



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Wednesday, July 9, 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/84473205668>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 844 7320 5668

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, Amanda Mire, Eric Rippeth, and Darell Wegert.

Staff Members Present: Town Manager Rob Gutierrez, Planning Director Scot Hunn, and Planner II Madison Harris.

Note: Michael Boyd is 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 5-0.

Note: Michael B. is excused absent.

4. Approval of Minutes

A. June 25, 2025

Lynn T. pointed out an error in the roll call section stating that Town Manager Rob Gutierrez had attended last meeting.

Motion by Eric R., second by Amanda M., to approve the minutes as amended.

Motion passed 5-0.

Note: Michael B. 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.

Ken Halliday, 532 Main

Gave an update on the approval of the Meyer's Barn. The Town is working to find a location.

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. 532 Main Street - Changes to Approved Plans

Madison H. introduced the agenda item. This is a four-bedroom, 5,169 (gross) square foot (originally 6,597 gross square feet and then modified to 5,508 gross square feet) single-family residence located at 532 Main Street in the Old Town Residential Zone District. The building height lowered from 27 feet 9 inches to 27 feet 3 ¾ inches. The plans show the ground level with the garage, primary living area, and master bedroom, the upper level no longer has a game room which could double as a bedroom and instead just a loft area, and the lower level has the three remaining bedrooms one of which is slated to be a craft studio. Parking is adequate, with four off-street spaces, two of which are provided within the garage and two in front of the garage. There is no proposed change in footprint from what was previously approved along the rear. Maximum Lot Coverage, Max Impervious Coverage, the proposed snow storage area have all reduced slightly, though still within allowable parameters. As an update, both of their conditions of approval from their original application in February have been completed. Staff is recommending approval.

Public comment opened.

Liz Campbell, 512 Main Street.

Questions the landscape plan, the lighting plan, and access to the sewer easement.

Public comment closed.

Mr. Halliday described down cast lighting being proposed.

Motion by Amanda M., second by Darell W., to approve 532 Main Street – Changes to Approved Plans as presented. Motion passed 5-0.

Note: Michael B. is excused absent.

9. Discussion / Direction Items

A. Minturn Forward: Land Use Code Update Zone District Discussion (Civic, Federal Lands, Railroad - Right-of-Way/Transportation, Recreation & Open Space, R1, R2, and R3)

Scot H. introduced the topic.

Lynn T. asked if there were going to be more comments from the open houses coming, as well as a mapping question about the Federal Zone District.

- Madison H. stated that comments received on zone districts that are not being discussed tonight will be at the next meeting and that any federal lands were added to the Federally Regulated Zone District.

Eric R. asked if in the combination of zone districts will we lose the character of the area.

- Scot H. said that it shouldn't as that is regulated via the design guidelines.

Civic

- Jeff A. didn't have much input other than liking the thought that the preschool should be civic. Thinks this zone district is in a pretty good spot.
- Lynn T. questioned the No Limit on Impervious Coverage
- Direction given was to make it 80% and then anything over 80% would require a Limited Review
- Amanda M. thinks we should reach out to the Cemetery District to make sure they're aware of this
- Remove Town Hall from the Civic Zone District and keep it as Mixed Use due to this zone district making Town Hall a non-conforming building.
- Darell W. thinks the Fire Department parcel's zoning should be reevaluated

Federal Lands

- No direction to change anything

Railroad – Right-of-Way/Transportation

- No direction to change anything

Recreation & Open Space

- Amanda M. would like to slim down the allowable uses. Opposes anything indoors other than a restroom in this zone district. Anything indoor should be in Civic. Doesn't understand why Water Treatment Facilities is in both this zone district and Civic.
- Darell W. clarified the zoning of the MFC
- Jeff A. questioned why Employee Housing isn't allowed if Indoor Recreation is.
- Direction given was to split Civic and Open Space better

R1

- Jeff A. has concern with the wording of "Frontage on a Public Street or Right-of-Way".
- Direction given was to go and read the Community Plan and come back to discuss the residential zone districts.

Bill Hoblitzell, 262 Taylor St.

Wanted to clarify the assignation of the residential zone districts.

10. Staff Reports

11. Planning Commission Comments

12. Future Meetings

- A. July 23, 2025
Darell W. won't be here.

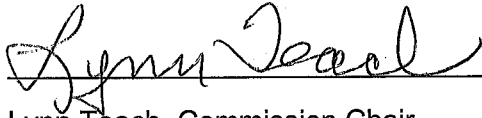
B. August 6, 2025 - Joint Work Session

C. August 13, 2025

13. Adjourn

Motion by Amanda M., second by Darell W., to adjourn the regular meeting of July 9, 2025 at 8:02 p.m. Motion passed 5-0.

Note: Michael B. is excused absent.

A handwritten signature in cursive script, appearing to read "Lynn Teach", written over a horizontal line.

Lynn Teach, Commission Chair

ATTEST:

A handwritten signature in cursive script, appearing to read "Scot Hunn", written over a horizontal line.

Scot Hunn, Planning Director