



## **AGENDA**

### **MEETING OF THE MINTURN PLANNING COMMISSION Minturn, CO 81645 • (970) 827-5645**

**Wednesday August 8, 2018**

**Regular Session – 6:30pm**

**CHAIR – Lynn Teach**

**COMMISSION MEMBERS:**

Jeff Armistead  
Lauren Dickie  
Burke Harrington  
Greg Gastineau  
Greg Sparhawk

When addressing the Commission, please state your name and your address for the record prior to providing your comments. Please address the Commission as a whole through the Chair. 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 25, 2018

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

**5. Planning Commission Comments**

## DESIGN REVIEW AND PUBLIC HEARINGS

### 6. Design Review Applications

- 386 Taylor Ave. – Variance Request – **To be Tabled** to Regular Meeting of 8/22/18

**Note:** The Variance request for 386 Taylor Ave. was publically noticed for 8/8/18 hearing; therefore, the public hearing for this file will need to be opened and formally continued to a date certain (the Applicant has requested 8/22/18).

## PROJECTS AND UPDATES

### 7. Projects

### 8. Planning Director Report

### 9. Future Meetings

- August 22, 2018
  - 550 Taylor Ave. – Shifani Residence Final Plan Review
  - 541 Main Street – Gotthelf Residence Final Plan Review
  - 386 Taylor Ave. – Variance Request and Duplex Conceptual Review
  - Bolts Lake Concept Development Plan – Continued Review
- September 12, 2018
- September 26, 2018

### 10. Adjournment



## **MINUTES**

### **MEETING OF THE MINTURN PLANNING COMMISSION Minturn, CO 81645 • (970) 827-5645**

**Wednesday July 25, 2018**

**Regular Session – 6:30pm**

**CHAIR – Lynn Teach**

**COMMISSION MEMBERS:**

Jeff Armistead  
Lauren Dickie  
Burke Harrington  
Greg Gastineau  
Greg Sparhawk

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 Council Meeting. Additionally, all Council 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**

Lynn T. called the meeting to order at 6:33pm

- Roll Call
- Pledge of Allegiance

Those present at Roll Call: Lynn Teach, Greg Gastineau, Greg Sparhawk, Burke Harrington.

Note: Jeff A. and Lauren D. were excused absent.

#### **2. Approval of Agenda**

- Items to be Pulled or Added

Motion by Lynn T., second by Greg S., to move Planning Commission comments (item # 5) to the end of the agenda (item # 8). Motion approved 4-0.

Motion by Greg G., Second by Greg S., to approve the agenda as amended. Motion passed 4-0.

### **3. Approval of Minutes**

- July 11, 2018

Changes:

Motion to adjourn was presented by Greg G., not Greg S.

Regarding 221 Main St – There was discussion regarding the hardship requirement to meet the variance. The existing retaining wall was identified as the hardship.

Motion by Greg S., second by Jeff A., to approve the minutes of July 11, 2018 as amended.

Motion passed 4-0.

### **4. Public comments on items, which are NOT on the agenda (5min time limit per person)**

Michelle Metteer, Town Manager (Representing Town Hall, 302 Pine St)

Provided an update regarding interim Town Planner Scot Hunn. Scot H. will be moving to 3 days a week once his current contract (for 2 days per week) reaches an end. The full time position is still posted, but the hope is to eventually reach an agreement with Scot H. for full time.

## **DESIGN REVIEW AND PUBLIC HEARINGS**

### **5. Design Review Applications**

- 449 Meadow Road – Horn Residence - Existing Single-Family Residence Remodel & Addition Final Plan Review

Scot H. introduced the application. The applicants, Fraser and Kristen Horn, were present. There was some confusion over the drawings, so the applicants discussed the drawings with Planning Commission.

#### **Notes from Staff Report:**

The Applicants, Fraser and Kristen Horn, request review of a remodel and minor addition to an existing single-family residential structure located at 449 Meadow Road. Also shown on plans is the placement of two (2) above ground propane tanks to serve the property.

The existing 2,967 sq. ft., three-bedroom home was originally constructed in 1985. An existing detached garage structure along with an existing, separate shed structure are shown on the site plan. No changes to the garage or shed structure are proposed and the proposed 112 square foot addition will not add to any requirement for parking at the property. According to the Site Plan

provided (Sheet AS-101), the existing structures on this 2.13-acre lot all comply with setback requirements.

The Martin Creek/Tipton Homestead Character Area Residential Estate Zone District does not prescribe any lot or impervious coverage limits and building height limits are also not listed in the Town Code for this zone district. The plans show a new hip roof element over the proposed addition. This roof element is lower than adjacent roof forms and, therefore, will not add to or increase the overall height of the existing structure.

Finally, the proposed location for the two propane tanks will also comply with front setback requirements.

