



**OFFICIAL MINUTES**  
**Planning Commission Meeting 6:30PM**  
**Wednesday, February 28, 2024**  
**Town Hall / Council Chambers - 302 Pine St Minturn, CO**

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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/88464478827>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 884 6447 8827

**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, Tom Priest, and Jeff Armistead.

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

*Note: Sage Pierson and Amanda Mire were excused absent.*

**3. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Tom P., second by Michael B., to approve the agenda as presented. Motion passed 4-0.

*Note: Sage P. and Amanda M. were excused absent.*

**4. APPROVAL OF MINUTES**

**A.** February 14, 2024

Motion by Michael B., second by Tom P., to approve the minutes of February 14, 2024 as presented. Motion passed 4-0.

*Note: Sage P. and Amanda M. 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.

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**

**A. 998 Main St. Lot 3A South Minturn Addition Zone District Amendment**

Scot H. introduced the topic. This is a rezoning of Lot 3 of south Minturn Addition. He gave the history of the property. There has historically been residential and commercial uses on this lot. This application is being processed concurrently with a Minor Subdivision application. Staff has found that each of the criteria involved in amending the zoning map there can be found positive findings: 1) Consistency with Master Plan. Whether and the extent to which the proposed amendment is consistent with the purposes, goals, policies and Character Area Zoning Map of the Master Plan. 2) Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land and is the appropriate Character Area and zone district for the land, considering its consistency with the purpose and standards of the proposed zone district. 3) Changed conditions. Whether and the extent to which there are changed conditions that require an amendment to modify the use, density or intensity. 4) Effect on natural environment. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including, but not limited to, water, air, noise, stormwater management, wildlife habitat, vegetation and wetlands. 5) Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need. 6) Development patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern and not constitute spot zoning, and whether the resulting development can logically be provided with necessary public facilities and services. 7) Public interest. Whether and the extent to which the area to which the proposed amendment would apply has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area.

Michael B. clarified the order of applications: rezoning and subdivision.

Woody Woodruff, 344 Eagle River Street, Applicant.

Gave the backstory of the lot from the initial larger lot of 996 Main that was then subdivided into three lots, and then this further subdivision of the last larger portion of the initial lot. He and his wife were originally trying to convert the old Lucero's Gas Station to an art gallery, but found that the foundation would need replacing and other issues with the building. He is hoping to maintain housing on the back lot, the one being rezoned.

Public comment opened.

Mark Young, 996 Main St.

Supportive of this application as the next door neighbor.

Public comment closed.

Motion by Michael B., second by Tom P., to forward a recommendation of approval to the Town Council of 998 Main Street Lot 3A South Minturn Addition Zone District Amendments. Motion passed 4-0.

*Note: Sage P. and Amanda M. were excused absent.*

## 9. DISCUSSION / DIRECTION ITEMS

### 10. STAFF REPORTS

#### A. Manager's Report

##### **Minturn Made the Super Bowl!**

It's exciting to see Minturn make its way into a small portion of Microsoft's Copilot: Your Everyday AI Companion commercial. It received over 120 million views during the airing of the Super Bowl and has received an additional 16 million views on YouTube. Here is a link to the full commercial: <https://youtu.be/SaCVSubYpVc?si=kztvSQF3j8tupwA4>. Take note of the homes highlighted from Minturn. These are older homes, with color and "character."

##### **CDOT Administrative Meeting**

I met with CDOT representatives to discuss matters related to Highway 24. CDOT supports permanent bulb outs for traffic calming, illuminated signage for speeds, overhead banners (pending town pays for the structural engineering to install and permit) and recommends Minturn obtain a transportation master plan moving forward. I will also be requesting a new speed study be conducted for the HWY 24 corridor. CDOT is also donating two illuminate speed feedback radar signs to Minturn. This is a value of almost \$8,000.

##### **Code Compliance and Building Permit Specialist Job Opening**

Minturn is hiring! If you know of someone looking for an exciting position in government, they may be interested in the world of code compliance. Please direct them to the town's website for a complete description of the code compliance and building permit technician job description and list of benefits. Full list of details here: <https://www.minturn.org/home/news/job-opening-code-enforcementoutreachand-building-permit-specialist>

### 11. PLANNING COMMISSION COMMENTS

No planning commission comments.

### 12. FUTURE MEETINGS

A. Minturn Forward Open House #1: March 11 5:30-7:30

B. Planning Commission Meeting March 13, 2024

a. Tom P. will be out of town, might be able to zoom

C. Minturn Forward Open House #2: March 14, 5:30-7:30

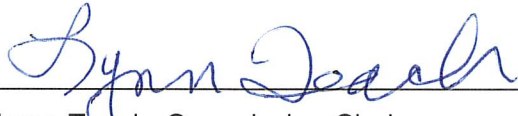
D. Minturn Forward Open House #3: March 21, 5:30-7:30

E. Planning Commission Meeting March 27, 2024

**13. ADJOURN**

Motion by Jeff A., second by Michael B., to adjourn the regular meeting of February 28, 2024 at 7:05 p.m. Motion passed 4-0.

*Note: Sage P. and Amanda M. were excused absent.*

A handwritten signature in blue ink, appearing to read "Lynn Teach", written over a horizontal line.

Lynn Teach, Commission Chair

ATTEST:

A handwritten signature in black ink, appearing to read "Scot Hunn", written over a horizontal line.

Scot Hunn, Planning Director