



2012

Planning Commission Meeting

January 11, 2012

Regular Session:
(Town Hall)

7:00 p.m.

Council Goals

Top five Council Priorities:

- **Entry Signs**
- **Sidewalk Installations**
- **Street Repairs and drainage improvements**
- **100% completion of telemetry system (water distribution system)**
- **Implement streetscape plan**

Town of Minturn

Planning Commission Agenda January 11, 2012

Regular Session – 6:30 p.m.
Minturn Town Hall – 302 Pine Street

Call to Order/Roll Call

Approval of Agenda Items

- a. Items to be pulled from Action Items
- b. Emergency Items to be added
- c. Order of the Agenda Items
- d. Approval of the agenda

Approval of Minutes

Planning Commission meeting minutes from November 9, 2011

Public Comment

Members of the public may have 5 minutes to comment on any item they wish that is not on the agenda

Action Items

Discussion Items

1. Zoning Text Amendment to revise the lot coverage definition in section 16-2-20 of the Minturn Municipal Code.
2. Zoning Text Amendment to revise the submittal requirements and public hearing procedures for Design Review Applications.

Planning Department Update

Commissioner Comments

Adjournment

Town of Minturn

Planning Commission

November 9, 2011

Regular Session – 7:00 p.m.

Minturn Town Hall – 302 Pine Street

The November 9, 2011 meeting of the Town of Minturn Planning Commission was called to order by Chairman Stuart Brummett at 7:00 p.m.

Members Present: Stuart Brummett, Chairman
Lynn Teach, Vice-Chair
Tim Osborne
Melissa Decker

Members Absent: Michael Gallagher

Staff Present: Chris Cerimele, Town Planner

Approval of the Agenda

Chairman S. Brummett asked if there were any changes to the agenda. None were noted.

A motion to approve the agenda as presented was made by Commissioner Teach and seconded by Commissioner Osborne. The motion passed 4-0.

Approval of Minutes from October 26, 2011

Chairman S. Brummett asked if there were any changes to the October 26th meeting minutes. None were noted.

A motion to approve the minutes from the 10.26.2011 Planning Commission meeting was made by Commissioner Osborne and seconded by Commissioner Teach. The motion passed 3-0. (Commissioner Decker abstained due to her absence from the October 26, 2011 meeting.)

Public Comment - none

Action Items

1. ZTA 2011-02; A Zoning Text Amendment to reduce the rear setback requirement in the residential and mixed-use zones for a detached garage.

Chris Cerimele introduced the agenda item. He stated that it was the culmination of several months work and multiple Planning Commission meetings.

Commissioner Teach made a motion to approve ZTA 2011-02 as presented. The motion was seconded by Commissioner Decker. The motion passed 4-0.

Chairman Brummett requested additional maps be prepared for the Town Council to better illustrate where the proposed setback reduction would apply.

Planning Commissioner Comments

The following topics were requested to be discussed in 2012:

- Downtown Parking with a parking inventory map – Chairman Brummett
- Building mass and bulk plane – Chairman Brummett
- Sign code – Commissioner Teach
- Directional signage- Chairman Brummett
- Green building practices – Chairman Osborne

Adjournment

8:03 pm



To: Minturn Planning Commission
From: Chris Cerimele, Planner
Date: January 6, 2012
Re: Lot coverage Definition Revision

Background

To better regulate the mass and scale of new construction in Minturn, staff is recommending a revision to the definition of *lot coverage* that is found in section 16-2-20; Definitions, of the Minturn Municipal Code. Lot coverage is currently defined as follows:

Lot coverage means that portion of the lot that is covered by buildings, including covered porches, covered walkways and similar covered areas, but not including roof overhangs and decks.

Proposed Definition

Lot coverage means that portion of the lot that is covered by buildings, including all cantilevered portions of the building, roof overhangs, covered porches, covered walkways and similar covered areas but not including decks less than thirty (30) inches above grade.

Next Steps

Staff and Planning Commission will discuss the proposed definition at the 1.11.12 Planning Commission meeting. The intention is to reach a consensus on the definition by the conclusion of the meeting. Following this meeting, an official action item in the form of a Zoning Text Amendment will be scheduled for the next Planning Commission meeting. Once approved by the Planning Commission, the item will be presented to the Town Council in the form of an ordinance to amend the text of the Municipal Code. The Town Council will conduct a public hearing prior to taking any action on the item.



