

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



Wednesday January 24, 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**
 - January 10, 2018
- 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**
- 7. Minturn Water System Impact Fee**
 - **Application & Recommendation to Council Approval**
- 8. Next Meeting – February 14, 2018**
- 9. Adjournment**

Work Session

- 10. Design Guidelines**
- 11. RAT – River Access Trail Committee**



Official Minutes

MEETING OF THE MINTURN PLANNING COMMISSION
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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 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 6:35 pm

- Roll Call

Those present: Chair Lynn Teach, Jeff Armistead, Greg Gastineau, Greg Sparhawk, Lauren Dickie and Burke Harrington.

- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

Add Greg Sparhawk to the agenda - Design Review update with Chapter 16 Section.

Motion by Greg S., second by Jeff A. to approve the agenda as amended.

Motion passed 5-0. Approval of Minutes

- December 13, 2017

Motion by Greg S., second by Jeff A. to approve the minutes of December 13, 2017 as presented. Motion passed 5-0.

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

Michelle Metteer introduced herself as the new Town Manager, and thanked Planning Commission for attending the joint work session with Council for the zoning code text amendment, meeting on January 17, 2018. She stated the Town of Minturn is seeking volunteers this year in maintaining one Trail once a week: The Mini Mile.

Elliot Hovey, 653 Boulder St., inquired about available public transportation in-out of Town, as the Eco bus service runs only a couple of times a day.

M. Metteer stated that ECO transit is working to add ridership in Minturn. Free bus passes are available at town hall for residence.

4. Planning Commission Comments - no comment

5. Planning Director Report

*Joint work session with Town Council on Chapter 16 Code Rewrite Wednesday, January 17, 2018 at 5:30 pm

Janet H. reminded and requested residents to come check the South Minturn sidewalk map located in Town Hall, to look into their lot lines and driveway cuts, to report any issues or concerns.

Janet H. announced that a Thai restaurant is coming to town at 141 Main St.

6. Minturn Water System Impact Fee - Application Approval

Janet H. indicated that she worked together on this issue with the Town Manager and Town Treasurer.

She went over the proposed application, which is based on square footage per dollar amount and would eliminate any tier system. She described the current water fees that apply to residents, versus the existing fees for new additions, such as duplexes that may be built.

Planning Commission discussed there needs to be two separate fees: a Tap fee, required for adding a new water tap and an impact fee, which applies to anyone building new construction, including additions.

Elliot Hovey, 653 Boulder St., asked if he was to build and add construction to his property, without expanding on the plumbing aspect, would he have to pay a system improvement fee.

Jeff A. stated that making exceptions on charges due to plumbing usage, would defeat the purpose of having an impact fee, as any addition or construction would still have an impact. Maybe it could be labeled in a different way for instance: "System Improvement Fee".

7. Holy Cross Power Line Update

Janet H. said she went to a meeting with Holy Cross Energy in Glenwood Springs office to discuss the plans and time line of the proposed 65' tall transmission line proposed to be installed in the valley. The target completion date of the installation of the line is 2021. There is concern from staff and residents on proposed routes. A committee is being proposed to work with Holy Cross on possible alignments. A committee is being created with residents in town to discuss this subject. Jeff Armistead volunteered to committee to represent the Planning Commission.

8. Chapter 16 – Text Code Amendment – Add Design Review Guidelines to the Scope of Work

Town Planner requested approval to recommend Greg S. to work with the Planning Commission to create design review guidelines and make recommendations to Council for budget. Planning commission voted all in favor.

Greg Sparhawk specified he would be working to improve the design guidelines. He stated we need to maintain the Town's character, in relation to proportions, heights, and building materials. The grace of this town is its eclecticism, so we have to give people the freedom of expressing their own taste.

9. RAT – River Access Trail Committee

The RAT application is due on March 2, 2018.

Lauren D. requested the commission to compile all of their information and pertaining material, so she can put it together and create a complete presentation. Each member was given a task to deliver materials to her to meet the deadline.

