



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Wednesday, June 25, 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/89476448369>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 894 7644 8369

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 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

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 Jeff Armistead, Michael Boyd, and Amanda Mire.

Staff Members Present: Planning Director Scot Hunn, and Planner II Madison Harris.

Note: Eric Rippeth 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 Jeff A., to approve the agenda as presented. Motion passed 4-0.

Note: Eric R. and Darell W. are excused absent.

4. Approval of Minutes

A. June 11, 2025

Motion by Michael B., second by Amanda M., to approve the minutes of June 11, 2025 as presented. Motion passed 5-0.

Note: Eric R. 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.

No public comment.

7. Special Presentations

Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.

8. Design Review and Land Use Public Hearings

A. 302 Main Street - Addition to a Single Family Residence

Madison H. introduced the agenda item. The Applicants, John Woodruff and Lynn Feiger, request Final Plan review of a new 1,873 (gross) square foot garage addition to a single-family residence located at 302 Main Street in the Old Town Mixed-Use Zone District. The plans show a two-story, garage addition with a maximum building height - measured to the midpoint of the roof - of 23 feet 11 inches under the maximum allowable 28-foot limit within the Old Town Mixed-Use Zone District. Parking is more than adequate, with three off-street spaces, two in the garage and one in the driveway. The plans show the first floor with the parking area and the second floor has storage areas. A portion of the lot is covered by an access easement that services 302, 308, and 322 Main Street and 304, 344 and 382 Eagle River Street. While the total lot area is 5,579 sq. ft., because of the access easement that encumbers the lot, the useable or affective lot area is 4,938 sq. ft. As such, staff demonstrated building and impervious coverage percentages and snow storage based on each lot area (total and effective) in order to be as transparent as possible. On that note, in order to hopefully preemptively answer some questions, the Minturn Municipal Code provides the following definition for setback. *Setback* means the distance required between the face of a building and the lot line opposite that building face, measured perpendicularly to the building. Staff has provided copies of the Amended Final Plat from 2006 which shows that even though there is an access easement, no parcel of land was conveyed to the Town and the property lines were not amended. As such, staff has measured setbacks according to the code i.e. from the property line, not the edge of the easement. The Town Engineer has reviewed and concurs with staff that this is an easement. The Town Engineer has also provided comments in the letter attached to the staff report. In regards to the first comment about the survey, per the Town Engineer this can be addressed at building permit. The next two comments in regards to the Architectural plans referencing Archibeque's survey instead of Kipp's have already been addressed. Staff suggests that the Final Plans for 302 Main Street generally **comply** with or exceed the applicable provisions and/or minimum standards of Chapter 16 and the Town of Minturn Design Standards (Appendix 'B') of the Minturn Town Code. Staff is **recommending approval with conditions** of the plans.

1. The Applicant shall address all comments in the Town Engineer's letter dated June 10, 2025 prior to building permit issuance.

Amanda M. asked staff to clarify what was considered rear and side setbacks.

Michael B. has concerns with how close the building is to the perceived road and how this impacts clear vision. Should look at future conversations regarding Minturn

Forward to correct this in the future.

Lynn T. asked who benefits the easement.

- Scot H. said it isn't clear, but prescriptively it's been used for all of those properties it touches.

Amanda M. asked about the rear parking spot in the driveway and clarifies that it doesn't hang out into the easement.

- Madison H. states that it does not.

Lynn T. asked who owns the easement and who maintains it.

- Woody Woodruff, 344 Eagle River St., Applicant.
He laid out the easement and it's entirely on his and Lynn's properties. Woody has a deal with Arnold that they maintain the street, but Arnold plows it. Woody stores the snow on his property.

Robert Creasy, 453 Pine St., Representative.

Addressed the clear vision comment that line of sight is affectively given due to the curve of the easement.

Public comment opened.

Ernesto Atencio, 1013 Mountain Drive

Wants to make sure that nothing is being built over the road.

Gloria Trujillo, 382 Eagle River Street.

The trash company does not go all the way down the street, but there is no way that emergency vehicles can get back there.

Mr. Woodruff said that this easement was approved by the Fire District.

Mr. Atencio asked if someone else buys the property can the road be shut off.

- The answer was no.

Loretta Atencio, 1013 Mountain Drive

Main concern is the access. If this is truly safe great, but is there official documentation that this has been approved.

- Yes, there is an Amended Final Plat which shows the easement.

