



Minturn Forward Memo

TO: Minturn Planning Commission
FROM: Matt Farrar, Western Slope Consulting
DATE: February 7, 2025
ATTACHMENTS: None

1. Proposed Modifications to Minor PUD Amendments (Section 16-5-180)

Based on previous discussion with the Planning Commission, staff has prepared the following list of changes that could be permitted as minor amendments to an approved PUD. Staff is looking for feedback from the Planning Commission on whether these types of changes are appropriate as minor amendments and/or any revisions to the proposed language that should be made.

- Changes that are necessary to address technical or engineering considerations discovered during the development of the PUD that could not have been reasonably anticipated during the initial approval process.
- Any change to the location of a building(s) or structure(s) of no more than two feet (2') in any direction.
- Any increase to the impervious surface area in a planning area within a PUD of no more than three percent (3%).
- Any increase in the total number of residential units of no more than five percent (5%). The total number of residential units may be increased by no more than ten percent (10%) if the additional units are all deed-restricted for resident occupied community housing, in accordance with [Article ##](#).
- Any increase in the total square footage of non-residential buildings of no more than five percent (5%).
- Any change to the number or location of vehicular and/or non-motorized access points within in the PUD as long as the change(s) does not negatively impact public safety and/or the flow of traffic onto public streets.
- Any changes to landscaping that enhance water conservation and/or wildfire mitigation that do not change the overall character of the approved landscape plan.

Per the Planning Commission's direction, staff used the Town of Telluride's provisions for minor modifications to an approved PUD as a template for crafting the list of changes on the previous page.

Note: Telluride allows the number of dwelling units in a PUD to be increased by up to 1% via their Minor PUD Amendment process. Given the scale of PUDs in Minturn, staff is recommending that there be a higher threshold for the percent increase in residential units allowed via the Minor PUD Amendment process. From staff's perspective, limiting the increase in residential units to 1% doesn't work unless hundreds of units are included in a PUD (e.g., 1% of 100 residential units = 1 unit).

Staff is also working to incorporate the following changes to the Minor PUD Amendment Section based on direction from the Planning Commission:

- Requiring public notice (i.e., mailed, posted, and published notice) of an administrative decision on a Minor PUD Amendment.
- Including language that allows for a call up of an administrative decision on a Minor PUD Amendment. Staff is recommending that the Town Council be the body authorized to call up an administrative decision on a Minor PUD Amendment.

2. Minor PUD Amendment Examples

The following are examples of minor amendments that could be made to an approved PUD, according to the list of changes provided on the previous page. These examples were developed based on existing PUDs in Minturn, with the exception of the "Hypothetical PUD" that was included as an example of a larger scale PUD that doesn't currently exist in the Town.

- Minturn North PUD

Total Number of Dwelling Units (DU): 39

Total PUD Area: 12.581 acres

Gross Density: 39 DU / 12.581 acres = 3.1 DU/acre

Maximum Impervious Surface Area Allowed (Planning Area 1): 60%

Maximum Impervious Surface Area Allowed (Planning Area 2): 65%

5% increase in total number of DU: 1.95 units (total DU = 40.95)

10% increase in total number of DU: 3.9 units (total DU = 42.9)

Effect on gross density from 5% increase in total DU:

40.95 DU / 12.581 acres = 3.25 DU/acre (+0.15 DU/acre)

Effect on gross density from 10% increase in total DU:

42.9 DU / 12.581 acres = 3.41 DU/acre (+0.31 DU/acre)

Maximum impervious surface area allowed with 3% increase (Planning Area 1): 63%

Maximum impervious surface area allowed with 3% increase (Planning Area 2): 68%

- Belden Place PUD

Total Number of Dwelling Units (DU): 41

Total PUD Area: 2.7 acres

Gross Density: 41 DU / 2.7 acres = 15.2 DU/acre

5% increase in total number of DU: 2.05 units (total DU = 43.05)

10% increase in total number of DU: 4.1 units (total DU = 45.1)

Effect on gross density from 5% increase in total DU:

