

**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 New Home**

**532 Main Street**

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<b>Hearing Date:</b>	February 12, 2025
<b>File Name and Process:</b>	Single-Family Residence Final Plan Review
<b>Owner/Applicant:</b>	Ken & Patty Halliday
<b>Representative:</b>	Tobin Smith, Tobin Smith Architect
<b>Legal Description:</b>	Section: 26 Township: 5 Range: 81 PCLIN SE1/4SW1/4 Subdivision: BOOCO 2ND Block: 3 Lot: 3
<b>Address:</b>	532 Main Street
<b>Zoning:</b>	Old Town Character Area – Residential Zone District
<b>Staff Member:</b>	Madison Harris, Planner I
<b>Recommendation:</b>	<b>Approval, with conditions</b>

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### **Staff Report**

#### **I. Summary of Request:**

The Applicants, Ken and Patty Halliday, request Final Plan review of a new, four-bedroom, 6,597 (gross) square foot single-family residence located at 532 Main Street in the Old Town Residential Zone District. The Applicant's representative, Tobin Smith, has been proactive in meeting with Town staff prior to submitting plans for a new home and have provided a relatively complete and thorough set of site, landscaping, and architectural plans.

#### **Proposed Plans**

The plans show a two- to three-story, four-bedroom structure with a maximum building height - measured to the midpoint of the roof – of 27 feet 9 inches, under the maximum allowable 28-foot limit within the Old Town Residential 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.

The plans show the ground level with the garage, primary living area, and master bedroom, the upper level has a game room which could double as a bedroom, and the lower level has the three remaining bedrooms and a craft studio. Parking is adequate, even with the potential extra bedroom, with four off-street spaces, two of which are provided within the garage and two in front of the garage.

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**, with conditions.

## **II. Summary of Process and Code Requirements:**

These plans are being presented by the Applicant as "Final Plan" level of review for a new 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 532 Main Street meet or can be revised to meet the required findings 'a,' 'b,' and 'c' or subparagraph 3 – *Necessary findings* – with proposed conditions of approval.

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

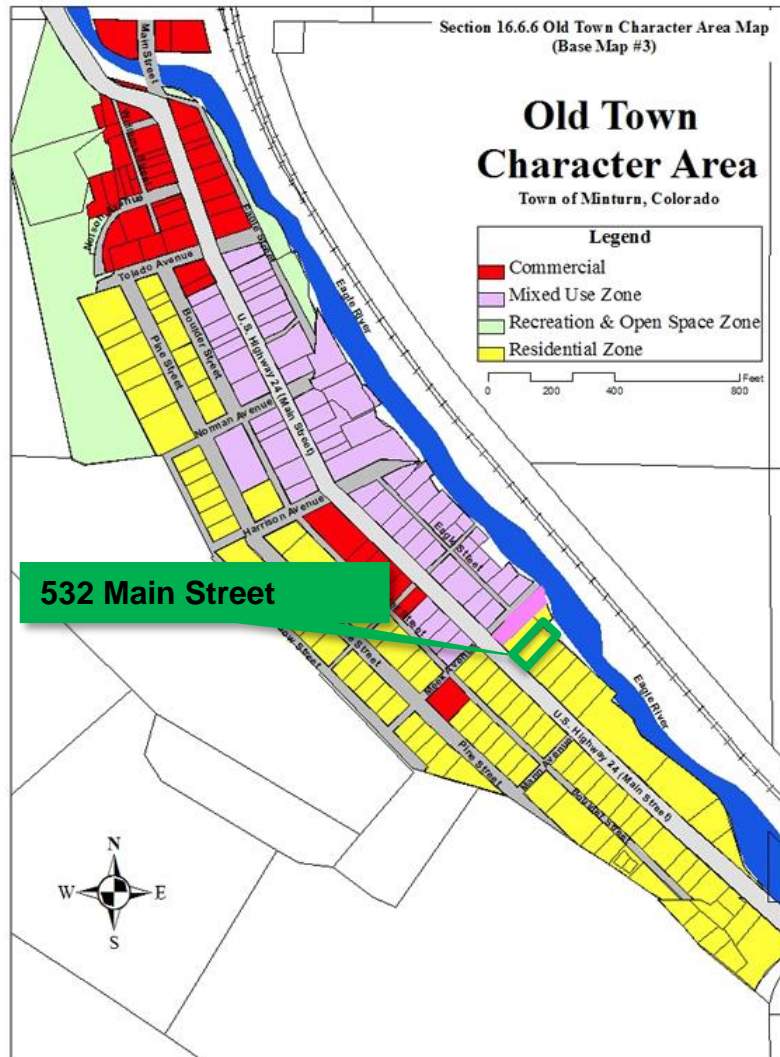
#### **Zoning**

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

- (a) The neighborhood is bisected by Highway 24 and is **characterized by single-family residences** with a mix of business and institutional uses. **The residences are typically one (1) and two (2) stories**, with outbuildings and minimal setback between structures.*
- (b) **The purpose of this zone is to provide for continued residential use** and redevelopment that preserves the unique character and scale of the neighborhood. **An objective is to retain the historically residential areas as quiet and safe neighborhoods** while allowing for limited home-based occupations and home-based businesses to encourage permanent residency. This area can accommodate reasonable growth where land and services are available.*

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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 to Sections 16-2-40. - *General lot requirements and dimensional standards* and 16-16-20 – *Parking Required for Residential and Lodging Uses*.

Regulation	Allowed/Required	Proposed/Existing
Minimum Lot Area:	5,000 sq. ft.	8,640.8 sq. ft. (.198 ac.)
Maximum Building Height:	28 feet	27 feet – 9 inches
Minimum Front Setback:	10 feet	10+ feet
Minimum Side Setback:	5 feet	5 feet

Minimum Rear Setback:	10 feet (to property line) 30 feet (to high water mark)	10+ feet (to property line) 30+ feet (to high water mark)
Maximum Lot Coverage:	45% (3,888.36 sq. ft.)	3,260 sq. ft. (37.73%) Proposed
Maximum Impervious Coverage:	55% (4,752.44 sq. ft.)	4,743 sq. ft. (54.89%) Proposed
Minimum Snow Storage Area:	5% of Lot Area (8,640.8 sq. ft. x .05 = 432.04 sq. ft.)	507 sq. ft.
Parking:	3 spaces	4 spaces

#### 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.”***

*-Town of Minturn Design Guidelines*

**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. Items of Note:**

**Items of Note**

The following have been identified by staff that have been addressed or are in the process of being addressed that the Planning Commission should be aware about:

**Encroachments into Easements**

The back deck is cantilevered over and into an existing sewer easement. The applicant has indicated that they have initiated the encroachment agreement process with Eagle River Water and Sanitation District.

**VI. Staff Recommendation:**

Staff suggests that the Final Plans for 532 Main Street, as conditioned below, 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, with the following recommended condition(s):

1. Prior to or concurrent with building permit application submission, the Applicant shall provide documentation for any required encroachment agreement(s) with the Eagle River Water and Sanitation District for any improvements within the platted sewer easement.