



Official Minutes
Planning Commission Regular Meeting | 5:30 PM
Wednesday, June 24, 2026
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/81501381187>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 815 0138 1187

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, Senior Planner, 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, Melissa Decker, Amanda Mire, and Darell Wegert.
Staff Members Present: Planning Director Scot Hunn, Town Engineer Jeff Spanel, and Senior Planner Madison Harris.

3. Approval of Regular Agenda

Opportunity for amendment or deletions to the agenda.

Motion by Darell W., second by Melissa D., to approve the agenda as presented. Motion passed 5-0.

Note: Michael B. is attending in his status as an alternate.

4. Approval of Minutes

A. June 10, 2026

Motion by Melissa D., second by Amanda M., to approve the minutes of June 10, 2026 as presented. Motion passed 5-0.

Note: Michael B. is attending in his status as an alternate.

5. Declaration of Conflicts of Interest

Jeff A. has a conflict of interest with agenda items 8A as he is the applicant and 8C as he is the general contractor.

Amanda M. has a conflict of interest with agenda item 8C as she is the applicant.

Motion by Michael B., second by Darell W., to allow Jeff A. to present his agenda item(s). Motion passed 5-0.

Motion by Michael B., second by Darell W., to allow Amanda M. and/or Jeff A. to present their agenda item. Motion passed 4-0.

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. Midtown Village Planned Unit Development - Final Subdivision Plat

Note: Jeff A. recused himself as he is the applicant.

Madison H. introduced the agenda item. The Applicant, Midtown Lofts, LLC, requests review by the Commission of the Midtown Village PUD Final Subdivision Plat. Final Plan and Final Subdivision Plat review is the third and final step in the review and approval process necessary for the creation of a Planned Unit Development within the Town of Minturn. The Minturn Planning Commission is also charged with reviewing the Final Plat document(s), independent of the Final Plan and/or the Subdivision Improvements Agreement. The plat has been deemed compliant with the Town's standards and includes revisions that were recommended by the Commission and/or the Town staff during the review of the Preliminary Plat. Additionally, the plat has been reviewed by the Town Engineer, Jeff Spanel, and the Town Attorney, Michael Sawyer, who have no further comment to be addressed by the Applicant. Staff is **recommending approval** for the Final Subdivision plat because the plat complies with the Town's subdivision standards and criteria. The Midtown Village PUD is situated on 2.53 acres in the South Town Character Area – Section: 35 Township: 5 Range: 81 PCLIN SE1/4 NE1/4 Subdivision: South Minturn Estates PT of PT of Parcel B, Section: 35 Township: 5 Range: 81 PCLIN SE1/4NE1/4, Subdivision: South Minturn Addition Lots 11-13 – at the 900 Block of Main Street/Highway 24. This parcel has historically been used for residential and commercial purposes - with a few residential structures currently existing on the property. The Final Plat documents reflect and are consistent with the Preliminary Plans and the Preliminary Subdivision Plat that were reviewed and approved by the Town in January 2025. Importantly, the Final Plat documents appear to have been updated and revised in accordance with conditions of Preliminary Plat approval and the comments of the Town of Minturn staff.

Mr. Armistead, applicant, said that nothing has changed. This new plat abandons all old interior property lines and creating five new tracts (A-E) and the Final Plan, Covenants, and intricacies that were formerly reviewed have not changed

substantially.

Public comment opened.

Mark Sifer, 342 Main Street.

Asked for clarification on where this project is.

Public comment closed.

Melissa D. asked if the Quintana parcel is being developed last.

- Mr. Armistead said that they are proposing to build Tract A first, but after that there is no particular order that the tracts will be developed.

Darell W. asked if the CDOT access has been figured out.

- Mr. Armistead said that CDOT wanted them to give up one of their two entrances so they will only have one entrance through the Quintana lot and there will be a breakaway gate where the other former entrance exists for emergency access.

