



OFFICIAL MINUTES

Planning Commission Regular Meeting

Wednesday, March 12, 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/87644598099>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 876 4459 8099

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, Michael Boyd, Eric Rippeth, and Darell Wegert.

Staff members present: Planning Director Scot Hunn, Interim Town Manager Katie Sickles, and Planner II Madison Harris.

Note: Amanda Mire is excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Darell W., second by Eric R., to approve the agenda as presented. Motion passed 5-0.

Note: Amanda M. is excused absent.

4. APPROVAL OF MINUTES

A. February 26, 2025

Motion by Michael B., second by Eric R., to approve the minutes of February 26, 2025 as presented. Motion passed 5-0.

Note: Amanda M. is 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.

No public comment.

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

9. DISCUSSION / DIRECTION ITEMS

- A.** Minturn Forward: Land Use Code Update - Article 11: Annexation & Disconnection of Land Scot H. introduced the agenda item.

Matt Farrar, Western Slope Consulting went through his presentation.

Michael B. asked what happens if someone comes in, the Town gives them something, and then they disconnect, what happens then. Also clarified that there would be a plat provided with any annexation.

- Mr. Farrar believes that the Town has no obligation to return anything dedicated.
- Scot H. said that the big part of the annexation is the annexation agreement and the negotiations that go along with that.
- Katie S. said that if the annexation agreement is clear that anything dedicated is the Town's then the land being disconnected can't take back their dedications.

Darell W. asked if there is a way to figure out if the land is contaminated before it's annexed.

- Matt F. said that since an annexation is a negotiation, then the Council can ask for an Environmental Assessment if they believe they need it.

Jeff A. asked about Sec. 16-11-10(L)(2) in regards to the request for zoning.

- Mr. Farrar explained the process.

10. STAFF REPORTS

- A.** Manager's Reports

March 5 Council Meeting

Staff is looking at having a work session to start the 3/5/25 meeting. This work session will start at 4:30 and dinner will be included. The session will cover the Minturn Townhome drainage and Taylor St Paving and will be presented by our Town Engineer, Jeff Spanel. This will allow Jeff to give a more complete picture of the two projects for the council and citizens.

MuniBilling Utility Billing System

We continue to assuage this, as with any new system I am finding minor tweaks that need to be made but all in all I am very happy. I am also working with Core and Main (previously Dana Kepner) who handle the radio tower and data collection process. Currently we receive a

monthly data push from ERWSD that gives us the current read for the month. Having our own tower will allow us to access a lot more data to make the system more cohesive and useful. I have been pushing Core and Main to keep this on the front burner but we are looking at April or May, not the February or March I had hoped for and this date might change too. They are the only game in town and they are less responsive than I had desired.

Minturn Education Fund

The Minturn Education Fund committee has been busy getting the 2025 Scholarship program ready. Scholarship applications are available and all applications and associated requirements are due in by end of business on March 14, 2025!

Community Dinners

There have been two community dinners so far and the last one of the season is scheduled for Monday, March 10.

Eagle County Wildlife Round Table

I attended an Eagle County Wildlife Round Table meeting. During the meeting they reviewed the draft Decision Support Tool. During this meeting SG Group provided an update on the development of the Eagle County decision support tool and provided a brief demonstration of the product. The demonstration allowed attendees to comment and ask questions. More information will be forthcoming, but it appears that this tool will allow the user the ability to view specific areas in the county to estimate impacts on the environment and wildlife when looking at developments and new trails before construction is actually begun.

Town Manager Search

I spoke with our KRW associate on how the town manager search is progressing. She stated all is going well and they/we currently have 10 applicants. She noted that she anticipates more applicants as the deadline draws nearer. The close date for applications is Friday March 14. Once the close date passes things should start moving a little faster with reviews, setting up interviews, interviews, and hire.

Snow and ice removal

I wanted to give a shout-out to Public Works. During the recent onslaught of snow, cold and ice they kept our streets safe and traversable. Any call I received has been quickly attended too. During the warm trend of 2/24-28 they attacked the snow dumps and hauled everything to our main Cemetery Rd dump and addressed the traditional ice spots such as Pine to Main on Toledo. A strong thank you to Arnold, Isiaha, Michael and Micah!

Holy Cross Electric

HCE has contacted me regarding the Avon to Gilman high power transmission line project that has been under study for the past several years. We have set up a meeting to discuss the current proposal for March 13. This current proposal was agreed to by HCE about a year ago and has been the foundation of the NEPA hearings. The difference from prior iterations is an additional mile or so of undergrounding from the Vail Boneyard to the USFS office and they eliminated the HWY 24 overhead crossing by undergrounding it. Additionally, HCE would like to get back in front of the Council in a near upcoming meeting. I will work with HCE and set a Council meeting date for them to present and field questions.