As provided on the plan “Index, General Notes & Code Information” page of the plans (Sheet G-002), the following description or scope of work is relative to exterior modifications proposed:

*A propane gas tank is to be installed at the west side of the existing garage, and two main lines are to reach to the house. The gas lines are to power a new vented gas fireplace insert, and vented gas cooktop.*

*The south living area is to be demolished, including the existing windows, doors, roof and exterior columns. Existing elements not critical to the structural alterations are to remain and be refurbished. A new vented gas insert and stone veneer is to be provided. No new stone veneer is to be visible from the exterior.*

*A new roof with new structure is to be provided above the living area. New windows, new doors and a new self-contained gas fireplace with vent is to be provided at the south elevation of the living area (there will not be a chimney). New exterior shingle cladding, new paint, and new finishes are to be provided.*

*A new addition at the southwest corner of Level 1 is to be provided. The existing exterior walls are to be demolished. An existing tree in this area is to be demolished. A new concrete slab on grade is to be provided. A new hip roof, new exterior walls, windows, and doors are to be provided. New tile to match the existing floor is to be provided. Approximately 112 SF is proposed to be added to the existing total area of the building.*

*An existing chimney and fireplace from Level 1 to Roof is to be demolished. All areas of this chimney demolished are to be filled with framing, finishes, and roofing that matches the existing building.*

#### **Summary of Process and Code Requirements:**

As noted above, the Applicants are requesting review by the Design Review Board of proposed remodel and minor addition to this existing single-family residential structure. No variances are required or proposed.

#### **Site Grading, Drainage and Defensible Space**

Staff suggests that as plans are finalized, and concurrent with any building permit application, the Applicant be required to provide additional details to demonstrate that the site will be graded appropriately around the proposed addition to provide positive drainage away from the structure.

Additionally, staff respectfully suggests that the Applicants work with the Eagle County Wildfire Mitigation Specialist, Eric Lovgren, or staff at the Eagle River Fire Protection District, Station 5 in Minturn, to establish a wildfire hazard analysis for the property and to ensure that site planning (including the removal of existing vegetation and grading) incorporates the establishment of defensible space, if required or recommended, or other wildfire hazard mitigation techniques in proximity to the new addition and, specifically, the proposed propane tank location.

Staff suggests that the plans for 449 Meadow Road comply with applicable provisions of Chapter 16 and the Town of Minturn Design Standards (Appendix 'B') of the Minturn Town Code, and clarified that the applicant had addressed outstanding questions related to exterior lighting and proposed grading around the proposed addition. Staff then clarified that the of the three recommended conditions, only # 3 should remain.

In the event the Planning Commission chooses to recommend approval of the final plans, the following suggested conditions are provided for the Commission's consideration:

1. The Applicants shall provide details (cut sheets) and revised plans (floor plans and elevation drawings) showing any/all proposed (new) exterior lighting associated with the approved addition prior to or concurrent with building permit application.
2. The Applicants shall provide additional details on the site plan (Sheet AS-101) or separate site/landscape plan to demonstrate that the site will be graded appropriately around the approved addition to provide positive drainage away from the structure.
3. The Applicants are encouraged to work with the appropriate agency (Eagle County and/or the Eagle River Fire Protection District) to ensure that site planning for the approved addition and propane tanks installation incorporates defensible space best practices or other required and recommended wildfire hazard mitigation techniques.

Motion by Greg G., second by Greg S., to approve the application as presented, with staff suggested condition number 3. Motion passed 4-0.

## PROJECTS AND UPDATES

### 6. Projects

### 7. Planning Director Report

Have received applications for Conditional Use Permits for Union Pacific Railroad property. Staff will be bringing to Planning Commission soon, and staff anticipates / recommends doing site visits when CUPs are reviewed.

Still awaiting a response from Mike Sawyer re. Chapter 16 code revisions.  
Scot to follow up. Hope to have preliminary revision soon.

Scot H. and Michelle met with the owners of the 100 block.  
Owners had met with previous Town Planner, she had provided some suggestions / advisements.  
Meeting on 7/24 was to make introduction to new Town Planner and Town Manager, and to discuss basic concepts for potential redevelopment.  
Scot is going to review the current design guidelines in place for the 100 block, and recommend any potential updates or revisions.  
Planning Commission discussed options / alternatives to work with the owner of the 100 block for master planning sites, as well as issues of importance (ie, parking, building mass and scale, connectivity).

## **8. Planning Commission Comments**

Greg G. questioned whether Antique Accents had approved signage.  
Business owner has been advised by Code Enforcement that a sign permit is required.  
Town staff will follow up.

Also suggested by Cindy K. that we update the New Business Welcome Packet to include sign permit information (it currently does not).  
Was also discussed that perhaps new business applications should require an in person meeting with Town staff to answer any questions, concerns, and ensure Town guidelines are being followed.

Greg G. brought up a concern regarding the trash piled up at the small property to the west of Minturn Anglers (along Highway 24). It is being addressed by Code Enforcement.

Greg S. mentioned Backcountry Hunters and Anglers. They will be volunteering hours for the Fishing is Fun grant work.

Lynn T. suggested that when making motions, Planner Commission members should include specific requirements / conditions within the motion itself.  
Scot H. suggested that he can also make a staff recommendation in the staff report (noting conditions, etc).

A discussion took place regarding Public Comment policy.  
Scot H. suggested that in addition to public comment for items not on the agenda, that Planning Commission should allow for Public Comment during Land Use / DRB Hearings, prior to Planning Commission deliberation.

Town Staff will also add this to future agendas for the DRB applications section.  
Suggested Order:

Staff presentation  
Applicant presentation  
Public Comment  
Commission Comment / Deliberation

**9. Future Meetings**

- August 8, 2018
- August 22, 2018
- September 12, 2018

**10. Adjournment**

Motion by Greg G., second by Burke H., to adjourn at 7:45pm. Motion passed 4-0.