43.05 DU / 2.7 acres = 15.94 DU/acre (+0.74 DU/acre)

Effect on gross density from 10% increase in total DU:

45.1 DU / 2.7 acres = 16.7 DU/acre (+1.5 DU/acre)

■ Midtown Village PUD

Total Number of Dwelling Units (DU): 42

Total Square Footage (SF) of Non-Residential Buildings: 14,000

Total PUD Area: 2.53 acres

Gross Density: 42 DU / 2.53 acres = 16.6 DU/acre

5% increase in total number of DU: 2.1 units (total DU = 44.1)

10% increase in total number of DU: 4.2 units (total DU = 46.2)

Effect on gross density from 5% increase in total DU:

44.1 DU / 2.53 acres = 17.43 DU/acre (+ 0.83 DU/acre)

Effect on gross density from 10% increase in total DU:

46.1 DU / 2.53 acres = 18.22 DU/acre (+1.62 DU/acre)

5% increase in total SF of non-residential buildings: 700 SF (total SF = 14,700)

■ Hypothetical PUD

Total Number of Dwelling Units (DU): 100

*Total Square Footage (SF) of Non-Residential Buildings: 100,000**

Total PUD Area: 10 acres

Gross Density: 100 DU / 10 acres = 10.0 DU/acre

5% increase in total number of DU: 5 units (total DU = 105)

10% increase in total number of DU: 10 units (total DU = 110)

Effect on gross density from 5% increase in total DU:

105 DU / 10 acres = 10.5 DU/acre (+ 0.5 DU/acre)

Effect on gross density from 10% increase in total DU:

110 DU / 10 acres = 11 DU/acre (+1 DU/acre)

5% increase in total SF of non-residential buildings: 5,000 SF (total SF = 105,000)

**For reference, the Home Depot in Avon is roughly 117,000 square feet.*

3. Examples from Other Communities

The following are examples of changes that other communities authorize their Planning Director to permit via a Minor PUD Amendment process. These are the same examples that have been included in previous memos to the Planning Commission and are being provided again, for convenience.

Town of Telluride

The Town of Telluride allows their Planning Director to authorize the following types of changes to an approved PUD via their Minor PUD Amendment process:

- Moving a building or street no more than two (2') feet.
- Increasing the ground coverage for all proposed structures by no more than three percent (3%).
- Reducing the amount of approved open space by no more than three percent (3%).
- Increasing the floor area of all proposed structures by no more than two percent (2%).
- Increasing the number of dwelling units or bedrooms by no more than one percent (1%).

Town of Eagle

The Town of Eagle allows their Planning Director to authorize the following types of changes to an approved PUD via their Minor PUD Amendment process:

- Modifying the ratio of residential units to square feet of non-residential building area in the PUD by more than 10%.
- Modifying the gross square footage of non-residential building area as long as the area does not increase by more than 10%.
- Modifying the number or location of vehicular access points as long as those changes don't negatively impact public safety or the flow of traffic onto public streets.

City of Glenwood Springs

The City of Glenwood Springs allows their Planning Director to authorize the following types of changes to an approved PUD via their Minor PUD Amendment process:

- Modifying the ratio of residential units to square feet of non-residential building area in the PUD by more than 10%.
- Modifying the number of residential units as long as the number of units does not increase by more than 10%.
- Modifying the gross square footage of non-residential building area as long as the area does not increase by more than 10%.
- Modifying the number or location of vehicular access points as long as those changes don't negatively impact public safety or the flow of traffic onto public streets.

Town of Carbondale

The Town of Carbondale allows their Planning Director to authorize the following types of changes to an approved PUD via their Minor PUD Amendment process:

- Changing permitted land uses in any location, if the change does not affect overall PUD density or intensity.
- Increasing the total number of residential units by no more than 5%.
- Any change that results in a decrease of less than 5% of planned or identified public parks and/or improved open space.
- Any change that results in a decrease of less than 2% of the total amount of natural areas or preserved or undisturbed open space.
- Any change to parking, landscape buffer, or building design standards.