



OFFICIAL MINUTES

Planning Commission Regular Meeting

Wednesday, May 28, 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/82745593208>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 827 4559 3208

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

Planning Commission Chair Lynn Teach, and Planning Commission Members Michael Boyd, Amanda Mire, Eric Rippeth, and Jeff Armistead.

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

Note: Darell Wegert is 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 5-0.

Note: Darell W. is excused absent.

4. APPROVAL OF MINUTES

- A. May 14, 2025
Motion by Eric R., second by Amanda M., to approve the minutes of May 14, 2025 as presented. Motion passed 5-0.
Note: Darell W. is excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

Jeff A. has a conflict of interest with Agenda Item 8E 222 Main Street - Addition to a Single Family Residence as he is the applicant.

Amanda M. is neighbors with the Meyer's Barn current place at 25 Harrison Avenue, but does not have a conflict.

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

A. 0206 Miles End Lane - Changes to Approved Plans

Madison H. introduced the agenda item. This is a request for Changes to Approved Plans. The only thing materially changing is the height of the structure. It is now proposed to be 26 feet 11 and 5/8 inches when it was originally 27 feet 9 and 1/8 inches measured to the midpoint of the roof. Staff is recommending approval.

Amanda M. asked for clarification on what staff can approve.

Open public comment.

No public comment.

Close public comment.

Motion by Michael B., second by Amanda M., to approve 0206 Miles End Lane – Changes to Approved Plans as presented. Motion passed 5-0.

Note: Darell W. is excused absent.

B. 0125 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a five-bedroom, 5,990 square foot single family home measured to the midpoint of the roof at 27 feet 10 and 3/8 inches under the 28 foot height limit. Parking is adequate, with four off-street spaces, two of which are provided in the garage which is allowed per the approved PUD Guide. All setbacks are respected and the proposal is under the allowable lot and impervious coverage limitations. They have more snow storage than is required by the code at 488 square feet. Staff has identified no issues and recommends approval of the plans.

Open public comment.

No public comment.

Close public comment.

Motion by Eric R., second by Amanda M., to approve 0125 Miles End Lane – New Single Family Residence as presented. Motion passed 5-0.

Note: Darell W. is excused absent.

- C. 491 Main Street - New Single Family Residence - Conditions Update
- Madison H. introduced the agenda item. At the April 28, 2025 meeting, the Planning Commission approved the plans for 491 Main Street with the caveat that the following conditions be addressed at the May 28, 2025 meeting:
1. Correct discrepancies on pages 75, 76, and 81 of the packet.
 2. Submit new plan for parking consolidating all onto the property
 3. Ensure that the clear vision on the corners is respected and should be shown on the plans.
 4. That these issues be readdressed at the May 28, 2025 meeting.

The discrepancies mentioned are in regards to the lot size shown as three different numbers between the three documents (application, plan set, and staff report) which subsequently effects the amount of snow storage required, as well as affects lot and impervious coverage percentage calculations. The lot size has been confirmed by the surveyor to be 4,801 square feet and all calculations will be based off this number. All percentages/square footages are under the allowed amount. The dimension of 15 feet at the corner of Boulder and Meek has been provided and it clearly complies with the clear vision requirements. Staff has provided an exhibit demonstrating this fact. Parking is now entirely provided on the property. Staff is recommending approval.

Open public comment.

No public comment.

Close public comment.

Jeff A. has concerns with the positioning of the car space in front of the garage.

- Scot H. stated that there's nothing in our code that prohibits it.

Amanda M. asked if in the future the parking doesn't work, they can come back and request an encroachment agreement. Asked if they are still paving to the street.

- Madison H. stated that anyone can apply for an encroachment agreement at any time if they would like to occupy Town land/ROW. They are still paving to the street.

Michael B. appreciates the applicant coming up with a plan to comply with the code. It's obviously a little bit of an inconvenience to let someone out of the garage, but appreciates making it work.

No motion due to it already being approved at the April 28 meeting, this is just an update on the conditions.

- D. 801 Cemetery Road - Meyer's Barn Relocation to Little Beach Park
- Scot H. introduced the topic. This was tabled from the last meeting due to some last minute info/questions raised by the Interim Town Manager Katie Sickles posing questions about how this fits into all of the other things happening at Little Beach Park. Staff has been working with the Applicant since 2023 to bring this project to fruition. We need to respect the Little Beach Sub-Area Master Plan and make sure that this building arrives in the right place. We've engaged Pedro Campos, Zehren and Associates who did the master plan to see how this fits in.

Ken Halliday, 811 Main St., Applicant.

