



To: Mayor and Council
From: Madison Harris, Planner II
Date: May 29, 2025
Agenda Item: Recent Planning Commission Recommendations and Actions

REQUEST:

Review and ratification of Planning Commission actions from their regular meeting of May 28, 2025. The following actions were taken by the Planning Commission, acting as the Minturn Design Review Board, which may be called-up for further review by the Minturn Town Council:

222 Main Street

- Final Plan DRB Application for an Addition to a Single Family Residence

Please note that unless there are revisions or additions to the conditions proposed by staff during decision by the Planning Commission, staff will no longer be writing cover memos for items on the Consent Agenda. In this case there was an addition of two conditions.

INTRODUCTION:

222 Main Street

At their regular meeting of May 28, 2025, the Planning Commission, acting as the Town of Minturn Design Review Board, reviewed the final plans for an addition to a single family residence located at 222 Main Street. The plans approved by the DRB are for:

- **An Addition to a Single Family Residence**

Site plans (exterior elevation renderings and floor plans) are attached for reference.

Two neighbors spoke at the DRB hearing primarily concerned with snow shedding and causing shadows, where the DRB discussed proposed exterior materials, as well as the proposed roof forms and massing in context to Chapter 16 – *Zoning*, and Appendix ‘B’ *Design Review Standards and Guidelines*, of the Town of Minturn Municipal Code (MMC).

The DRB unanimously supported the proposed construction as meeting the objectives and requirements of the MMC and design standards.

Ultimately, the DRB voted 4-0 to recommend approval of the proposal as a Final Plan review, with two conditions added by the Planning Commission:

1. The Applicant shall submit and receive approval for a Minor Subdivision: Amended Final Plat to vacate the interior lot line and effectively combine Lots 3 and 4 of Block E of the Booco Subdivision to Minturn prior to Certificate of Occupancy issuance.

2. That the south west corner of the structure have snow clips, gutter, heat-tape to prevent snow accumulation on the neighboring structure.

ANALYSIS:

In reviewing the application, the Planning Commission considered the criteria and findings required by the Minturn Municipal Code, as well as testimony of staff and the Applicant. Two members of the public spoke at the DRB hearing.

The proposal meets the requirements of Chapter 16 including Appendix B - Design Guidelines and Standards.

COMMUNITY INPUT:

Two members of the public spoke at the DRB hearing. Public notice was provided in accordance with the Minturn Municipal Code as a matter of posting of the official agenda and packet materials for public review prior to the hearing, and following Section 16-21-610 Public notice.

BUDGET / STAFF IMPACT:

N/A.

STRATEGIC PLAN ALIGNMENT:

The Planning Commission's review of proposed development projects and their actions to approve final plans for individual projects, acting as the Town of Minturn Design Review Board, aligns with the following key strategies:

- Integrity
- Transparency
- Collaboration

RECOMMENDED ACTION OR PROPOSED MOTION:

Approve the following application on consent:

1. 222 Main Street – Addition to a Single Family Residence

ATTACHMENTS:

- Staff Report
- DRB Application
- Proposed exterior elevation drawings and site plans for 222 Main Street