



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Wednesday, November 12, 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/88292910780>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 882 9291 0780

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 Michael Boyd, Amanda Mire, Eric Rippeth, and Darell Wegert.
Staff Members Present: Planning Director Scot Hunn, Town Attorney Mike Sawyer, and Planner II Madison Harris.
Note: Jeff Armistead is excused absent.

3. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.
Motion by Darell W., second by Amanda M., to approve the agenda as presented. Motion passed 5-0.
Note: Jeff A. is excused absent.

4. Approval of Minutes

A. October 29, 2025

Motion by Michael B., second by Darell W., to approve the minutes of October 29,

2025 as presented. Motion passed 5-0.

Note: Jeff A. 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.

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.

A. Maloit Park Annexation and Zoning History

Scot H. introduced the agenda item. This was something that the Planning Commission, specifically Amanda M., had requested to take place prior to the official review of the School District's Preliminary Plat application.

Mike S. went through the background of Ord. 1-4, Series 2011. The Town's WTP was on ECSD property and the Town was interested in gaining ownership. There's an agreement from 1964 in which the Town agreed to provide water to the property prior to the parcel(s) being annexed. In 2011 ECSD realized that their needs were changing so they approached the Town about annexing, and the Town would guarantee a certain amount of water service to the property with bookends on what type of development will go on the property. School districts aren't technically regulated by the local municipality it resides in, but they have to go through a Location and Extent review. Due to ECSD wanting the potential to develop non-district uses on the property, the annexation agreement states that they will go through the regular process/review for those types of uses. Ord. 4-2011 sets zoning for the property so any review of an application needs to be reviewed against that. The annexation agreement defines the cap of the density including district and non-district facilities. ECSD will have to pay SIFs, but not water right dedication fees. ECSD owns a water right on Cross Creek called Armenda Ditch which they are required to use for all outdoor irrigation.

Ord 01 – 2011

Amanda M. asked if 100% of the ownership of the parcel changes to non-district ownership can the annexation agreement be amended.

- Mike S. said the Town can revisit the annexation agreement when it chooses to, but it applies to all owners of these parcels.
- Amanda M. asked if the Annexation Impact Report that is referenced throughout the ordinances is available.
- Staff said they would look for it.

Eric R. clarified Colorado Constitution ruling of annexations and the process therein.

Michael B. asked if since 2011 there has been any change in 100% ownership of the property.

- Mike S. said that this question can be passed along to the applicant.

Lynn T. asked about the Armenda Ditch.

- Mike S. said that it's a very senior water right that is very old and is currently

used to irrigate the Ball Fields.

Ord 02 – 2011

Eric R. asked about the statement within one of the Whereases about "health, welfare, and safety"

- Mike S. stated that these were listed due to the state statute governing annexations.

Michael B. again brought up any change in the 100% ownership of the property.

Ord 03 – 2011

Amanda M. asked about the previous zoning of "Resource".

- Scot H. explained what that zoning means from the County's standpoint.
- Amanda M. asked about the conveyance of a 1 acre parcel for Meet the Wilderness.
- Mike S. said that would have needed a subdivision which didn't occur.
- Amanda M. asked about which community plan will be used when reviewing the coming application
- Madison H. stated that it will be the current community plan.
- Amanda M. asked for clarification in Article 1 about delineation between district and non-district.
- Mike S. stated that it was likely left purposely vague as ECSD didn't know what they were going to develop at the time of annexation.

Michael B. asked if the open space parcel in Section 1.4 is staying open space.

- Mike S. stated that there has been no application to change that.

Amanda M. asked for education on subdivision exemption.

- Mike S. went through it.

Eric R. asked about the last sentence in Section 1.4 allowing for mobile home uses.

- Mike S. stated that it's memorializing a pre-existing, non-conforming use.

Darell W. asked if there is a secondary water tank above the school building, and if so do we have to maintain it.

- Mike S. stated that there is a tank, and during the preliminary plat hearing the Commission can ask about maintenance

Amanda M. asked about Section 2.4.2 maintenance of the Arminda Ditch.

- Scot H. clarified that only occurs if it's conveyed to the Town.
- Amanda M. asked if there is anything that would trigger needing to take water from the confluence of the Eagle River.
- Mike S. stated that the 138 units proposed by ECSD has always been factored in to our service off of Cross Creek.
- Amanda M. asked if there is a different review of district vs. non-district development proposals.
- Mike S. explained the Location and Extent process for governmental entities.

Note: 5 minute recess called at 7:07 p.m.

Michael B. asked if any development is in the wetlands would there be a wetlands impact report.

- Scot H. stated that if it was applicable then it would be provided.

Amanda M. clarified the clause referencing ECSD leasing property and causing an increase in demands on Town services then they would have to pay for the increase. Asked if the SFE calculation in Sec. 4.4.1.b is still how we calculate SFEs today.

- Mike S. stated that it's pretty close.
- Amanda M. asked about the access clause across Town property.
- Mike S. said that if required by the Fire District or CDOT then yes the Town would have to grant an easement for secondary access on the Town parcel.

Michael B. asked about the specific location of the access on Hwy 24 if there are metes and bounds of this area.

- Mike S. stated that this easement was platted with the Battle Mountain plat from last year.

Amanda M. asked what triggers the transfer and maintenance of the access road from ECSD to the Town.

- Scot H. said that the trigger would likely be expanded upon in the SIA.
- Mike S. would think it would happen with building permit, but will be further fleshed out in the SIA.

Darell W. clarified Sec. 4.5 if it controls what the Town can do with the 18 acre parcel.

- Mike S. stated that it does provide a framework for what the Town can do.

Lynn T. asked about public notice and hearings.

Amanda M. asked about Sec. 6.3 and the processing of amendments.

- Mike S. stated that any amendment that is needed can come later in the subdivision process.

Lynn T. pointed out that Sec. 6.7 Notices should be updated to reflect current people that the notices need to be sent to.

Michael B. asked how wide the water line easement is as the blanks aren't filled in.

Ord. 04 – 2011

Amanda M. would like to make sure that the definition of Community Oriented Building would transfer over to the Minturn Forward project. Clarified that any changes to zoning for Maloit Park would require an amendment to Ord. 4-2011 and agreement from the District. Asked staff to provide guidance on "reasonable public access" at the public hearing of the subdivision.

- Michael B. stated that he thinks pg 30 of the packet gives good guidance.

Amanda M. would like to know where to find the ECSD 2001 Master Plan and if the Commission can get a copy of it. Would also like a copy of the current master plan.

8. Design Review and Land Use Public Hearings

9. Discussion / Direction Items

10. Staff Reports

A. Manager's Report

11. Planning Commission Comments

Lynn T. said HAPPY THANKSGIVING!

12. Future Meetings

A. November 26, 2025 - CANCELLED

B. December 10, 2025

C. December 24, 2025 - CANCELLED

13. Adjourn

Motion by Amanda M., second by Darell W., to adjourn the regular meeting of November 12, 2025 at 8:00 p.m. Motion passed 5-0.

Note: Jeff A. is excused absent.


Lynn Teach, Commission Chair

ATTEST:


Scot Hunn, Planning Director