10. Battle Mountain Concept Plan Review:

Delayed due to SGM Water Engineer Report being Delayed

11. Next Meeting – January 24, 2018

12. Adjournment

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

FUTURE AGENDA ITEMS

Future Meetings:

- a) Commission Meetings:
 - January 24, 2018
 - February 14, 2018
 - February 28, 2018

Lynn Teach, Chair

Janet Hawkinson, Planning Director

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The Council requested the Planning Department & Planning Commission review the water tap process in town and make recommendations.

Upon review of the water tap fee system it is to be noted:

1. There is not an application for a tap fee – all that has existed is one small line at the bottom of the outdated land use application, which is no longer in use.
2. There lacks a form to fill out documenting square footage, price of a water tap, location of a meter approval, location of proposed tap – valve.
3. Minturn is a historic town. At present time all lots in Minturn already have a water tap. The questions arise: how old are some of these taps? – how much was the original tap price? - Did they pay for the original tap in 1940's?
4. With every lot having an existing water tap, this means that when someone builds an addition to an old house, or scrapes down an old house and replaces it with a new home – a water tap does not need to be purchased. This means that the town is not collecting any type of system improvement fee towards the repair and future replacement of a new water treatment plant for Minturn. This also means that new growth and new construction is not paying for itself – contributing to the community infrastructure.
5. The only time the town can collect a new water tap fee is if someone constructs a duplex, a multi-family dwelling or an accessory apartment. This is very low – about 2 a year – or about \$21,000 dollars collected for 2017 for water treatment improvements.
6. An accessory apartment can only be up to 750 square feet. The town charges an accessory dwelling unit the same for price of a water tap as it does a 3,000 square foot house. The unit is also charged a full ISFE each month. This high price for an accessory apartment and the work of the new code enforcement officer- it is being determined there are many undocumented accessory units. Will adjusting the tap fee bring these units in to compliance?

The Planning Department & Planning Commission make the following recommendations:

1. An application needs to be created for water taps and system improvement fees.
(See attached proposed application).
2. Create a System Improvement Fee. This fee is to be charged to all new construction: additions (including garages that can be remodeled into apartments) new homes, and multi-family.

3. Base the system improvement fees on square feet and not plumbing fixtures. It has been stated that owners will not complete all the fixtures in a home until after final building inspections and fees are figured. Create a fee system that is easy to enforce from the beginning of application approval.
4. Keep a Water Tap Fee. New subdivided lots need to purchase a water tap. This is a separate fee from the System Improvement Fee.
5. Base fees on the standard Minturn lot: 5,000 sq ft lot with 40% maximum building lot coverage at 2,000 sq ft x 2 (2 stories at 28' tall) which equals 4,000 sq ft. Compare the fees to the other districts but tailor to Minturn's scale and property value.
6. The staff and Council to review the cost analysis of the fee structure for SIF and Tap Fees in Minturn. Recognize less people are paying into the support of the Minturn water system, so fees will be higher than neighboring jurisdictions.
7. Application Process for approval of Water Tap and System Improvement Fees:
 - (a) The owner completes a SIF & Tap Fee application and submits with building permit application.
 - (b) The Building Permit Technician to confirm complete application with site plan showing meter and valve placement and circulate the application to the following departments for approval:
 - The Public Works Department approves all locations of water meters, and new taps – valves. The application is returned to the Building Permit Technician.
 - Planning Department reviews building square feet – confirm matches design review approval – return to Building Permit Technician.
 - Treasurer responsible for the accuracy of total fees charged. Return to Building Permit Technician.
 - Building Permit Technician to submit approved SIF and Tap Fee application into the Building Permit filing system.
 - Collect fees at the same time of building permit approval and building permit fee collection.

It is recommended that with this new system and fee schedule be adopted. The town will begin to collect needed fees from new construction. The fees will assist in the maintenance, replacement and repairs of the aging town water system infrastructure.



Building Permit # _____

System Improvement Fee & New Tap Application

System Improvement 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 infrastructure. **SIF** is applied to all new construction and accessory dwellings. 1 SFE per each dwelling unit, in accordance with Eagle River Water and Sanitation District. One application per unit.

A Water **System Improvement Fee (SIF) and Tap Fee** is owed to the Town when the Building Department issues a Building Permit for new construction for a: single family, multi-family, accessory apartment and additions.
Minturn Code Chapter 13 – Municipal Utilities.

