



## OFFICIAL MINUTES Planning Commission Meeting

Wednesday, September 11, 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/82331728176>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 823 3172 8176

**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 - 5:30 PM

Lynn Teach called the meeting to order at 5:30 p.m.

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

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

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

*Note: Darell Wegert and Eric Rippeth are excused absent.*

#### 3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

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

*Note: Eric R. and Darell W. are excused absent.*

#### 4. APPROVAL OF MINUTES

A. August 28, 2024

Lynn T. brought up to sentences that needed to be clarified under the discussion / direction topic: Minturn Forward.

Motion by Jeff A., second by Amanda M., to approve the minutes as amended. Motion passed 4-0.

*Note: Eric R. and Darell W. are excused absent.*

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflict 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. 0036 Abby Road - New Multi-family building**

Madison H. introduced the agenda item. This is the first Belden Place DRB application for the 12-plex building at the rear of the property. The plans show four, three-story towers on top of an underground parking with a maximum building height - measured via a weighted height calculation approved in the Belden Place PUD Guide – of 33 feet 4 and 11/16 inches, under the maximum allowable 35-foot limit within the South Town Belden Place PUD Zone District for multi-family units. Parking is more than adequate, with thirty-seven off-street spaces, twenty-seven of which are provided within the garage and ten at surface level. This proposal respects all setbacks, lot and impervious coverage limitations, and snow storage requirements. Staff is recommending approval of the plans.

Lynn T. asked the average size of the units.

- Mr. Greg Macik, 36 Edwards Blvd., architect representative, stated that it was about 1200 square feet.

Amanda M. asked how many units are resident occupied

- Ms. Alison Perry, developer stated that it is 9 out of 12

Amanda M. asked if they are planting firewise.

- Ms. Perry said that they are.

Jeff A. likes the way the buildings look. Doesn't have any issues.

Michael B. suggested snow clips.

Lynn T. clarified that RO means long term Eagle County residents.

Public comment opened.

No public comment.

Public comment closed.

Motion by Michael B., second by Jeff A., to approve 0036 Abby Road – New Multi-family building. Motion passed 4-0.

*Note: Eric R. and Darell W. are excused absent.*

## 9. DISCUSSION / DIRECTION ITEMS

### 10. STAFF REPORTS

#### A. Manager's Report

##### **Master Meter House RFP**

Following Resolution 09 – Series 2021, Procurement Policy and Procedures, the Town advertised the Request for Proposals (RFP) for the Master Meter House PRV installation from July 19, 2024, to August 23, 2024. Upon the deadline, no complete project submittals were received for consideration. Following Sec IV. Expenditure approval and Source Selection Requirements (i)(1), Waiver of Competitive Source Selection Requirements, due to no RFP submittals, the project will now be managed by John Volk on a time and materials basis not to exceed the projected estimated cost of \$300k.

##### **International City Manager's Association (ICMA) Certified Manager Accreditation**

I have been nominated by the credentialing committee for approval of the ICMA-CM. The nomination will now be reviewed by the ICMA Executive Board in November and approvals will be announced thereafter.

##### **Boulder Street One Way**

As a friendly reminder, Boulder St between Harrison Ave and Mann Ave is a one-way street heading north. Signage along the street is already plentiful, but just a friendly reminder that cyclists, children and dog walkers all utilize this street and to ensure everyone's safety, motorists need to please follow the rules of the road. Thank you!

##### **First Friday**

The Town is partnering with Minturn businesses to host First Fridays beginning this fall. The first one will be held on Friday, September 6th at the newly remodeled Eagle River Inn. "Whisky and Wine by the River" will run from 4-6pm, and will feature live music by Jen Mack, light snacks, and whisky tastings by Eagle River Whisky. Beer and wine will also be available.

##### **Boneyard Open Space**

Public Works will be removing dead and downed trees at the Boneyard Open Space in the coming weeks. Please be advised of safety precautions in the area and give room to crews as they remove and clean up debris. Thank you so much.

##### **Liquor License Renewals**

Through Colorado State Statute, liquor license renewals can be handled at an administrative level. If the Council is so inclined, a Resolution can be brought before the board for consideration of this direction.

##### **High Five Media Board Representation**

Just a reminder that the Council needs to appoint a member to the High Five Media Board.

##### **Radar Feedback Signs**

Two new illuminated signs will be installed along HWY 24 notifying drivers of their speed. These signs were donated by CDOT and will hopefully encourage vehicular traffic to slow down. Once sign is being installed at the S-curve near the entryway to downtown and the second is replacing the smaller illuminated signs near the Boneyard Open Space.

### 11. PLANNING COMMISSION COMMENTS

No Planning Commission comments.


### 12. FUTURE MEETINGS

- A. September 25, 2024
- B. October 9, 2024

**13. ADJOURN**

Motion by Amanda M., second by Jeff A., to adjourn the regular meeting of September 11, 2024 at 5:50 p.m. Motion passed 4-0.

*Note: Eric R. and Darell W. are excused absent.*

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

Lynn Teach, Commission Chair

ATTEST:

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

Scot Hunn, Planning Director