Have been working on this with Woody Woodruff and Kelly Toon for the last couple of years. This is a Town project, they are just volunteers facilitating this. The Town needs to look at this

as a Town project with them as volunteer partners. Really wants Pedro to be involved so that the barn is placed in the correct spot.

Scot H. said that initially the Town is concerned about the timing of things. We know that there's some flexibility in the timing of deconstructing and reconstructing the structure.

Mr. Halliday described the whole process of deconstructing and reconstructing.

Amanda M. asked if there would be any protection around it to keep varmints out of the structure. Asked if the front porch is being moved as well.

- Mr. Halliday stated that they are moving everything in Phase 1 and then Phase 2 build it out. Haven't really planned a way to keep the racoons out.
- Amanda M. asked if there is a plan for the roof as it causes slides.
- Mr. Halliday said that they should put clips on it.

Eric R. thanked Mr. Halliday for taking on the project and raising the money to keep this historical.

Michael B. suggested a utility locate prior to pouring a foundation.

Lynn T. would like to have a groundbreaking ceremony.

Jeff A. suggested planning ahead and putting pipe in even if it's never used for drains or a toilet.

Open public comment.

Madison H. inserted written comments received below.

I live almost directly across the river from Little Beach Park at 822 Main Street and am in complete agreement and you have my full support of the proposed relocation of Meyer's Barn to the park. Thank you.

David McMillan

Close public comment.

Motion by Jeff A., second by Amanda M., to approve 801 Cemetery Road – Meyer's Barn Relocation to Little Beach Park with conditions. Motion passed 5-0.

1. The Applicant(s) shall work with the Town of Minturn to produce a detailed site plan prepared by a professional land planner at no cost to the Applicant prior to or concurrent with any building permit application. The site plan will show, at a minimum and to scale, all existing and proposed contours, grading and drainage details, and any revegetation and/or planting details recommended by the professional land planner. The site plan will show how the barn structure will be placed to allow construction of other buildings such as bathroom facilities in or around the same general area of the site.
2. The Applicant(s) shall work with the Town of Minturn to produce a detailed construction management plan to be prepared by a professional land planner at no cost to the Applicant indicating the limits of disturbance and any required fencing, erosion control, and noting proposed construction commencement date, anticipated completion date, and any construction time limitations to limit disruption and disturbance of Little Beach Park.

Note: Darell W. is excused absent.

Note: Jeff A. recused himself at 6:10 p.m.

E. 222 Main Street - Addition to a Single Family Residence

Madison H. introduced the agenda item. This is a new, three-bedroom, 1,406 (gross) square foot addition to a single-family residence located at 222 Main Street in the Old Town Mixed-Use Zone District. The plans show a two-story, three-bedroom addition with a maximum

building height - measured to the midpoint of the roof – of 26 feet 6 inches measured to existing grade which is the most restrictive, under the maximum allowable 28-foot limit within the Old Town Mixed-Use Zone District. Parking is adequate, with four off-street spaces in the driveway. As a point of note, there is a typo in the staff report which states “The plans show the first floor with the two existing bedrooms four bedrooms and primary living area, and the second floor has the three remaining bedrooms.” That should read “The plans show the first floor with the two existing bedrooms and primary living area, and the second floor has the three remaining bedrooms.” The Planning Commission should note that staff did not include the paver walkways and patio in the calculations for impervious area as we have not included those in prior applications. So the applicant’s table on Sheet # Siteplan within the plan set does not entirely match up with staff’s calculations within the staff report. Staff is also aware of the fact that this building straddles a lot line, so as we have done in the past, Planning Commission could consider a condition of approval an Amended Final Plat eliminating that interior lot line. Staff is recommending approval.

Jeff Armistead, 1632 Main Street, Applicant’s Representative.

Described the lot situation. Are currently going through the quiet title process for the sliver to the north. The addition is entirely within the setback even if the lower portion encroaches.

Eric R. said that his question about the side setback was already answered.

Michael B. definitely suggests removing the interior lot line. Likes the look of the project.

Open public comment.

Kristi Bloodworth, 504 Water St, 232 Main St.

Her house sits crooked on the lot line. The whole side of the house to the north is within the setback. In 2019 they applied to put an addition on. Jen and Joe came to the last meeting stating that they couldn’t imagine the closeness of the two homes when it was the Bianchi’s who created the setback issue with their addition in the early 2000’s. The roof could shed snow on their property. Quoted the design guidelines stating that snow cannot be allowed to shed on other people’s property. A structure shall not be placed on a lot that will cast substantial shadow on other people’s property. A two story building that close will likely cause ice dams on that side of the house. When they were proposing their addition they had to do a solar study to calculate shadows. Quoted Massing and Scale. They have a historic sized home. Their rendered drawings don’t show any structures around them which is misleading. Main concern is the snow shed. This is too big for the space and the roof pitch coming towards her house needs to change.

