

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



Wednesday January 10, 2018
Regular Session – 6:30 pm

COMMISSION MEMBERS:
CHAIR – Lynn Teach
Jeff Armistead
Lauren Dickie
Burke Harrington
Greg Gastineau
Greg Sparhawk
Planning Director- Janet Hawkinson
Court Clerk – Jenny Lowe

AGENDA

- 1. Call to Order**
 - Roll Call
 - Pledge of Allegiance
- 2. Approval of Agenda**
 - Items to be Pulled or Added
- 3. Approval of Minutes**
 - November 8, 2017
- 4. Public comments on items, which are NOT on the agenda**

*When addressing the Commission, state your name and address for the record, prior to comments.
All supporting documents are available for public review in the Town Offices.*
- 5. Planning Commission Comments**
- 6. Planning Director Report**

*Joint work session with Town Council on Chapter 16 Code Rewrite
Wednesday, January 17-2018 at 5:30 pm
- 7. Minturn Water System Impact Fee - Application Approval**
- 8. Holy Cross Power Line Update**
- 9. Minturn Master Plan Review – update with Chapter 16**
- 10. RAT – River Access Trail Committee**
- 11. Battle Mountain Concept Plan Review:**

Delayed due to SGM Water Engineer Report Delay
- 12. Next Meeting – January 24, 2018**
- 13. Adjournment**



Official Minutes

MEETING OF THE MINTURN PLANNING COMMISSION
Minturn Town Center, 302 Pine Street
Minturn, CO 81645 • (970) 827-5645

Wednesday December 13, 2017
Regular Session – 6:30 pm

COMMISSION MEMBERS:

CHAIR – Lynn Teach
Greg Gastineau
Jeff Armistead
Burke Harrington
Greg Sparhawk
Lauren Dickie

Planning Director - Janet Hawkinson
Clerk – Jenny Lowe

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 Meeting. Additionally, all Planning 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 Planning Office at 970/827-5645 302 Pine St. Minturn, CO 81645.

Regular Session – 6:30 pm

1. Call to Order

Chair L. Teach called the meeting to order at 6:30 pm

- Roll Call

Those present: Chair Lynn Teach, Jeff Armistead, Greg Gastineau, Lauren Dickie and Burke Harrington. *Note: Greg Sparhawk was excused absent.*

- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

Add RAT committee report to the end of the meeting.

Motion by Lynn T., second by Lauren D. to approve the agenda as presented. Motion passed 5-0.

3. Approval of Minutes

- November 8, 2017

Motion by Greg G., second by Lauren D. to approve the minutes of November 8, 2017 as presented. Motion passed 5-0.

4. Public comments on items, which are NOT on the agenda (5-minute time limit per person)

No comments

5. Planning Commission Comments

None

6. Planning Director Report

Janet H. stated that she met with the new owners of 100 Main St. block, who are planning to remodel the older buildings first and do not intend on submitting a PUD for the entire block.

7. Roberts Rules of Order & DRB Description

Janet H. distributed a cheat sheet for Planning Commission to have and review, that explains the circumstances and verbiage which can be used to conduct a meeting, in an appropriate and efficient manner.

8. Minturn Water Tap Fee Discussion – Fee Application Review

Greg G. mentioned the difference of fees, that need to be separated and clarified, between an Impact fee and a New water Tap fee.

After thorough consideration Planning commission made a motion to support Alternative #4, first by Jeff A. second by Lauren D. All in favor. The applications to be reviewed at the next meeting.

9. 611 Main Street – Remodel of existing home

Planner, Janet H. presented the design review application. She gave the planner report stating the addition meets all zoning code. She introduced the applicant.

Applicant Cavan Hazlik, displayed the redone plans of the house, explaining in detail the dimensions and different areas of the existing property and the new additions.

He presented as well the original materials and colors that will used in the remodeling.

Greg G. asked if there is concrete by the front door area. He expressed concern mainly in the fact that Mr. Hazlik, who is doing all the construction himself, is not a builder or a contractor.

Jeff A. asked the applicant about the sewer line, whether it's exposed or not. He inquired if there would be a change in elevation going in the house. Which it won't. Also commented on the shed at the end of the house, which is a non-conforming structure.

Mr. Hazlik clarified he will not be doing any work on the shed.

The building permit application has been approved by Safebuilt inspectors, who regulate safety and Code compliance on construction in Town. It is waiting to be issued upon the Planning Commissions approval of the addition.

Motion to approve the building application to remodel the existing home at 611 Main St., first by Jeff A, second by Lauren D. All in favor.

10. New Design Review Application Requirements – Draft

Town planner presented the new modified application for a Design review, replacing the previous one in a clearer and easier way to read and fill out. With includes all the necessary requirements in the form.

11. Next Meeting – January 10, 2018

12. Battle Mountain Concept Plan Review: January 10, 2018

- The RAT application is due on March 2nd.

13. Adjournment

Motion by Greg G., second by Jeff A. to adjourn the meeting at 8:30pm. Motion passed 5-0.

FUTURE AGENDA ITEMS

Future Meetings:

- a) Commission Meetings:
 - December 27, 2017 – CANCELLED
 - January 10, 2018 – Battle Mountain Concept Plan Work Session
 - January 24, 2018

Lynn Teach, Chair

Janet Hawkinson, Planning Director



Building Permit # _____

**APPLICATION: Additions
Water System Impact Fee
Additions to Residential Units
Single & Multi-Family Residents**

A **System Impact Fee (SIF)** has a two-fold function. First, the fee acts as an impact fee and defrays the Town's capital investment in the water treatment plant and related major facilities. Second, the fee represents to the payee a permanent reservation of water plant capacity and right to use water from the water system, subject to the ordinances of the Town of Minturn. SIF has the same meaning as Tap Fee. Multi-family means apartments, townhouses and condominiums (not accessory dwelling unit).

