



OFFICIAL MINUTES

Planning Commission Regular Meeting

Wednesday, January 22, 2025

Town Hall / Council Chambers - 302 Pine St Minturn, CO

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate.

This agenda and meetings can be viewed at www.minturn.org.

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/83168423246>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 831 6842 3246

Please note: All virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

Public Comments: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Madison Harris, Planner 1, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER - 5:30 PM

Lynn Teach called the meeting to order at 5:30 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission Members Jeff Armistead, Amanda Mire, and Eric Rippeth.

Staff members present: Planning Director Scot Hunn and Planner I Madison Harris.

Note: Michael Boyd and Darell Wegert are excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Amanda M., second by Eric R., to approve the agenda as presented. Motion passed 4-0.

Note: Michael B. and Darell W. are excused absent.

4. APPROVAL OF MINUTES

A. January 8, 2025

Motion by Eric R., second by Jeff A., to approve the minutes of January 8, 2025 as presented.

Motion passed 4-0.

Note: Michael B. and Darell W. are excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest.

6. PUBLIC COMMENT

Citizens are invited to comment on any item not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the Town Planner. Those who are speaking are requested to state their name and address for the record.

Hawkeye Flaherty, 162 Main Street

Apologized to the Commission and staff for his behavior at the last meeting. Recognizes that this is a tough job and appreciates the efforts and time put in.

7. SPECIAL PRESENTATIONS

Presentations are limited to 5 minutes unless prior arrangements are made with the Town Planner.

8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

- A.** 0226 Miles End Lane - Changes to Approved Plans for Single Family Residence
Madison H. introduced the agenda item. This is changes to approved plans for 226 Miles End Lane changing the following:
1. The grading at the rear of the home has been revised to provide a usable yard space.
 2. The storage area on the garage was expanded, adding additional building coverage.
 3. The entry foyer was expanded adding additional living space.
 4. The front porch area was redesigned to include a covered porch area in addition to the covered entry, adding additional building coverage.
 5. Exterior finish materials have been revised. This includes a mix of horizontal and vertical siding, additional stone veneer and a metal deck railing.

Public comment opened.

No public comment.

Public comment closed.

Motion by Amanda M., second by Eric R., to approve 0226 Miles End Lane - Changes to Approved Plans for Single Family Residence. Motion passed 4-0.

Note: Michael B. and Darell W. are excused absent.

9. DISCUSSION / DIRECTION ITEMS

- A.** Minturn Forward: Land Use Code Update
Scot H. introduced the topic. Matt Farrar, Western Slope Consultant went through his memo.

Jeff A. asked if the minor subdivision restriction applies to lots that were subdivided in the 70s and 80s.

- Mr. Farrar believes that it would.

Lynn T. asked clarification on the process of subdivision applications for party walls.

Eric R. believes we are closer to the Town of Telluride in regards to the example given.

Lynn T. does not believe that allowing things to be approved through the Minor PUD Amendment process at the staff level is transparent enough for the public. Would not support any reduction than approved open space or reducing approved parking.

Amanda M. is ok with staff exploring this option and providing concrete examples for the Planning Commission to evaluate and make sure there are no loopholes to go against the Community Plan.

Jeff A. suggested that even if it's labeled a Minor Amendment that there still be public notice requirements that can direct the public to come to a meeting should they have concerns. Ok with the road moving over a little.

10. STAFF REPORTS

A. Manager's Report

Bellm Bridge Planning Grant

The Special Highway Committee has awarded Minturn \$297,823 for the design costs to begin the replacement of Bellm Bridge (award letter included). This is very exciting news! Minturn will now get underway on finalizing the review of a potential bridge replacement, including the review of the Dolores Bridge. Inter-Mountain Engineering has started evaluating the use of the Dolores bridge as a replacement option and although the length of the bridge is longer than the current span (map included), there may be options for a new bridge location if all parties are interested in evaluating such an option. Special thanks to Sustainable Strategies, SEH and Jeff Spanel for their work in submitting the grant application.

Taylor Street Paving Open House

The Open House for the Taylor Street repair and repaving project occurred on the evening of January 9th at Minturn town hall. Taylor Street residents attended and provided feedback on ways to improve drainage, slow traffic through the addition of dips in the road and other considerations. Jeff Spanel will now be compiling the feedback received and will provide an analysis to the Town Council prior to creating an RFP for construction services.

Eagle County Sheriff's Office

I met with Sheriff Van Beek, Undersheriff Loya and Sergeant Mosness on Thursday, Jan 9th to review Minturn's current services. As always, the ECSO is a pleasure to have as a partner and willing to look for ways to ensure Minturn is receiving a value for services. With Deputy Peterson's resignation, there will be a rotation in ECSO Deputies servicing the Town moving forward. The goal remains community policing and education wherever possible. The Sheriff extended an offer to attend an upcoming Town Council meeting to provide additional updates.

Municipal Traffic Code (2024 Update)

Minturn staff will be working with Mike Sawyer and the ECSO toward adopting the 2024 Municipal Traffic Code (MTC). As a reminder, the hands-free legislation has gone into effect as of January 1, 2025, and it is therefore now against the law to have your phone in your hands while driving.