Motion by Michael B., second by Amanda M., to forward a recommendation of approval to the Town Council of Midtown Village Planned Unit Development - Final Subdivision Plat. Motion passed 5-0.

Note: Jeff A. is recused so Michael B. is voting as a regular member.

Note: Jeff A. unrecused himself.

B. 671 Main Street - Variance Request for Relief from the Rear Setback

Madison H. introduced the agenda item. The Applicant, Michael Ayre, requests review of a request for relief from the ten foot (10') rear setback at 671 Main Street in the Old Town Residential Zone District. The Applicant would like to install a 24' x 24' garage with a building height of 11.49 feet measured to the midpoint of the roof encroaching seven (7) feet into the rear setback. Previously there was a garage in roughly the same location that had to be demolished due to safety concerns. In an effort to work within the spirit and intent of the Zoning Guidelines, and to otherwise reduce the amount of relief (from the rear setback) requested to achieve the project design goals, staff respectfully suggests that perhaps a lesser request for relief from the dimensional limitation may be more appropriate. The Applicant argues that the lot is irregularly shaped which is where the "exceptional or extraordinary circumstances" criteria can apply. Staff recognizes that the lot is a little oddly shaped, but is unsure if it is to the degree that it would qualify as an "exceptional or extraordinary circumstance." Staff does not believe that this will have a negative impact on light or air, and in fact is very similar to many other accessory buildings in the area. The Applicant has provided several examples of adjacent properties that also have their accessory buildings of various sizes encroaching into the rear setback to various degrees with several appearing to sit on the property line. While this doesn't prove exceptional or extraordinary circumstances, it does lend credence to the fact that there should be no detriment to the public with the granting of a variance. Smaller accessory structures i.e. sheds are permitted via Sec. 16-2-50 to encroach in the rear yard setback as long as five feet is maintained from all lot lines. It is staff's opinion that if the variance is granted, the garage should be moved to maintain at least that five foot minimum distance to the rear property line.

Michael Ayre, 671 Main Street

Had purchased an older home with an older garage structure that he tried to save, but it very quickly became apparent that it was too structurally unsound. The joists were twisted and there was almost no foundation. With the 10 foot setback that leaves almost no backyard at all. Looking at the historical line of the street, about 90% of the neighboring properties have 0 foot lot lines. With a 10 foot setback

people pull in and hang out into the street so thinks the rear setback should either be five feet to discourage no parking in the setback or 20 feet to allow a full parking space in the setback.

Public comment opened.

No public comment.

Public comment closed.

Jeff A. clarified that the Applicant knew the existing garage was a non-conforming structure.

- Mr. Ayre said that he was aware that it was non-conforming to some extent.

Amanda M. asked why the garage was likened to sheds and also what the threshold for a shed is. Asked if Public Works has been consulted for how this might affect snow removal.

- Madison H. explained that she was trying to figure out a similar situation in the code in order to help liken the variance to. Sheds are allowed to encroach into the rear setback as long as five feet is maintained from all property lines. Sheds are typically limited to 120 square feet. Public Works has not been consulted but given the copious other examples of something similar occurring in this block it shouldn't negatively impact snow removal operations. Staff can double check with Public Works though.
- Scot H. clarified that the code only provides guidance on size of sheds because anything over 120 square feet needs a building permit. However the code does not technically have a size limit for a shed.

Michael B. asked if a demo permit had been pulled to tear down the previous building. Would like to put a cap on shed size in the future. Questioned if the existing shed will be removed. Has concerns about line of site coming out of the garage.

- Yes a demo permit was pulled. Staff is under the impression the shed will be removed and the garage placed on top of it.
- Mr. Ayre will be maintaining a portion of the shed to store trash.
- Michael B. asked if staff believes that this variance fits all the criteria.
- Mr. Ayre said that Eagle has changed their rear setback to 2.5' in order to help bring their non-conformities into conformity.
- Michael B. has concerns about not replacing the non-conforming structure with a conforming one as well as any potential safety impacts with pulling/backing out into an alley.