Applicant: _____

Property address: _____

Mailing address: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

WATER SERVICE LOCATION: (attach site plan showing location)

Property address: _____

Parcel number: _____ **Total maximum building square footage:** _____

STATEMENT OF APPLICANT: I hereby certify that the statement and information contained herein constitute a full and complete description of the facilities for which Minturn water services are requested.

APPLICANT SIGNATURE: _____ **DATE:** _____

SIF is based on total square feet of any new construction.

One Tap is required per dwelling unit – defined as separate living unit with kitchen, (*Minturn Code – Chapter 16*)

New Addition: Total sq. ft. of existing dwelling: _____

Maximum building sq. ft. of new construction _____ x \$0.00 per sq ft = \$ _____

Existing Water Tap: YES or NO

New Tap: (\$0.00 per tap up to 4,000 sq ft + \$0.00 per each sq foot greater than 4,000 sq ft) = \$ _____

Accessory Dwelling: (not to exceed 750 sq. ft.) Total sq. ft.: _____ x \$0.00 per sq ft = \$ _____
(*meter required at bill at .5 SFE)

Total Due for Water SIF & Tap Fee: \$ _____

X _____
Planning Official – square footage approved

Date

X _____
Public Works – water meter & curb stop attached site plan location approved

Date

X _____
Treasurer Collected fees

Date



January 17, 2018

Design Guidelines Overhaul

What guidelines should be.....

Guidelines should provide assistance to people in implementing aesthetic principles while not restricting creativity.

Guide our town toward continuing to be (and becoming more of) an attractive, welcoming place to spend time, maintaining visual interest

Freedom of personal property rights balanced with responsibility to neighbors and overall community.

Two solid options.....

- 1) A pattern book with existing styles in town, defining specific design parameters.
- 2) Only defining compatible proportions (structure and elements), materials and scales with no (or limited) restriction to style. (*recommended solution*)

Existing Code Shortcomings

- Existing guidelines are found in three separate and unique documents. Zoning, Appendix B and as a stand alone document.
- Existing guidelines leave too large of a degree of interpretation on style. The intent to define "Eclectic" provides no real direction and potentially encourages designs that have little to no thoughtful development.
 - o Home Owners/developers/builders should be provided a more secure idea of what is acceptable.
 - o Depending on the make-up of the DRB, this could be a strength, but equally a detriment. (strong arm developers)
- Needs a clearer definition of pedestrian scale, community context and unique character.
- Promote Minturn as a working community, an artist community and a friendly, walking town.... a qualitatively rich place to be.
- Design Review on all construction which effects a change in the exterior of a home.
- More specific requirements for review and basic guidelines for quality of submittal (scaled drawings and information that makes intent clear and establish clear understanding of effect on neighbors.
- Provide guidelines that correspond to Zoning, eliminate character areas.
- Introduce requirements for minimal sustainable design implementation. Only if these are basic requirements that won't have major cost implications.
- Not a sufficient amount of quantitative information on building elements and massing.
- Not enough focus on tactile quality of materials in commercial areas, the hierarchy of their usage, and the appropriate usage/sourcing of materials.

Initial steps

- Catalog contributing structures
 - o Evaluate proportions and scale for use in guiding future development
- Community input/feedback on results and initial intent.

Proposed direction for new guidelines

- Ensure building scale is compatible with surrounding buildings
- Maintain public views and light, respect neighbors views and light
- Build to enhance neighborhood character
- Provide visual interest and texture
- Promote social interaction
- Acceptable materials and correct usage of materials
- Appropriate Proportions
- Pedestrian Scale
- Guidance on a "kit-of-parts" that will allow home owners to design projects that contribute to the quality and character of Minturn
- Checklist that provides applicants with clear understanding of qualitative criteria
- Focus on "4 season" design
- Consistent, thoughtful detailing and articulation of masses

Commissioner Gastineau recommended Tellurides guidelines as a source. This will be a very good resource, as a start. However, because it focusses heavily on traditional and historic character, we will need to allow for more contemporary designs as well as artistic folly.

Gregory Sparhawk

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