Ms. Trujillo stated that they had a friend come by to plow for them back there and his big tractor was not able to get back there. Showed where the pinch point was and it is past the corner.

Public comment closed.

Mr. Creasy pointed out that because the pinch point is past their property this proves that emergency vehicles can get around the corner in question as pertains to the DRB application.

Jeff A. would like to see the Amended Final Plat updated to say private alley instead of public alley. Would like to see the pinch point cleaned up.

Motion by Michael B., second by Jeff A., to approve 302 Main Street – Addition to a Single Family Residence with conditions. Motion passed 4-0.

Note: Eric R. and Darell W. are excused absent.

1. The Applicant shall address all comments in the Town Engineer's letter dated June 10, 2025 prior to building permit issuance.

B. 0020-0022 Abby Road - New Duplex Residence

Madison H. introduced the agenda item. The Applicant, Alison Perry, requests Final Plan review of a eight bedroom, 6,380 (gross) square foot duplex structure located at 0020-0022 Abby Road in the South Town Belden Place PUD Zone District. The plans show a three-story with a basement duplex residence with a maximum building height - measured via a weighted height calculation approved in the Belden Place PUD Guide – of 25 feet and 10 ½ inches, under the maximum allowable 28-foot limit within the South Town Belden Place PUD Zone District for duplex units. Parking is adequate, with six off-street spaces, with one unit having two spaces in the garage and two at surface level in front of the garage, and the other unit has one provided within the garage and one at surface level in front of the garage. All building, impervious, and setback restrictions are respected. Staff would like to make note that the staff report accidentally says that the front setback is 6+ feet when in actuality it is over 19 feet. Snow storage is adequate is 210 square feet. Staff is recommending approval of the plans.

Amanda M. asked for clarification on when the duplex becomes two separate units.

- Scot H. said that it is when the party wall is built the surveyor can shoot the line.

Public comment opened.

No public comment.

Public comment closed.

Motion by Jeff A., second by Amanda M., to approve 0020-0022 Abby Road – New Duplex Residence as presented. Motion passed 4-0.

Note: Eric R. and Darell W. are excused absent.

9. Discussion / Direction Items

10. Staff Reports

A. Manager's Report

Minturn Water Treatment Plant

I received the 60% design documents from Jarod Limke, our contracted engineer with HDR, on Thursday, June 12th. As of this report, I have only completed a preliminary review of the submittal. I met with Jarod on June 10th to review the project's history to date. He reported that cost estimates being prepared by the construction firm Glacier are several weeks behind schedule but should be available by the July 10th workshop meeting. On June 13th, I had a follow-up discussion with Jarod regarding the potential incorporation of additional redundancy features for pretreatment, should they become necessary in the future. We also discussed the option of shifting from a Design-Bid approach to a Construction Manager At-Risk (CMAR) model to help manage the project. Jarod noted some of the initial challenges associated with using CMAR in light of the Congressionally Directed Spending awarded to the town for the project. I will explore this further in the coming weeks.

Little Beach Park & Historic Meyer's Barn

I met with staff on June 11th to review the planned park improvements and the proposed relocation of the historic Meyer's Barn. Town Engineer Jeff Spanel is moving forward with the design of the retaining wall replacement and the new access road. I requested an expansion of the topographical survey to include the southern portion of the property, as well as a contemporary boundary survey. Once the survey work is complete, staff will assess the data to determine the most suitable location for the barn's placement. I am working to schedule a meeting with the team involved in the relocation and reconstruction of the barn on Thursday, June 19th. We have until

September to prepare construction-ready documents for work eligible for grant funding, and we remain confident that this timeline can be met.

11. Planning Commission Comments

Jeff A. said that tomorrow is the first concert series and it is the 101st Army Country Band.

Amanda M. thanked staff for doing the Open Houses.

12. Future Meetings

A. July 9, 2025

Michael B. won't be here.

B. July 23, 2025

13. Adjourn

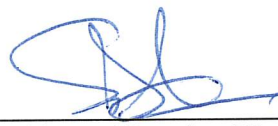
Motion by Jeff A., second by Michael B., to adjourn the regular meeting of June 25, 2025 at 6:59 p.m. Motion passed 4-0.

Note: Eric R. and Darell W. are excused absent.



Lynn Teach, Commission Chair

ATTEST:



Scot Hunn, Planning Director