It has been a great month getting the feel for the Minturn community. I met all the staff February 11. Town staff has a good handle on their respective duties and I hope to provide support where needed if needed. For the most part I am concentrating on the assigned projects.

A. Update on the Water Treatment Plant (WTP) Design & Engineering:

HDR provided an explanation to a recent invoice that had \$1,688,540 instead of the \$1,393,000 I reported last month. Below is the breakdown of the \$1,688,540.00 plus the \$280,400.60. This is the comprehensive fee amount from the original contract plus the amendments received over time on the project.

Original Contract Fee \$ 1,529,000.00 WTP Design (July 2022)

Amendment No. 1 \$ 53,780.00 Water Supply Alternatives & Evaluation Workshops (Nov. 2022)

Amendment No. 2 \$ 105,760.00 Additional Engineering Services (Nov. 2023)

Amendment No. 3 \$ - Budget Reallocation of \$1,688,540.00 for adjustment of SOW(April 2024)

Original + Amend. 1-3 Total \$ 1,688,540.00

Amendment No. 4 \$ 280,400.60 Updated WTP Design Fee (February 2025)

Overall Total Fee Booked \$ 1,968,940.60

Invoiced to date \$591,918.45 with \$1,377,022.10 remaining. The 2025 budget includes \$875,136.20. To advance the plans to 90% September 2025 will require a budget supplement. This expense is covered by CDF.

B. CDOT Feb 26 Bellm Bridge Kickoff Meeting

CDOT bridge staff will provide an estimate of repurposing the Dolores bridge in Minturn after they review inspection reports, however the other option was to use the arched details as a façade. Even without the inspection reports, CDOT Bridge staff felt that the cost would exceed \$5.5 million. The façade idea seemed to be particularly popular. Minturn is 1st in line for the Dolores bridge and La Junta is next. Minturn will receive an IGA and additional documents in a week or two to draft an RFQ for design. An engineering firm with CDOT and bridge experience was emphasized several times during the meeting. The grant provides design funding of which expires in four years. Although the bridge replacement is important, the design may sit on a shelf for years until construction funding is secured. The CDOT staff recommended that the quiet title work planned in this area be completed ASAP.

C. Williams Street and CDOT:

Jeff Spanel found the August 2022 emails regarding redirecting Williams Street north. The explanation provided that without infrastructure to allow a right turn only lane and lack of a physical location for a 3rd lane CDOT would not allow. Due to the congestion, confusion, planned development on Nelson and a discussion with Madison I asked Jeff to consider other physical changes in the town right-of-way that may reduce the conflicts. Jeff can provide more info.

D. Little Beach Park Retaining Wall and Playground:

Below is a draft schedule for the Little Beach Park Retaining Wall and Playground. For the most part this project will avoid summer events, however there are only two summers to complete both projects. We are searching for grant opportunities regarding the playground expense. Jeff Armistead is interested in housing the playground either temporarily or for his purpose.

Little Beach Park Retaining Wall Replacement and Playground Design funded by DOLA \$147,000 Grant Match \$153,097. New Playground funded by Minturn \$?.	Mar/Apr 25	May/Jun 25	Jul/Aug 25	Sep/Oct 25	Nov/Dec 25	Jan/Feb 26	Mar/Apr 26	May/Jun 26	Jul/Aug 26	Sep/Oct 26	Nov/Dec 26	Jan/Feb 27	27-Mar
Determine Salvage Interest in Current Playground Amenities													
RFP for Design/Engineer Consultant/Bid Opening													
Retaining Wall Design and Engineering													
RFP for Contractor/Bid Opening													
Project Demolition & Construction													
Playground Public Input, Survey and Open House													
RFP for Playground Design													
Design Options and Public Response													
Order Playground Amenities													
Prep Play Area													
Prep and Install Playground													
Ribbon Cutting													
Final Details													
Close Grant													

E. Revitalizing Main Street – Phase II Sidewalks:

Submittal deadline for proposals - Tuesday, March 11, 2025 (3pm MST) then evaluation of proposals will go to Town Council for Final Selection - Wednesday, March 19, 2025.

F. Safe Street for All:

The virtual meeting was held the evening of February 25 and stakeholders on February 26. Just a couple more meetings and Stolfus will provide a draft SS4A plan. The photo is a Silt pedestrian extension on US Hwy 6.

G. The Town Manager position ad closes on March 17.

11. PLANNING COMMISSION COMMENTS

Lynn T. wished everyone a Happy St. Patrick's Day.

12. FUTURE MEETINGS

- A. March 26, 2025
- B. April 9, 2025

13. ADJOURN

Motion by Jeff A., second by Michael B., to adjourn the regular meeting of March 12, 2025 at 6:43 p.m. Motion passed 5-0.

Note: Amanda M. is excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director