To: Minturn Planning Commission
From: Chris Cerimele, Planner
Date: January 6, 2012
Re: Revised Design Review Board Procedures

Several revisions are being proposed to the Design Review Board Procedures that were discussed in the summer of 2011. These additions are shown below in red. The purpose of the revisions is to strengthen the review process for new construction in the Town to ensure that structures are being constructed in accordance with the adopted standards of the Town of Minturn.

Two significant changes to note are the requirement of a topographic survey at the time of project submittal. This replaces the Improvement Location Certificate that was originally contemplated. The second change involves the creation of a new section that pertains to the construction process. This section will implement a new procedure that requires a Foundation Location Certificate once the foundation of a new structure has been poured. This will ensure that the new structure does not encroach into any of the property setbacks. Construction will not be permitted to proceed until this document has been submitted and accepted by the Building Official and Town Planner. In addition to this item, an Improvement Location Certificate will be required once the framing of the structure has been completed. The purpose of this item is to verify the building height and to prevent any second and third story encroachments in the required setbacks.

Section 16-21-600. Design Review Applications

- (a) **Purpose.** The purpose of a Design Review is to ensure that all new development and major redevelopments in Minturn are constructed in a manner that complies with the adopted regulations of the Town.
- (b) **Applicability.** All major construction must receive Design Review approval from the Design Review Board prior to the issuance of a building permit. Major construction is defined as all new construction projects and any building addition that increases the building footprint and or square footage of an existing structure.
- (c) **Application Requirements.** In addition to the requirements of section 16-21-170, The following information must be submitted for a Design Review application.

1. Application Form and fee. Application fees are set annually by the Minturn Town Council;

~~1.~~

Formatted: No bullets or numbering

~~2. Application Fee. Set annually by the Town Council;~~

~~2. Improvement Location Certificate or A topographic sSurvey that shows the following information: (ILC or ILS), including existing topography and vegetation, as appropriate.~~

Formatted: Indent: Left: 0.65", No bullets or numbering

- Date of survey
- Right-of-way and property lines; including bearings, distances and curve information.
- Labeled ties to existing USGS benchmark.
- Property boundaries to the nearest one one-hundredth of a foot (.01) accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
- All existing easements recorded with the Eagle County Clerk and Recorder. Include bearings and distances
- Spot elevations at the edge of asphalt along the street frontafe of the property at twenty-five foot intervals (25'), and a minimum of one spot elevation on either side of the lot.
- Existing buildings and structures.
- Topographic conditions at two foot contour intervals.
- Existing trees or goups of trees having trunks with diameters of 4" of more.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.9" + Indent at: 1.15"

- Rock outcroppings and other significant natural features.
- 3. All utility meter locations, including any pedestals on site or in the right-of-way adjacent to the site and the exact location of existing utility sources.
- Environmental hazards where applicable. (i.e. rock fall, wetlands, floodplain)
- Watercourse setbacks, if applicable. Show centerline and edge of stream or creek in addition to the required stream setback.

- o Residential additions of 750 square feet or less may have the topographic survey requirement waived by staff.

~~4. A scaled site plan showing the subject property and the proposed layout of the development. This site plan shall include the development within the context of existing conditions, including but not limited to topography, delineation of water bodies, adjacent structures, sidewalks, utility locations, easements of record, existing vegetation, required parking and snow storage if applicable;~~

3. A scaled site plan showing the following information:

- Property line locations and dimensions.
- Existing and proposed easements.
- Existing and proposed buildings including sheds and enclosures. Include decks, patios and balconies. Indicate building foundation with a dashed line and the roof edge with a solid line. All cantilevered portions of the building must also be shown with a solid line.
- All roof ridge lines with ridge elevations. Indicate existing (natural grade prior to construction of structure) and proposed grades shown underneath all roof lines. This information will be used to calculate building height.
- Site access.
- Curb cuts.
- Driveways and parking areas. Indicate finished surface, heated or unheated, grade, percent slope, dimensions, turning radii, and spot elevations at the property line.
- Identify any slopes greater than 15%, and fills and cuts greater than 4ft.
- Existing and proposed retaining walls (including materials).

