



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Wednesday, October 8, 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/86275816029>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 862 7581 6029

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 5:33 p.m.

2. Roll Call and Pledge of Allegiance

Planning Commission Chair Lynn Teach and Planning Commission Members Jeff Armistead, Michael Boyd, and Darell Wegert. Eric Rippeth and Amanda Mire were excused absent.

Staff Members Present Planning Director Scot Hunn and Deputy Clerk Cindy Krieg (Zoom)

3. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

Motion by Jeff A., second by Darell W., to approve the agenda as presented. Motion passed 4-0.

Note: Eric Rippeth and Amanda Mire were excused absent.

4. Approval of Minutes

A. September 24, 2025

Scot H. noted one correction to the minutes. It says under page 2 Amanda M. wants clarity on less compact, within the purpose statement for MU2 and MU3. Thinks that

low impact is "subject." This should say "subjective."

Motion by Jeff A., second by Darell W., to approve the minutes of September 24, 2025 as amended. Motion passed 4-0. *Note: Eric Rippeth and Amanda Mire were 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.

Spence Neubauer, 444 Eagle St:

Mr. Neubauer inquired about the recent discussion at the last meeting with regard to Zoning Use Tables. There was a discussion about the maximum number of rooms that a Bed and Breakfast can have, and it was noted as 4 rooms maximum. Mr. Neubauer's home was initially built as a Bed and Breakfast, as an extension of the Minturn Inn. It is now a single-family home but they may one day want to convert it back to a Bed and Breakfast, so they would like for planning commission to consider allowing 5 rooms for a B&B vs. 4.

Mr. Neubauer also brought up the use regulations around laundromats. It was discussed at the last meeting that laundromats would not be permitted in the 100 block. The intent of that was to keep them non Main St. fronting, but there was not previously a discussion about whether laundromats might be considered on side streets in the 100 block (provided they do not front Main St). He asked for consideration on this item as well, as they are hoping as part their whisky distillery build-out to include a small laundromat.

Planning Commission noted that they would revisit this conversation later in the meeting when they get to the Chapter 16 discussion.

Public Comment Closed.

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.

No Special Presentations

8. Design Review and Land Use Public Hearings

0236 Miles End Lane - New Single Family Residence

The Applicant, Jeremy A. Jacobs Trust, requests Final Plan review of a new, four-bedroom, 4,392 (gross) square foot single-family residence located at 0236 Miles End Lane in the Game Creek Minturn North PUD Zone District. The Applicant's representatives, Taylor Hermes and Rick Hermes of the Minturn North Construction Company, have been proactive in meeting with Town staff prior to submitting plans for a new home and have provided a relatively complete and thorough set of site, landscaping, and architectural plans.

The plans show a two-story, four-bedroom structure with a maximum building height – measured to the midpoint of the roof – of 27 feet 4 and 1/2 inches, under the maximum allowable 28-foot limit within the Game Creek Minturn North PUD Zone District.

Additionally, the massing, forms, and scale of the proposed structure, as well as proposed exterior materials, textures and detailing also appear to achieve the design objectives of Parking is adequate, with four off-street spaces, two of which are provided within the garage and two in front of the garage. The plans show the entry level with the garage, three bedrooms, and entertainment lounge, and the main level has the master suite and primary living area.

According to staff's analysis of development standards and dimensional limitations in Section III, the project appears to meet the Town's standards.

Overall, staff believes that the Applicants and their representative have provided a complete, detailed set of plans necessary to complete a thorough final plan review.

As a reminder, the Planning Commission has the option to review the proposal as a "conceptual" plan review if the Commission feels that the plans are not sufficient or are in need of revisions and additional review prior to final plan approval; or the Commission may take action to approve, approve with conditions, or deny the Final Plans.

Staff is recommending approval.

Motion by Michael B., second by Darell W., to approve the final plan for 0236 Miles End Lane, as presented. Motion passed 4-0. *Note: Eric R. and Amanda M. were excused absent.*

9. Discussion / Direction Items

A. Minturn Forward: Land Use Code Update - Draft Article 3 Zoning Regulations

Matt Farrar (Western Slope Consulting) joined the meeting.

Follow up from public comment:

Jeff A. – Is there precedent for 4 bedrooms vs. 5?

Matt F. noted that he felt the intent was to control neighborhood impact and parking concerns.

Planning Commission asked Mr. Neubauer about his parking, and he recapped his onsite parking which is more than adequate.

Planning Commission stated that they would take this under consideration, to be discussed further at a later date.

Also addressed was the laundromat question which was posed by Mr. Neubauer during public comment.

Stefanie Neubauer (also of 444 Eagle St), addressed the commission to point out that part of the purpose of the laundromat would be to reuse the heat from the stills, providing an energy impact.

Planning Commission gave direction that laundromats should be allowed in the 100 Block only on the side streets.

Scot H. reminded Planning Commission that Madison shared a memo recapping the comments from the last meeting and directed them to page 53, where they left off last time. The focus of this meeting is to review dimensional standards.