Applicant Complete:

Water System Impact Fees are owed to the town when the Building Department issues a Building permit for new construction of a single family or multi-family dwelling unit. Minturn Code Chapter 13 – Municipal Utilities

Name of Owner: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Applicant (if different than owner): _____

Phone: _____

WATER SERVICE LOCATION:

Street Address: _____

Parcel Number: _____ Total maximum building square footage: _____

STATEMENT OF APPLICANT: I hereby certify that the statement and information contained herein constitute, to my best knowledge and belief, a full and complete description of the facilities for which Minturn water services are requested. Further, I agree to conform to all provisions of the Minturn Municipal Code as written or as may be amended pertaining to water, water service. I understand that the Town of Minturn reserves the right to inspect the premises for which these water and sewer services are intended and to adjust the water tap SIF fees for any discrepancy between the actual structure or use served and the information contained in this application.

APPLICANT SIGNATURE: _____

DATE: _____

Town Treasurer Use: Calculation of System Impact Fee 1.0 SIF = \$11,520

Unit size- square feet	SIF Rate	Maximum Building Sq. Ft.	Effective Rate \$	Multi-family Unit count	TOTAL
up to 1000	0.8 SFE				
1000 - 1500	1.SFE				
1500 - 2000	1.0 SFE + \$1.15/000SF				
2000 - 2500	1.05 SFE + \$2.30/000SF				
2500 - 3000	1.15 SFE + \$3.46/000SF				
3000 - 3500	1.3 SFE + \$4.61.000SF				

TOTAL DUE: \$ _____

Example 1: increase in dwelling size from 1600SF to 1800SF

New Charge = 1.0SFE + 300 x \$1.15 = \$11,520 + \$345 = \$11,865
 Credit (existing dwelling size) = 1.0SFE + 100 x \$1.15 = \$11,520 + \$115 = \$11,635
 \$11,865 - \$11,635 = \$230

Example 2: increase from 1600SF to 2200SF

New Charge = 1.05SFE + 200 x \$2.30 = \$12,096 + \$460 = \$12,556
 Credit (existing dwelling size) = 1.0SFE + 100 x \$1.15 = \$11,520 + \$115 = \$11,635
 \$12,556 - \$11,635 = \$921

TOWN CERTIFICATON

By: _____ DATE _____
 Planning Official - square footage approved

By: _____ DATE _____
 Public Works (water meter and curb stop location approved)

By: Town Treasurer Collected Fees: _____ DATE _____



**APPLICATION: New Construction
Water System Impact Fee
Single Family and Multi-Family**

A **System Impact Fee (SIF)** has a two-fold function. First, the fee acts as an impact fee and defrays the Town’s capital investment in the water treatment plant and related major facilities. Second, the fee represents to the payee a permanent reservation of water plant capacity and right to use water from the water system, subject to the ordinances of the Town of Minturn. SIF has the same meaning as Tap Fee. Multi-family means apartments, townhouses and condominiums (not accessory dwelling unit).

Applicant Complete:

Water System Impact Fees are owed to the town when the Building Department issues a Building permit for new construction of a single family or multi-family dwelling unit. Minturn Code Chapter 13 – Municipal Utilities

Name of Owner: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Applicant (if different than owner): _____

Phone: _____

WATER SERVICE LOCATION:

Street Address: _____

Parcel Number: _____ Total maximum building square footage: _____

STATEMENT OF APPLICANT: I hereby certify that the statement and information contained herein constitute, to my best knowledge and belief, a full and complete description of the facilities for which Minturn water services are requested. Further, I agree to conform to all provisions of the Minturn Municipal Code as written or as may be amended pertaining to water, water service. I understand that the Town of Minturn reserves the right to inspect the premises for which these water and sewer services are intended and to adjust the water tap SIF fees for any discrepancy between the actual structure or use served and the information contained in this application.

APPLICANT SIGNATURE: _____ **DATE:** _____

Town Treasurer Use:

Calculation of System Impact Fee

SYSTEM IMPACT FEE (Based on Square Footage of Residence) **1.0 SIF = \$11,520**

Unit size-square feet	SIF Rate	Maximum Building Sq. Ft.	Effective Rate \$	Multi-family Unit count	Total Due \$
up to 1000	0.8 SFE				
1000--1500	1.SFE				
1500--2000	1.0 SFE + \$1.15/000SF				
2000-2500	1.05 SFE + \$2.30/000SF				
2500--3000	1.15 SFE + \$3.46/000SF				
3000-3500	1.3 SFE + \$4.61.000SF				

Total Amount Due: \$

ACCESSORY UNIT

Accessory dwelling unit (ADU) that is an accessory to a single-family residence.
(Pursuant to section ----- of the Municipal Code)

Maximum of 1 per single family application (.4 SIF) \$4,420 \$ _____

TOTAL SYSTEM IMPACT FEES **\$**

By: _____ DATE _____
Planning Official - square footage approved

By: _____ DATE _____
Public Works (water meter and curb stop location approved)

By: Town Treasurer Collected Fees: _____ DATE _____