Formatted: Font: Century Gothic, 12 pt, Not Expanded by / Condensed by

Formatted: List Paragraph

Formatted: Indent: Left: 0.65", No bullets or numbering

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.9" + Indent at: 1.15"

- Existing and proposed fences (include height and materials).
- Waterbodies and stream setbacks.
- Snow storage areas.
- Lanscaped areas
- Sidewalks and walkways.

Formatted: Font: Century Gothic, 12 pt, Not Expanded by / Condensed by

5-4. Elevations of all sides of the proposed structure(s), indicating type and color of all exterior materials, building heights, setback lines, locations of exterior lighting fixtures, roof and building drainage system (i.e. gutters and downspouts) as may be required;

6-5. Color chips and a materials board shall be required for all projects;

7-6. A landscaping plan, including existing and proposed vegetation. The plan should indicate the quantity, type and size of the proposed vegetation. For projects less than 750 sf, a landscaping plan is required for the disturbed area of the property only;

8-7. Floor plans of all levels shall be included that indicate the proposed uses. For additions to existing structures, floor plans must be provided for the existing building;

9-8. Multi-family and commercial developments may require one or more of the following; a three-dimensional model of the proposed project and adjacent buildings to scale; a three-dimensional architectural model including adjacent structures; a two dimensional photo illustration of the proposed building in relation to adjacent structures.

10-9. If requested by the Planning Department, a CAD file or similar digital file as acceptable to the Planning Department that shows the property boundary, building foundation and building overhangs excluding the eaves shall be submitted. This information will be used to verify the building lot coverage.

11-10. Such additional information as the Planning Department or Design Review Board may require;

~~12. Upon completion of construction, a second framing and foundation ILC shall be submitted that verifies compliance with applicable Town regulations including building height, foundation location and setbacks. After the second ILC is~~

~~approved and after it has been determined the builder has met all the zoning requirements and Design Review Board conditions of approval, a Certificate of Occupancy shall be issued. The foundation location, building height, setbacks and utility easements shall be shown on the final ILC;~~

~~e. For residential additions less than 750 square feet, staff may waive the second ILC.~~

(d) Administrative Procedure.

1. Upon ~~the Planning Departments~~ receipt of a completed and proper application, the application for Design Review will be scheduled for a public hearing. The hearing will be conducted in accordance with the procedures set forth in Chapter 16. ~~Article 21.~~
2. Criteria and Findings. Before acting on a Design Review application, the Planning Commission, acting as the Design Review Board, shall consider the following factors with respect to the proposal:
 - a. The proposals adherence to the Town's zoning regulations.
 - b. The proposals adherence to the applicable goals and objectives of the Community Plan.
 - c. The proposals adherence to the Town's Design Standards.
3. Necessary Findings. The Design Review Board shall make the following findings before approving a Design Review application:
 - a. That the proposal is in conformance with the Town of Minturn zoning regulations.
 - b. That the proposal helps achieve the goals and objectives of the Town of Minturn Community Plan.
 - c. That the proposal complies with the Town of Minturn Design Standards.
4. Conditions of approval. The following conditions shall apply to all projects approved by the Design Review Board:
 - a. No changes to an approved plan or design may be made without the written consent of the Town staff. Staff reserves the right to forward any changes to the DRB for final approval;
 - b. Design Review Board approval does not constitute a permit for building.

Formatted: Indent: Left: 0.42", Hanging: 0.21", Tab stops: Not at 0.5"

c. DRB approval shall not become valid for 20 days following the date of approval, pursuant to the Minturn Municipal Code Chapter – Appeals

d. Approval of this project shall lapse and become void one (1) year following the date of final approval, unless a building permit is issued and construction is commenced and is diligently pursued toward completion.

(e) Construction Process

1. Once an application has been approved by the DRB, the applicant may apply for a building permit.

2. Building Permit Requirements:

a. (Consult Building Official)

3. Once the building foundation has been poured, a foundation location certificate is required. This is done to ensure that the foundation was constructed in the location authorized in the Site Plan. When the location of the finished foundation is checked and approved, construction may proceed on the remainder of the structure.