Nathan Bloodworth, 504 Water St, 232 Main St.

It comes down to the front gable and the subsequent snow accumulation. There’s no snow fencing or clips noted on the plans which is concerning. They will have to do some surgical demolition with helical piers to enforce the addition. There is potentially an underground river during run-off. More of a logistical concern. If any water comes over the property that’s a concern.

Mr. Armistead doesn’t think Jen or Joe would have issues conditioning the approvals in regards to the snow shedding from the front gable which could either be snow clipped or snow fenced. The eaves would also likely need to be heat-taped. The intention is not to shed any water or snow on the neighbor’s property. As far as sunlight and shading and view corridors, they did talk about it. The path of the sun in the winter time he believes that the house to the south of the Bloodworth’s will cause more shade than the Bianchi’s. Doesn’t really think this is an issue. The front of the houses takes more sun than anything rather than the sides. For view corridors, doesn’t think that there’s anything in the code memorializing it. Jen and Joe have built to what the code allows them to do which is build to the setback, they didn’t cause the

setback issue. Concerning it being too big for the lot, the code provides dimensional limitations for a reason and this meets those limitations. For the structural concerns, structural engineers designed the plans and that will be reviewed at the building permit process. Not proposing any water or snow discharge on to the neighboring property.
Close public comment.

Michael B. clarified the positioning of the Bloodworth's house in relation to the property line. Anything in the front will still happen in regards to the sun. Recommends snow clips on the metal roof on the front as well as the Bloodworth side. Heavily suggests eliminating the interior lot lines.

Eric R. also in favor of the snow control on that side of the structure.

Joe Bianchi, 222 Main Street, Applicant
Explained that the gable on the front is a very small area.

Mr. Armistead stated that the valleys will need heat-tape and then adding a gutter and snow clips.

Lynn T. suggested heat-tape in the gutters to avoid water issues. Asked if they have any existing groundwater issues.

- Mr. Bianchi said that under their garage slab they ran into groundwater, but their crawlspace doesn't get any water.
- Lynn T. also in favor of eliminating the lot lines.

Amanda M. sympathizes with the Bloodworth's as she lives in a single story next to a two story, but they have an obligation to apply the code and this meets the code. Asked about firewise guidelines.

- Mr. Armistead said that the side facing the Bloodworth's is all non-combustible materials.

Michael B. clarified that they are in process to eliminate the lot lines

- Mr. Armistead said yes.

Motion by Michael B., second by Amanda M., to approve 222 Main Street – Addition to a Single Family Residence with conditions. Motion passed 4-0.

1. A recommendation that snow retention be put wherever you choose you need it, but that there be a condition that the south west corner of structure have snow clips, gutter, heat-tape.
2. That the lot line elimination between lots 3 and 4 be completed prior to final CO and that if the quiet title gets held up that does not stop the final CO being given.

Note: Darell W. is excused absent and Jeff A. is recused.

Note: Jeff A. unrecused himself.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

- A. Manager's Report – Brunvand
- B. Manager's Report - Sickles

11. PLANNING COMMISSION COMMENTS

Lynn T. asked Scot H. when they will get Chapter 16 back.

Scot H. said that it would likely be July as we have been focused on the open houses.

Jeff A. asked if the open houses are the only option for the public to give their opinion. No, the Planning Commission meetings are open to the public.

Michael B. suggested having a demographic question at the beginning of the survey. Thanked Katie for filling in.

Jeff A. stated that the concert series will start again soon on Thursday nights.

Amanda M. stated that the GoPro games will be in two weeks and encourages residents to show out along the river.

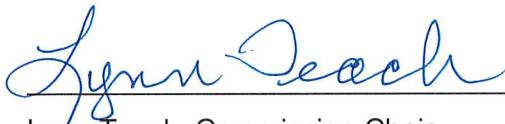
12. FUTURE MEETINGS

- A.** June 11, 2025
- B.** June 25, 2025
 - a. Eric R. will not be here

13. ADJOURN

Motion by Amanda M., second by Jeff A., to adjourn the regular meeting of May 28, 2025 at 7:19 p.m. Motion passed 5-0.

Note: Darell W. is excused absent.



Lynn Teach, Commission Chair

ATTEST:



Scot Hunn, Planning Director