



Agenda

MEETING OF THE MINTURN PLANNING COMMISSION

Minturn Town Center, 302 Pine Street
Minturn, CO 81645 • (970) 827-5645

Wednesday, July 27, 2016

Regular Session – 6:30 pm

PLANNING COMMISSION:

Lynn Teach – Chair

Jeff Armistead

Bobby Head

Brad Bickerton

Greg Gastineau

Planning Director – Janet Hawkinson

When addressing the Planning Commission, please state your name and your address for the record prior to providing your comments. Please address the Planning Commission as a whole. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

Regular Session – 6:30pm

1. Call to Order

- Roll Call
- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

3. Approval of Minutes

- July 13, 2016

4. Public Comments

(on items which are not on the agenda - 5 minute time per person)

DESIGN REVIEW

5. **Conditional Use Permit:** 107 Williams Street, Minturn, CO 81645

PROJECTS

6. **Zoning:** 100 Block Character Area Zoning Code Addition: includes new character area, design character and zoning code development



Official Minutes

MEETING OF THE MINTURN PLANNING COMMISSION

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Minturn, CO 81645 • (970) 827-5645

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Regular Session – 6:30 pm

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These minutes are formally submitted to the Town of Minturn Planning Commission for approval as the official written record of the proceedings at the identified Planning Commission Meeting. Additionally, all Commission meetings are tape-recorded and are available to the public for listening at the Town Center Offices from 8:30am – 2:00 pm, Monday through Friday, by contacting the Town Clerk at 970/827-5645 302 Pine St. Minturn, CO 81645

Regular Session – 6:30pm

1. Call to Order

The meeting was called to order by Lynn T. at 6.3pm.

- **Roll Call**

Those present included: Chair Lynn Teach, Commission members Bobby Head and Greg Gastineau. Staff: Janet Hawkinson, Planner and Jenny Lowe Court Clerk. Note: Jeff Armistead and Brad Bickerton were excused absent.

- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

Motion by Bobby H., second by Greg G. to approve the agenda as presented. Motion passed (3-0). Note: Jeff Armistead and Brad Bickerton were excused absent.

3. Approval of Minutes

- June 22, 2016

Motion by Greg G., second by Bobby H. to approve the minutes as presented, with corrections done. Motion passed (3-0). Note: Jeff Armistead and Brad Bickerton were excused absent.

4. Public comments on items, which are not on the agenda.

DESIGN REVIEW

5. Design Review: 1131 Main Street – New Duplex – South Fork Builders – Adam Ostmeyer.

Janet H. introduced the plans and images of the property that will develop a new duplex. Such plans involved originally a duplex and a studio that was declined, since studios are not allowed within a duplex per the Code. Applicant has moved the houses 10' back after the plans were reviewed. Janet clarified that every resident needs an access permit from Cdot.

Adam and Ann Marie Ostmeyer, indicated that both units would access the parking thru the same drive way. Mr. Ostmeyer stated that the Town's Code requires 4 parking spaces, although he provides 8.

Greg G. inquired about the snow storage area, which indeed complies with the requirements.

Bobby H. asked if the side walk being on the set back, would be a problem. Adam explained what his plan and measurements for his construction imply. He clarified that by using cold roofs, it will keep the snow on the roof during the winter and eliminate ice stands, besides creating an extra layer of insulation capacity.

Janet voiced a statement for Michel Boyd (Master Roofing) about the possibility of utilizing snow clips.

Greg G. asked Janet the reason why the loft is being subdivided. And according to the way a duplex is built it is required by law that is subdivided, in order to see the property line and meet the fire codes.

Bobby H. asked about the elevation of the south windows, which are both master bedrooms. Adam detailed the view goals he is trying to catch from every window/room.

Janet H. exposed the colors and materials that will be used, they include grey horizontal aluminum/metal for the panel and brown and charcoal horizontal wood siding. The garage will be black with metal insulated doors.

Planning Commission requested the conditions of adding suitable snow clips on the east side of 1131 Main St. and submitting final traffic plans to observe the turning radius available for vehicles to turn into Hwy 24, to approve the motion. Motion approved first by Greg G., second by Bobby H. Motion passed (3-0). Note: Jeff Armistead and Brad Bickerton were excused absent.

PROJECTS

- 6. Zoning:** Work Session from 7:30 – 9:30 - 100 Block Character Area Zoning Code
Addition: includes new character area, design character and zoning code development.

9. Next Meeting – July 27, 2016

11. Adjournment

Motion by Greg G., second by Bobby H. to adjourn the meeting at 9.30pm. Motion passed (3-0). Note: Jeff Armistead and Brad Bickerton were excused absent.