Darell W. asked how many properties are past 671 Main Street.

- There are four on Main Street and three on Boulder. Two of the Main Street properties access off of Main Street and two access off of Boulder.

Amanda M. clarified that the variance requested will run with the land.

Melissa D. doesn't believe that this request meets the variance criteria.

Lynn T. would like the numbers regarding building/impervious coverage to be corrected as they currently don't total properly. Clarified that the driveway off of Main street will still be there

- Mr. Ayre said that it will be going away to create the yard.
- Lynn T. doesn't want to set a precedent for everyone in the surrounding area.

Melissa D. isn't comfortable with the conflation of a shed with a garage. They are two different sized structures.

Jeff A. clarified that this isn't spot zoning. Has concerns with the proximity to the property line and the water/sewer lines in the road so if anyone needs to do work in the ROW there may be conflicts. This is setting a precedent to essentially cut the rear setback to five feet.

- Amanda M. agrees.

Motion by Darell W., second by Amanda M., to forward a recommendation of denial to the Town Council for 671 Main Street - Variance Request for Relief from the Rear Setback. Motion passed 5-0.

Note: Michael B. is attending in his capacity as an alternate.

Note: 5 minute recess called at 6:34 p.m.

C. 414 Eagle River Street - Changes to Approved Plans

Note: Amanda M. and Jeff A. recused themselves as they are the applicant and builder.

Madison H. introduced the agenda item. This is a single family home in the Old Town Character Area Mixed Use Zone District. What is being proposed is to remove the previously approved addition at the rear of the structure, but still enclose the existing porch. Building height is changing from 21' 6" at the top of the privacy wall on the addition to 19' 9" to the top of the ridge. Building coverage is changing from 2,200 square feet (39%) to 2,087 square feet (38.28%) and impervious coverage is changing from 2,714 square feet (49%) to 2,156 square feet (39.55%) Staff believes that the proposal meets the standards laid out in the Minturn Municipal Code just like the original application.

Mrs. Mire clarified that the building footprint is actually 1,846.

Darell W. clarified that this is a downsizing of what was originally proposed.

- Mrs. Mire said yes they are just enclosing their covered porch.

Public comment opened.

No public comment.

Public comment closed.

Motion by Michael B., second by Melissa D., to approve 414 Eagle River Street - Changes to Approved Plans as presented. Motion passed 4-0.

Note: Amanda M. and Jeff A. are recused and Michael B. is voting as a regular member.

Note: Jeff A. unrecused himself and Amanda M. left the meeting at 6:43 p.m. Town Manager Rob Gutierrez joined the meeting.

9. Discussion / Direction Items

10. Staff Reports

A. Manager's Report

Rob G. stated that we are going into Stage 2 Fire Restrictions on Friday morning. The Holy Cross transmission line is looking to be a 2027 project. Thanked the Planning Commission for their time and attention with Jessica's Regional Housing Authority presentation.

11. Planning Commission Comments

Darell W. expressed that with the work up on Battle Mountain and the one lane closure

with the stop light there has been less semi-truck traffic going through town.

Lynn T. thanked Darell W. for letting her know about fire proof screening and a fire proof tarp and she got a fire proof tarp large enough to cover her wood pile. Gave an update on the Market booth.

Jeff A. said that the first Minturn Concert of the Summer Series is tomorrow night.

12. Future Meetings

A. July 8, 2026

B. July 22, 2026

Melissa D. and Scot H. will not be here.

13. Adjourn

Motion by Michael B., second by Darell W., to adjourn the regular meeting of June 24, 2026 at 6:53 p.m. Motion passed 5-0.

Note: Amanda M. is excused absent and Michael B. is voting as a regular member.



Lynn Teach, Commission Chair

ATTEST:



Scot Hunn, Planning Director