4. After the framing of the structure has been completed, an Improvement Location Certificate is required for verification of the roof height and to ensure that no setback encroachments exist on the property. The frame inspection will not be approved until this survey has been presented to the Building Official and has been approved.

e.

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Font: Bold

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08", Tab stops: Not at 1"

Formatted: Font: Bold

Formatted: Indent: Left: 0.58", No bullets or numbering, Tab stops: Not at 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08", Tab stops: Not at 1"

Formatted: Font: Bold

Formatted: List Paragraph, Numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.33" + Indent at: 1.58", Tab stops: Not at 1"

Formatted: Font: Bold

Formatted: List Paragraph, Indent: Left: 1.58", No bullets or numbering, Tab stops: Not at 1"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08"

Formatted: Font: Bold

Formatted: List Paragraph, Indent: Left: 1.08", No bullets or numbering, Tab stops: Not at 1"

Formatted: Font: Bold

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.83" + Indent at: 1.08"

Formatted: Font: Bold

Formatted: List Paragraph, Indent: Left: 1.08", No bullets or numbering, Tab stops: Not at 1"

Formatted: Font: Bold

Formatted: Indent: Left: 0.58", No bullets or numbering

Section 16-21-600. Design Review Applications

- (a) **Purpose.** The purpose of a Design Review is to ensure that all new development and major redevelopments in Minturn are constructed in a manner that complies with the adopted regulations of the Town.
- (b) **Applicability.** All major construction must receive Design Review approval from the Design Review Board prior to the issuance of a building permit. Major construction is defined as all new construction projects and any building addition that increases the building footprint and or square footage of an existing structure.
- (c) **Application Requirements.** In addition to the requirements of section 16-21-170, the following information must be submitted for a Design Review application.
1. Application Form and fee. Application fees are set annually by the Minturn Town Council;
 2. A topographic survey that shows the following information: .
 - Date of survey
 - Right-of-way and property lines; including bearings, distances and curve information.
 - Labeled ties to existing USGS benchmark.
 - Property boundaries to the nearest one one-hundredth of a foot (.01) accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
 - All existing easements recorded with the Eagle County Clerk and Recorder. Include bearings and distances
 - Spot elevations at the edge of asphalt along the street frontage of the property at twenty-five foot intervals (25'), and a minimum of one spot elevation on either side of the lot.
 - Existing buildings and structures.
 - Topographic conditions at two foot contour intervals.
 - Existing trees or groups of trees having trunks with diameters of 4" of more.
 - Rock outcroppings and other significant natural features.

- All utility meter locations, including any pedestals on site or in the right-of-way adjacent to the site and the exact location of existing utility sources.
 - Environmental hazards where applicable. (i.e. rock fall, wetlands, floodplain)
 - Watercourse setbacks, if applicable. Show centerline and edge of stream or creek in addition to the required stream setback.
- Residential additions of 750 square feet or less may have the topographic survey requirement waived by staff.
3. A scaled site plan showing the following information:
- Property line locations and dimensions.
 - Existing and proposed easements.
 - Existing and proposed buildings including sheds and enclosures. Include decks, patios and balconies. Indicate building foundation with a dashed line and the roof edge with a solid line. All cantilevered portions of the building must also be shown with a solid line.
 - All roof ridge lines with ridge elevations. Indicate existing (natural grade prior to construction of structure) and proposed grades shown underneath all roof lines. This information will be used to calculate building height.
 - Site access.
 - Curb cuts.
 - Driveways and parking areas. Indicate finished surface, heated or unheated, grade, percent slope, dimensions, turning radii, and spot elevations at the property line.
 - Identify any slopes greater than 15%, and fills and cuts greater than 4ft.
 - Existing and proposed retaining walls (including materials).
 - Existing and proposed fences (include height and materials).
 - Waterbodies and stream setbacks.
 - Snow storage areas.
 - Landscaped areas
 - Sidewalks and walkways.
4. Elevations of all sides of the proposed structure(s), indicating type and color of all exterior materials, building heights, setback

lines, locations of exterior lighting fixtures, roof and building drainage system (i.e. gutters and downspouts)