Lynn Teach, Chairperson

Janet Hawkinson, Town Planner



Planner Report

Town of Minturn
302 Pine Street
Minturn, Colorado
81654
970-827-5645

6/17/2016

J Hawkinson, Planning Director

APPLICANT: Bruce & Marietta McLaughlin 970-343-0059

REQUEST: Conditional Use Permit to change upstairs of a commercial business into a VRBO - vacation rental by owner - presently a private residence - a business license would be obtained upon approval

LOCATION: 107 Williams Street, Minturn, CO 81645

ZONING: Commercial - Old Town Character Area

APPLICATION SUBMITTED: June 9, 2016

PLANNING DIRECTOR RECOMMENDATION:

To approve the conditional use permit, as it conforms with the commercial zoning and neighboring uses in the area - It was a mixed use with a private residents and commercial below that the private residence is now being changed to VRBO

PUBLIC NOTICE: Agenda posted at Town Hall and on website - certified letters sent to residents 250 feet from site - sign posted on site - 10 days in advance of hearings - mailing and posting for conditional use permit

CONDITIONAL USE PERMIT SECTION 16-21-620

(d) Administrative procedure.

(2)Criteria; findings. Before acting on a conditional use permit application, the Planning Commission and Town Council shall consider the following factors with respect to the proposed use:

- a. The relationship and impact of the use on the community development objectives of the Town.
- b. The effect of the use on distribution of population, transportation, utilities, schools, parks and recreational facilities and other public facilities and public facility needs.
- c. The effect upon traffic, with particular reference to congestion, automotive and pedestrian safety, traffic flow and control, access, maneuverability and snow removal.
- d. The effect upon the character of the area in which the proposed use is to be located, including the scale and bulk of the proposed use in relation to surrounding uses, the amount of noise, lighting and glare, dust and compatibility of the use with the Character Area it is in and surrounding areas.

e. Necessary findings. The Planning Commission and Town Council shall make the following findings before making a recommendation or decision that a conditional use permit be granted:

1. That the proposed location of the use is in accordance with the purposes of this Chapter, the Community Plan and the purposes of the zone in which the site is located.
2. That the proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed use will comply with each of the applicable provisions of this Chapter.

(e) Conditions and procedure of issuance.

(1) The Town Council may approve the application as submitted or may approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this Article, or the Town Council may deny the application. A conditional use permit may be revocable, may be granted for a limited time period or may be granted subject to such other conditions as the Town Council may prescribe. Conditions may include, but shall not be limited to, requiring special setbacks, open spaces, fences or walls, landscaping or screening and street dedication and improvements; regulation of vehicular access and parking, signs, illumination and hours and methods of operation; control of potential nuisance; prescription of standards for maintenance of buildings and grounds; and prescription of development schedules.



LAND DEVELOPMENT APPLICATION #750.00

TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT

P.O. Box 309 302 Pine Street

Minturn, Colorado 81645-0309

Phone: 970-827-5645

Fax: 970-827-4262

Email: planner@minturn.org

APPLICANT:	ADDRESS:	SIGNATURE:
BRUCE & MARIETTA McLAUGHLIN	107 WILLIAMS STREET MINTURN, CO. 81645	<i>Marietta McLaughlin</i> NAME: Bruce McLaughlin MARIETTA McLAUGHLIN
	PHONE:	FAX:
	EMAIL: <i>Biyouinparis@gmail.com</i>	TITLE: OWNERS

OWNER(S) OF RECORD:	ADDRESS:	SIGNATURE:
BRUCE & MARIETTA McLAUGHLIN TRUST	1600 PINE GROVE AVENUE COLORADO SPRINGS, CO. 80906	<i>Marietta McLaughlin</i> NAME: Bruce McLaughlin MARIETTA McLAUGHLIN
	PHONE:	FAX:
<i>970-343-0059</i>	EMAIL:	TITLE: OWNERS

DEVELOPER:	ADDRESS:	CONTACT PERSON:
	PHONE:	FAX:
	EMAIL:	

ENGINEERING FIRM:	ADDRESS:	CONTACT PERSON:
	PHONE:	FAX:
	EMAIL:	

Presubmittal Date	Presubmittal Planner:
Parcel ID Number	(Example: 210326325001) from your full card printout
Address or Intersection	
Brief Legal Description	
Subdivision Name & Filing #	
Project Description	

	Existing	Proposed:
Zoning:	COMMERCIAL	VRBO - RESIDENTIAL - MIXED USE -
Land Use:		
Total Acres:		
F.A.R./Density:		EXISTING CONDITION - NO SPRINKLER -
Project Name:		
Related Case #'s:		