It was asked about the approval process for the code updates. Planning Commission will have an opportunity to review the final document before it's presented to council for approval.

Article 3: Section 163:

Page 53 of the packet :

- Michael B. inquired about a list of acceptable accessory uses.
- Matt Farrar stated that this is noted in the use table.

Page 54:

The Planning Commission reiterated their concerns about:

- The proposed change to the minimum lot size for properties along Pine Street in the R1 zone district.
- The proposed change to minimum setbacks for properties in Two Elk Estates in the R2 zone district.

Page 55: Live Stream Setback:

- Planning Commission provided direction to eliminate the 6-foot minimum setback between detached structures/buildings on the same lot and instead defer to the Building Code and/or Fire Code for minimum distance between structures/buildings.
 - Jeff A. inquired if this is really needed. Seems redundant, and we would not want to contradict fire code or building code, seems this could be used against us in the future. He suggested striking it altogether.
 - Darell agreed, he felt it could be confusing to have this in addition to fire code.
 - Scot H. also pointed out that we would not want to have to update our code every time the fire code is updated.
 - Matt F. noted that it would make sense to rely on fire and building code, as they are better suited to address this.
 - All agreed that striking this section makes the most sense.

Page 56 – 59:

- Planning Commission provided direction to allow the following improvements to encroach into any required setback, except for a live stream setback, as long as they comply with the clear vision area requirements. Michael B. would like to stress that we need to be clear / careful about “clear vision”:
 - Electric vehicle charging stations
 - Raised garden beds
 - Community exchange or charitable boxes (e.g., little library book exchanges or pantry food supply boxes)
- Planning Commission provided direction to not allow uncovered or covered porches to encroach into a required front yard setback.
- Planning Commission discussed potentially allowing awnings and other similar shade structures to encroach into a required setback up to five (5) feet. It was unclear if the Planning Commission provided direction on this matter.
- Planning Commission discussed about potentially allowing patios, terraces, and similar improvements to encroach into setbacks if they are less than thirty (30) inches above grade. Planning Commission provided direction that they should not unless they were flush to the ground.
- Planning Commission provided direction to allow parapet walls to exceed the

maximum building height by up to three (3) feet, rather than ten (10) feet.

- Planning Commission provided direction to not allow elevator enclosures to exceed the maximum building height.
- Staff recommended that the table of “Authorized Exceptions to Building Height Standards” be further refined to better tailor the exceptions to the different types of improvements that are allowed to exceed the maximum building height.
- Planning Commission provided direction to not include decks in the calculation of Impervious Surface Area.
 - Jeff A. noted that many jurisdictions don’t consider decks impervious. The water makes it to the ground. He would propose that decks are removed from the impervious classification.
 - Darell – should we also remove elevated walkways from impervious?

Staff recommended that the standards for calculating Impervious Surface Area be simplified to state something similar to the following:

Impervious surface area is measured as the area of a lot that is covered by any nonpermeable material that prevents absorption of water into the ground, including, but not limited to, concrete, asphalt, and roofing materials.

There was additional discussion regarding impervious surfaces, and surfaces that do not allow water through. Concrete slabs and pavers were discussed.

Public Comment :

Spence Neubauer, 444 Eagle St.

Mr. Neubauer noted that he feels that brick or sandstone patio pavers are really no different than concrete. However, there are now certified permeable pavers.

It was noted that this section needs to be reworked.

Note: 5 minute recess called at 7:50 p.m.

Page 59

- Live stream setback – Planning Commission agreed that this section should not be touched, except for re-ordering the items. Item iii should be moved to item i due to the importance of that (only a surveyor can measure).
- Jeff A. noted the importance of the new graphic.

Page 59-60: Building Height Calculation

- Planning Commission provided direction to measure building height for structures or buildings with pitched roofs as the vertical distance between finished, natural, or established grade (whichever is more restrictive) and the midpoint between the top of the uppermost wall plate and the peak of the roof.
- There was discussion about just measuring building height using the finished grade around a structure or building, and not natural or established grade. The Planning Commission decided to go with finished grade. Staff suggested potentially adding language to prohibit finished grade from being artificially raised to increase the maximum building height allowed.

Will resume on page 60 next time.

10. Staff Reports

- A. Manager's Update
- B. Planning Department Update

11. Planning Commission Comments

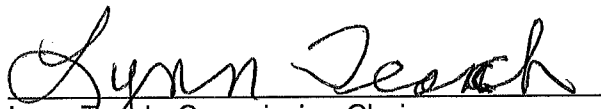
12. Future Meetings

- A. October 29, 2025 (Rescheduled from October 22nd)
- B. November 12, 2025

13. Adjourn

Motion by Michael B., second by Jeff A., to adjourn the regular meeting of October 8, 2025 at 8:59 p.m. Motion passed 4-0.

Note: Eric R. and Amanda M. were excused absent.


Lynn Teach, Commission Chair

ATTEST:


Scot Hunn, Planning Director