

**MEMORANDUM**

DATE: February 28, 2025  
TO: Minturn Town Council  
FROM: Michael Sawyer and Harper Powell  
RE: Encroachment Removal Agreement

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Chris Rhodes and Juliet Greene Rhodes own the property at 501 Pine Street in the Town of Minturn. Town Staff discovered that certain improvements, including a fence, encroach from the Rhodeses' property onto the Town-owned right-of-way known as Meadow Lane (the "ROW"). Town Staff have been in communication with the Rhodeses to make a plan for the removal of these encroachments.

The Encroachment Removal Agreement, attached as **Exhibit A**, designates a timeline and conditions for removal of the encroachments from the ROW. The Agreement requires that the Town surveyor place flagging on the property to show the property and ROW boundaries. The Agreement also sets June 30, 2025 as the date for final removal of the encroachments following the snow/mud cycle of the spring months. In the event the property survey shows that certain of the improvements encroach no more than six inches into the ROW, the Rhodeses may apply for an encroachment license from the Town to allow these improvements to remain inside the ROW.

Town Staff recommends the Town Council approve the Encroachment Removal Agreement, attached as **Exhibit A**, to ensure the safe and timely removal of the encroachments.