BRUCE McLAUGHLIN
MARIETTA McLAUGHLIN
1600 PINE GROVE AVE.
COLORADO SPRINGS, CO 80906

82-504/1070 No. 1301

DATE June 9, 2016

Town of Minturn \$ 750.00

Seven-hundred and ^{no}/100 DOLLARS

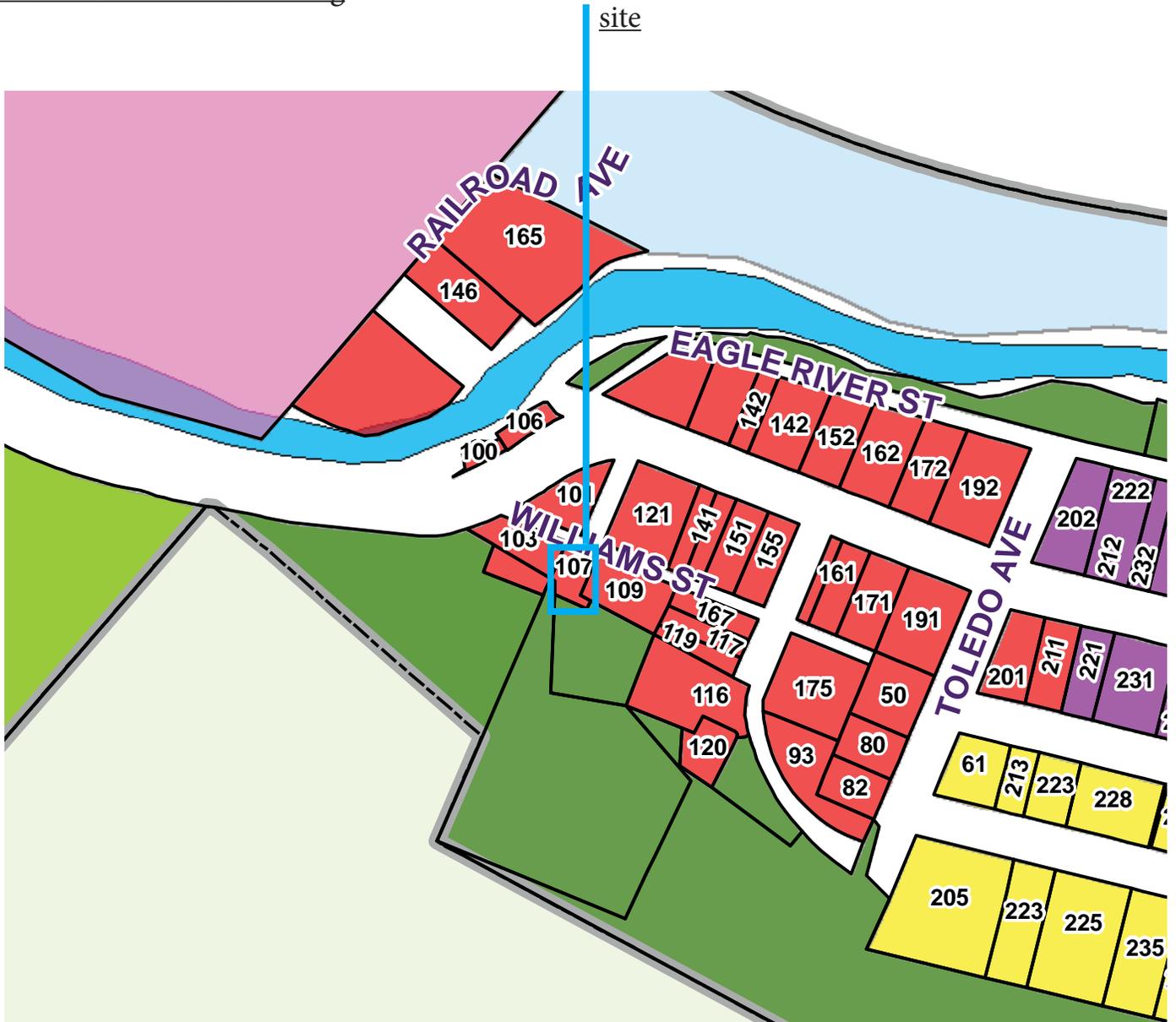
1ST BANK www.efirstbank.com (800) 964-3444

use change *M. McLaughlin*

1070050471910290276111301

- A-PP: Fence Permit
- A-MOD: Modification/Add
- A-MIN: Minor Ext. Mod.
- ANNEX: Annexation
- TU: Temporary Use
- CU: Conditional Use
- PPLS: Appeals

Old Town Commercial Zoning



July 18, 2016

Town of Minturn,

I am applying for a Conditional Use permit.

I would like to take my personal and commercial property at 107 Williams St. and turn the private residence into Short term rentals.

Sincerely,

Marietta (Taffy) McLaughlin

PUBLIC HEARINGS:

Planning Commission:

July 27, 2016

6:30pm

Town Council:

August 3, 2016

6:30pm

Location: Town Hall- Council Chambers

302 Pine St.

Minturn, CO 81645

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