



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Tuesday, December 2, 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/82215238817>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 822 1523 8817

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 and Michael Boyd.

Staff Members Present: Planning Director Scot Hunn, Economic Development Coordinator Cindy Krieg, Town Manager Rob Gutierrez, and Planner II Madison Harris.

Note: Darell Wegert, Amanda Mire, and Eric Rippeth are excused absent.

3. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

Motion by Jeff A., second by Michael B., to approve the agenda as presented. Motion passed 3-0.

Note: Darell W., Amanda M., and Eric R. are excused absent.

4. Approval of Minutes

A. November 12, 2025

Motion by Michael B., second by Jeff A., to approve the minutes of November 12, 2025 as presented. Motion passed 3-0.

Note: Darell W., Amanda M., and Eric R. 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. 0156 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a four-bedroom, 3,571 square foot single family home measured to the midpoint of the roof at 27 feet 10 and $\frac{3}{4}$ inches under the 28 foot height limit. Parking is adequate with four off-street spaces. 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 402 square feet. Staff recommends approval of the plans

Public comment opened.

No public comment.

Public comment closed.

Motion by Michael B., second by Jeff A., to approve 0156 Miles End Lane – New Single Family Residence as presented. Motion passed 3-0.

Note: Darell W., Amanda M., and Eric R. are excused absent.

B. 0146 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a four-bedroom, 3,667 square foot single family home measured to the midpoint of the roof at 27 feet 10 and $\frac{3}{4}$ inches under the 28 foot height limit. Parking is adequate with four off-street spaces. 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 402 square feet. Staff recommends approval of the plans

Public comment opened.

No public comment.

Public comment closed.

Motion by Jeff A., second by Michael B., to approve 0146 Miles End Lane – New Single Family Residence as presented. Motion passed 3-0.

Note: Darell W., Amanda M., and Eric R. are excused absent.

C. 0070 Miles End Lane - New Single Family Residence

Madison H. introduced the agenda item. This is a six-bedroom, 5,149 square foot single family home measured to the midpoint of the roof at 27 feet 4 and $\frac{1}{2}$ inches under the 28 foot height limit. Parking is more than adequate with six off-street spaces. 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 606 square feet. Staff recommends approval of the plans

Public comment opened.

No public comment.

Public comment closed.

Jeff A. asked about the water allocation for the property.

- Madison H. explained how SFE allocation works based on square footage.
- Taylor Hermes, Representative, stated that they are well within the SFE count that Minturn North had purchased.

Motion by Michael B., second by Jeff A., to approve 0070 Miles End Lane – New Single Family Residence as presented. Motion passed 3-0.

Note: Darell W., Amanda M., and Eric R. are excused absent.

9. Discussion / Direction Items

A. DDA Plan of Development Review

Cindy K. explained that in order to establish the DDA district we need to adopt this plan of development to file with the state.

Michael B. wanted to know if design standards will continue to go through the Planning Department.

- Karlyn Vasan, Ayres Associates, said that the current process in place will remain the same. There might be additional input/desires from the DDA board, but no existing control on standards will be removed.

Jeff A. thinks this a great move for the Town. The Plan is well done and he looks forward to using it to help bring more development to Town.

Lynn T. clarified where the Tax Increment Financing (TIF) comes from.

- Cindy K. said that it would be the tax on the difference between what exists now and the valuation of any new construction/remodels within the boundaries of the district.
- Lynn T. asked what a High Impact Project is.
- Ms. Vasan said that they are ways to incentivize development to get the increment flowing more quickly. The larger the project, the larger the impact.
- Lynn T. asked who the DDA staff were.
- Cindy K. said that she is currently the Executive Director, but in the future when there is money coming in, the DDA board will hopefully hire someone else to take over the position.
- Lynn T. recommended for one of the first projects with funds be public restrooms.

Jeff A. asked about amending the boundaries of the DDA.

- Cindy K. explained that from this point forward any property owners that want to join have to request to have the boundaries amended.

10. Staff Reports

11. Planning Commission Comments

Jeff A. thanked the Town's Public Works team for snow operations.

Scot H. thanked the Planning Commission for making time to review everything on the agenda.

12. Future Meetings

13. Adjourn

Motion by Jeff A., second by Michael B., to adjourn the regular meeting of December 2, 2025 at 6:19 p.m. Motion passed 3-0.

Note: Darell W., Eric R., and Amanda M. are excused absent.



Lynn Teach, Commission Chair

ATTEST:



Scot Hunn, Planning Director