Department of Local Affairs (EIAF Grant Award)

DOLA has awarded Minturn funds toward the repair/replacement of the retaining wall at Little Beach Park. This work will also include a new access road from the small basketball court to the stage. As part of this project Minturn requested to utilize the Town's match dollars to purchase a new playground. DOLA has denied this request. Minturn is now looking at utilizing cash funds within the Little Beach Park escrow account to include a new playground as part of the summer 2025 construction work.

B. Planning Director Report

Minturn Forward Code Update Project:

Staff and Western Slope Consulting have generally completed Articles 5 – Land Use Application Requirements and Procedures and are working to finalize Article 8 – Subdivision

Application Requirements and Procedures. Article 8 still needs review and feedback from the Town Attorney and staff continues to address several outstanding components of this article.

Western Slope Consulting is also working on a draft of Article 11 – Annexation and Disconnection which will be presented to the Planning Commission in February. Staff and Western Slope Consulting will be discussing outstanding issues/questions related to Minor PUD Amendments (from Article 5) at the Planning Commission’s regular meeting of January 22nd.

Active Land Use Applications:

- **Midtown Village Planned Unit Development Preliminary Plan Review**
At their regular meeting of January 15, 2025, the Town Council approved Resolution No. 4, Series 2025, a resolution approving the Preliminary Plan and Plat for Midtown Village PUD. During their review, the Council acknowledged the Planning Commission’s work in reviewing the application and forwarding recommendations with conditions.
- **Eagle County School District – Maloit Park Preliminary Subdivision Plat Review**
Staff continues to review the Eagle County School District Maloit Park Preliminary Plat for Subdivision application. The Applicant has been provided referral agency comments and is in the process of meeting with Town staff, Town consultants, and referral agencies to address, resolve and/or respond to referral comments. Staff are unable to estimate when referral comments will be fully addressed and, therefore, cannot predict how soon this application will be scheduled for its first public hearing.

Other Planning Department Activities:

- **Highlands Parcels Public Engagement Process**
Staff has created a webpage and survey as a way to engage the public and solicit feedback related to the Town-owned “Highlands Parcels 1 & 2” in the Bolts Lake Area. A public open house is scheduled for Wednesday, January 29, 2025 at Town Hall from 4:30pm to 7:30pm. The goal of the public engagement is to solicit input from the public on preferred land uses and potential options for generating funds for the Town’s use in offsetting water rates and/or the cost of design and construction of a new water treatment plant. As of January 17th, 93 people have taken the survey – a great response!
- **Eagle County Regional Housing Action Plan Partnership**
The planning director has been participating alongside representatives from Eagle County, Avon, Eagle, Gypsum, Red Cliff, and Vail in a regional housing action plan task force spearheaded by Eagle County and the Town of Avon. The purpose of this effort is to create a regional housing action plan – looking at alignment between land use policies and community housing goals within and across jurisdictions, as well as identifying potential funding sources to implement priorities and projects - and is based on a housing needs assessment being finalized by Economic Planning Systems (EPS). The assessment is based on community survey work and an extensive process by EPS to work with each partner jurisdiction to compile data on existing land use and development, existing housing policies and housing units/supply in each jurisdiction, as well as demographics and market trends. The partnership presented the initial results of the assessment to each of the partner jurisdictions in October and November.

Since then, EPS has worked to finalize a report which should be published in February or March 2025. EPS will now work with each partner jurisdiction to develop individualized action plans (based on the findings from the report) laying out strategies for defining opportunities that fit each jurisdiction, and generally aimed at improving or protecting local’s housing stock. In February and March, the partnership – lead by EPS

– will again visit each jurisdiction to present the final report along with individualized recommendations (action plans) for consideration.

- **Eagle County Wildland Urban Interface (WUI) Code Working Group**

The planning director and the code enforcement officer have been participating in a regional effort spearheaded by the Eagle County Wildfire Collaborative group to understand and discuss alternatives, pros, and cons related to the potential adoption of Wildland Urban Interface (WUI) code requirements in member jurisdictions (towns, special districts, and the fire districts). This group has been meeting since the start of 2024 and work completed to date includes sharing and analysis of each jurisdictions' existing land use, zoning, and building code regulations and policies to better understand where, if at all, there are commonalities across or among jurisdictions by way of fire or wildfire related terms, regulations, or design requirements for things like home construction, landscape design and materials, and access to private property.

- **Exterior Lighting Regulations – Holiday Lighting**

At their regular meeting of January 15, 2025, the Town Council approved on first reading Ordinance No. 2, Series 2025, an ordinance approving amendments to Chapter 16, Article 17 – Exterior Lighting, to provide new definitions for “Holiday Lighting,” “Festoon Lighting,” and to provide time limits for outdoor displays of holiday lighting (sunrise to 10:00pm).

11. PLANNING COMMISSION COMMENTS

No Planning Commission comments.

12. FUTURE MEETINGS

A. February 12, 2025

- a. Eric R. will not be here

B. February 26, 2025

- a. Amanda M. will not be here
- b. Eric R. will be attending via zoom

13. ADJOURN

Motion by Amanda M., second by Jeff A., to adjourn the regular meeting of January 22, 2025 at 7:05 p.m. Motion passed 4-0.

Note: Michael B. and Darell W. are excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director