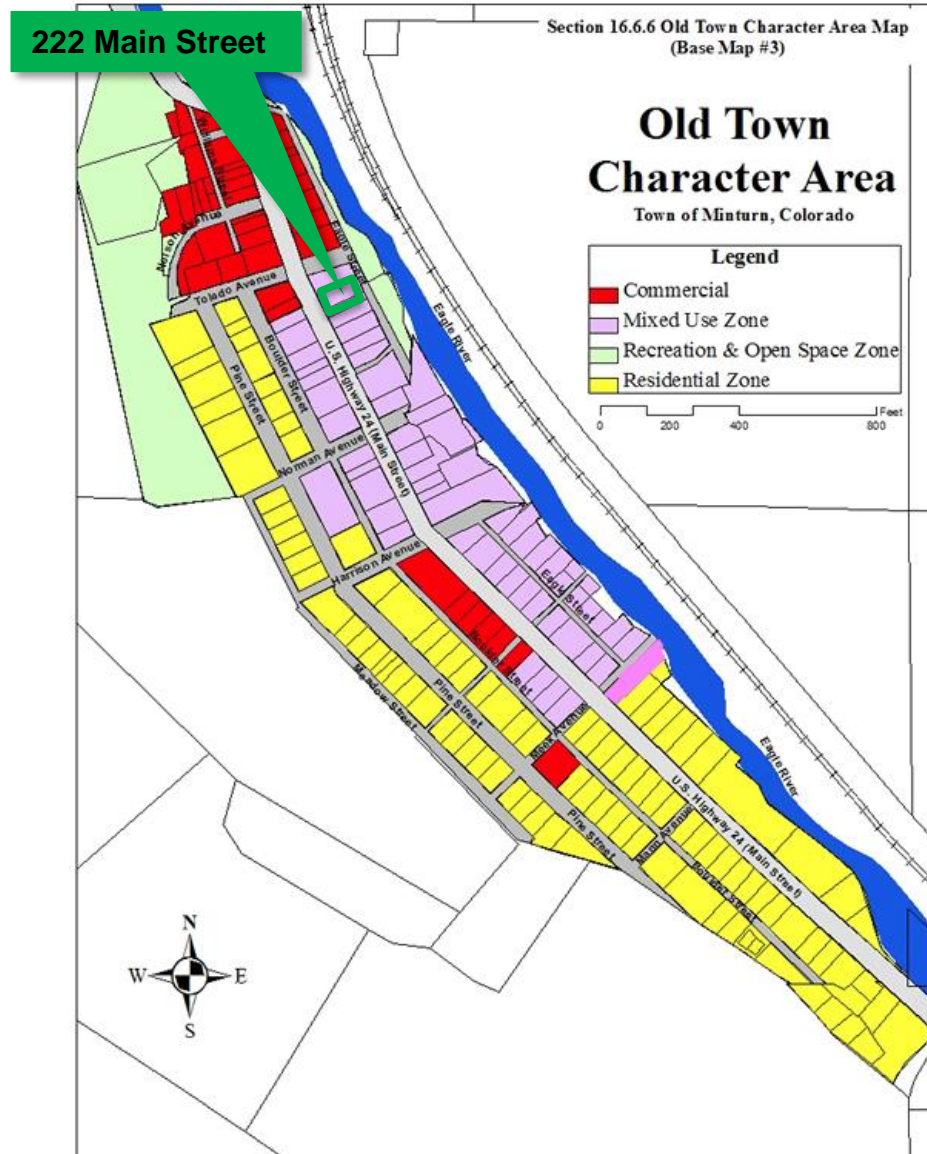
#### **Zoning**

The subject property is located within the “Old Town Character Area” Mixed-Use Zone District, described as follows:

- (a) This area allows a compatible **mix of residential uses**, low-impact commercial uses and institutional uses that serve residents and visitors. The Old Town Mixed-Use Zone can accommodate various types of development if found not to significantly impact nearby properties.*
- (b) The Old Town Mixed-Use Zone is intended to provide sites for combined residential and low-impact commercial and service uses which maintain a predominantly residential appearance. **This area can accommodate reasonable growth** where land and services are available and when services and amenities are needed for residents and visitors.*

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Figure 1: Old Town Character Area Zoning Map



### 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 Minturn North PUD.

Regulation	Allowed/Required	Proposed/Existing
Minimum Lot Area:	5,000 sq. ft.	6,487 sq. ft. (.149 ac.)
Maximum Building Height:	28 feet	26 feet – 6 inches
Minimum Front Setback:	10 feet	16 feet

Minimum Side Setback:	5 feet	5 feet*
Minimum Rear Setback:	10 feet	10+ feet
Maximum Lot Coverage:	45% (2,919.15 sq. ft.)	2,913 sq. ft. (44.91%) Proposed
Maximum Impervious Coverage:	55% (3,567.85 sq. ft.)	3,451 sq. ft. (53.20%) Proposed
Minimum Snow Storage Area:	5% of Lot Area (6,487 sq. ft. x .05 = 324.35 sq. ft.)	650 sq. ft.
Parking:	4 spaces	4 spaces

\* The north side/portion of the existing structure is within the setback, however, that should be considered a pre-existing non-conformity and is not being exacerbated.

#### 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.”*

**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. Issues and Recommended Revisions:**

**Issues or Required Plan Revisions**

Staff has identified no issues.

**VI. Staff Recommendation:**

Staff suggests that the Final Plans for 222 Main Street 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.