

To: Planning Commission
From: Scot Hunn, Consulting Planning Director
Date: March 21, 2025
RE: Planning Director Update



Minturn Forward Code Update Project:

Staff and Western Slope Consulting have completed the majority of Module 1 including:

- Article 5: Land Use Applications
- Article 8: Subdivision Applications
- Article 11: Annexation & Disconnections
- Article 12: Development Impact Report

Staff and Western Slope will be following up with the Planning Commission at their first meeting in April regarding questions and comments by Planning Commission members about Vacation of Public Rights-of-Way.

Next steps include:

- Staff and Western Slope Consulting are working on preparing materials and analyses for a community discussion regarding new or updated zone districts, permitted uses, development standards and dimensional limitations. As previously reported to the Planning Commission, this first step in reviewing existing zoning regulations and providing recommendations for new zoning regulations will be based on:
 - Direction provided by the Minturn Community Plan.
 - Community Input on key characteristics of Minturn's neighborhoods.
 - Previous work performed by the Planning Commission (circa 2019-2020).
 - Recent changes to state/or federal legislation.
 - Recent amendments to Minturn's Municipal Code that are relevant to the Town's zoning regulations.
- Staff and Western Slope Consulting are designing a public engagement process that include:
 - A series of open house(s)
 - Review and discussion of the zoning regulations and the input received from the public with the Planning Commission and the Town Council.

Staff anticipate that the first open house(s) will be scheduled in mid- late April. Staff will ensure that the Planning Commission is apprised of scheduling of any public open houses.

Active Land Use Applications:

- **Midtown Village Planned Unit Development Final 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. Staff anticipates an application for Final Plan for PUD and Final Subdivision Plat, along with a draft Subdivision Improvements Agreement to be submitted to the Town in the coming weeks. As a reminder, the Minturn Municipal Code provides the Planning Commission the opportunity to

review the Final Subdivision Plat, but not the Final Plan for PUD (which is reviewed and approved by the Town Council).

- **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 was held on January 29, 2025 and staff presented the results of the survey and open house to the Town Council in February. Staff hosted a discussion at the regular Council meeting of March 19th with representatives from the Eagle County Open Space and Natural Resources Department along with the Eagle Valley Land Trust. The focus of this discussion with Council was to educate staff, the Council, and the public about what each of these organizations does, how they may be involved in any Highlands scenario that involves land conservation and/or conservation easements, and what the Town can expect for a process (working with either or both of these organizations) and likely time frames.

Staff also received direction from Council to:

- Schedule another work session or discussion to specifically discuss with the Eagle Valley Land Trust the alternatives for funding partnerships, potential conservation purchases (by private buyers), and other creative approaches to balance the Town’s needs regarding the Highlands. Staff will apprise the Planning Commission when this work session/discussion is scheduled.
- Work with the Town Attorney to commence the rezoning process for the Highlands Parcels. As a reminder, the Highlands Parcels currently have a zoning designation of “Bolts Holding Zone” which requires zoning to another zone district in to realize any potential uses.

- **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 finalized a report which will be presented to the Town Council at their regular meeting of April 16, 2025.

- **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.