



**OFFICIAL MINUTES**  
**November 8, 2023 Planning Commission Meeting**  
**Wednesday, November 08, 2023**  
**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](http://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/82198088883>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 821 9808 8883

**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 (5) 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 - 6:30 PM**

Lynn Teach called the meeting to order at 6:30 p.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Those present at roll call: Planning Commission Chair Lynn Teach and Planning Commission members Michael Boyd, Amanda Mire, Sage Pierson, and Jeff Armistead.

Staff Members present: Planning Director Scot Hunn and Planner I Madison Harris.

*Note: Tom Priest is excused absent.*

**3. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Jeff A., second by Amanda M. to approve the agenda as presented. Motion passed 5-0.

*Note: Tom P. is excused absent.*

**4. APPROVAL OF MINUTES**

**A.** October 11, 2023 Minutes

Motion by Jeff A., second by Michael B., to approve the minutes of October 11, 2023 as presented. Motion passed 5-0.

*Note: Tom P. 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 unless prior arrangements are made with the Town Planner.

**8. DESIGN REVIEW AND LAND USE PUBLIC HEARINGS**

**9. DISCUSSION / DIRECTION ITEMS**

A. Minturn Forward: Land Use Code Update

Scot H. introduced the topic. This is a summary of the stakeholder interviews and Planning Commission's discussion.

Matt Farrar went over who was interviewed and what the key themes of the feedback was.

Michael B. asked what the code assessment would be.

- Scot H. said that it is a high level look at the code through the lens of the Community Plan and other adopted plans, misalignments within the code itself.

Michael B. commented that he doesn't think we should affect the 100 Block design guidelines, doesn't think requiring a variance for non-conformities is a bad thing.

Lynn T. thinks we have our work cut out for us. Agrees with Michael B. that we don't need to change the 100 Block design guidelines. They will need to vet the variance discussion.

Amanda M. feels that the Community Plan zoning maps were left out of the summary. The summary should reflect that the Community Plan is the driving force.

Michael B. clarified that conformity is the goal and if you can't conform, you should have to apply for a variance.

Jeff A. said that we should lay out the intent within the code.

Amanda M. suggested that we have "plain business language" vs. "technical" definitions.

Sage P. suggested that we spell out what we want and then if what the developer is suggesting doesn't conform then they should get a variance.

**10. STAFF REPORTS**

A. Manager's Report

**Safe Streets for All (SS4A) Grant Award**

The town of Minturn has been awarded a SS4A grant in the amount of \$80,000 for the creation of a Safety Action Plan (Plan). This Plan will identify the primary areas of risk to pedestrians, vehicles, and multimodal forms of transportation. The town will look to utilize this Plan toward supporting larger grant applications to address transportation safety within town.

**Colorado Association of Ski Towns (CAST)**

Update On Friday, October 20th I attended the CAST meeting hosted in Vail. A variety of topics were covered including sustainable tourism, a producer-recycling program being implemented by the State, housing and more. Of note was an update that included the potential for legislation to come through at the upcoming legislative session that would propose the taxing of short-term rental properties as commercial.

**WaterWise Water Conservation Symposium**

I attended the WaterWise Conservation Symposium at Metro State University in Denver on October 24th. This symposium brought together a wide range of water users and suppliers to discuss opportunities for water conservation. Much of the discussion surrounded non-functional turf and programs for eliminating the ability to implement non-functional turf moving forward. Of particular interest was the opposition to artificial turf as a replacement option. Minturn has minimal town-owned non-functional turf, but through the revision of the code and the definition of an SFE the town can see greater water savings in the future.

**Downtown Development Authority Financial Analysis Review**

Minturn general counsel Mike Sawyer and I participated on a call with Cemetery representatives Kendra Carberry, attorney and Sidney Harrington, administrator in hopes of finding common ground pertaining to the multiple wildlife impalements on the Cemetery fence. The disagreements were wide ranging and extensive. The conversation did not find opportunities to move forward collaboratively in removing the spears on the top of the fence posts. However, the Cemetery representatives offered the Council the opportunity to pay for the remainder of the fence remediation. The Cemetery representatives said if this opportunity is of interest to the Council, they will take the option back to their board for consideration.

**Eagle County Housing Action Plan**

Avon, Vail, Eagle County, Eagle, and Minturn all participated in the Eagle County Housing Action Plan kick-off meeting on Friday, October 20th. The towns of Avon, Vail and Eagle County are paying for the match to the grant award for creating the plan. We are currently reviewing the RFP and hope to go through the process of selecting a firm to facilitate the creation of the plan by the end of the year.

**Main Street/HWY 24 Speed Limits**

Council member Brian Rodine brought to my attention the adjustments CDOT is making in how the department determines speed limits on State Highways. See article: <https://www.cpr.org/2023/09/15/cdot-lower-speed-limit-change-colorado/>. I was unsuccessful with reaching out to Crystal Armendariz, Minturn's CDOT Government Liaison, so I reached out to John Kronholm, CDOT's Region 3 Resident Engineer in requesting the consideration of reducing speeds along HWY 24. More to come. John forwarded me the included brochure and has asked the Minturn wait until the new process is in place.

**11. PLANNING COMMISSION COMMENTS**

Michael B. wanted to ensure that the Town is receiving all ILCs required.

**12. FUTURE MEETINGS**

November 22, 2023

December 13, 2023

**13. ADJOURN**


Motion by Jeff A., second by Michael B. to adjourn the regular meeting of November 8, 2023 at 8:15 p.m. Motion passed 5-0.

*Note: Tom P. is excused absent.*



\_\_\_\_\_  
Lynn Teach, Commission Chair

ATTEST:



\_\_\_\_\_  
Scot Hunn, Planning Director