5. Color chips and a materials board shall be required for all projects;
6. A landscaping plan, including existing and proposed vegetation. The plan should indicate the quantity, type and size of the proposed vegetation. For projects less than 750 sf, a landscaping plan is required for the disturbed area of the property only;
7. Floor plans of all levels shall be included that indicate the proposed uses. For additions to existing structures, floor plans must be provided for the existing building;
8. Multi-family and commercial developments may require one or more of the following; a three-dimensional model of the proposed project and adjacent buildings to scale; a three-dimensional architectural model including adjacent structures; a two dimensional photo illustration of the proposed building in relation to adjacent structures.
9. If requested by the Planning Department, a CAD file or similar digital file as acceptable to the Planning Department that shows the property boundary, building foundation and building overhangs excluding the eaves shall be submitted. This information will be used to verify the building lot coverage.
10. Such additional information as the Planning Department or Design Review Board may require;

(d) Administrative Procedure.

1. Upon receipt of a completed and proper application, the application for Design Review will be scheduled for a public hearing. The hearing will be conducted in accordance with the procedures set forth in Chapter 16.
2. Criteria and Findings. Before acting on a Design Review application, the Planning Commission, acting as the Design Review Board, shall consider the following factors with respect to the proposal:

- a. The proposals adherence to the Town's zoning regulations.
 - b. The proposals adherence to the applicable goals and objectives of the Community Plan.
 - c. The proposals adherence to the Town's Design Standards.
3. Necessary Findings. The Design Review Board shall make the following findings before approving a Design Review application:
- a. That the proposal is in conformance with the Town of Minturn zoning regulations.
 - b. That the proposal helps achieve the goals and objectives of the Town of Minturn Community Plan.
 - c. That the proposal complies with the Town of Minturn Design Standards.
4. Conditions of approval. The following conditions shall apply to all projects approved by the Design Review Board:
- a. No changes to an approved plan or design may be made without the written consent of the Town staff. Staff reserves the right to forward any changes to the DRB for final approval;
 - b. Design Review Board approval does not constitute a permit for building.
 - c. DRB approval shall not become valid for 20 days following the date of approval, pursuant to the Minturn Municipal Code Chapter – Appeals
 - d. Approval of this project shall lapse and become void one (1) year following the date of final approval, unless a building permit is issued and construction is commenced and is diligently pursued toward completion.

(e) Construction Process

1. Once an application has been approved by the DRB, the applicant may apply for a building permit.
2. Building Permit Requirements:
 - a. (Consult Building Official)
3. Once the building foundation has been poured, a Foundation Location Certificate is required. This is done to ensure that the foundation was constructed in the location authorized in the Site Plan. When the location of the finished foundation is checked and approved, construction may proceed on the remainder of the structure.

4. After the framing of the structure has been completed, an Improvement Location Certificate is required for verification of the roof height and to ensure that no setback encroachments exist on the property. The frame inspection will not be approved until this survey has been presented to the Building Official and has been approved



To: Minturn Planning Commission
From: Chris Cerimele, Town Planner
Date: January 6, 2012
Re: Planning Department Update

2012 Planning Commission Meeting Schedule

Attached is the 2012 Planning Commission meeting schedule. Please note the 6:30 pm start time. Additional meetings at an applicant's expense may be scheduled to address time sensitive projects.

In an effort to expedite the adoption process of the proposed Zoning Text Amendments, staff is requesting a special meeting on January 25, 2012 to conduct public hearings on these items. Please let me know if there are any conflicts with this date.

Planning Commissioner Training

The Colorado Department of Local Affairs has invited you to a free Planning Commissioner training session on Monday, January 23, 2012. The session will take place from 7:00 pm – 9:00 pm in Leadville (location to be determined). Please let me know at the meeting if you wish to attend with me.



Planning 101 Workshop

Lake County – Leadville, location TBD

January 23, 2012

7:00 – 9:00 p.m.

AGENDA

1. Welcome and Introductions
2. Why Plan & Statutory Planning Authority
3. Roles and Responsibilities
4. Conducting Meetings and Decision-Making
5. Long Range Planning Mechanisms
6. Zoning Tools and Techniques
7. “How to Stay Out of Trouble” – Legal & Ethical Issues
8. Open Discussion & Follow-up/Questions
9. Adjourn

NOTES:
