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**Town of Minturn Planning and Zoning Commission Regular Meeting  
Minutes for October 11, 2006 7:00pm  
Minturn Town Center, 302 Pine Street, Minturn, Colorado**

**1. Call to Order**

Chairman Woody Woodruff called the meeting to order at \_\_\_\_\_ pm. Roll call showed the following members present: Co-Chair Kristie Bloodworth, Lynn Teach, Ernie Glesner, Jim Brinkerhoff and Woody Woodruff.

Staff present included Town Planner Wiley Smith, Planner I Derrick Slocum and Public Works/Planning Department Assistant Torrey Maxwell.

**2. Discussion of the Agenda**

- a. Items to be pulled from Action Calendar - *None*
- b. Items to be pulled from the Discussion Calendar - *None*
- c. Items to be pulled from the Consent Calendar - *None*
- d. Emergency Items to be added - *None*
- e. Order of the Agenda Items – *As presented*
- f. Approval of the agenda

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to **approve** the agenda as presented; **Motion passed 5-0**

**3. Approval of Minutes** – Minutes from September 27, 2006

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to **approve** the minutes of September 27, 2006 as presented; **Motion passed 5-0**

**4. Discussion/Action Item** – **Garth Koellhoffer Minor Subdivision Application, 432 Taylor Avenue Game Creek Character Area in a Residential Zone, dividing one lot into two conforming lots.**

The applicant has submitted the required documentation for a Minor Subdivision as stated in Section 17.9.5, Application Requirements. The applicant proposes to divide the lot into two lots; Lot A will be 6,967 square feet and Lot B will be 7,186 square feet. Lot A will not have frontage along Taylor Avenue, yet there will be a dedicated 25 foot access/driveway easement through Lot B to access Lot A and to provide the proper frontage, Section 16.17.2, Frontage. Proposed

Lot A will contain a proposed duplex development, while the existing residence will remain on the proposed Lot B.

The applicant has met all code requirements for setbacks and lot coverage. Three structures currently exist on the lot, with two accessory structures to be removed, and there are currently three water taps and three sewer connections existing on the lot. Access for both proposed Lots A and B will be off Taylor Avenue, with Lot A proposed to have a 25 foot access/driveway easement for access off Taylor Avenue.

Considering the findings and other information provided herein, the staff recommends approval of this application **Favorably** subject to the following:

1. The applicant makes any modifications to the plan document as requested by the Planning Staff, Town Clerk, or other service districts prior to the Final Plat.
  2. The applicant shall pay all required fees and charges related to development of the subject property.
  3. The Planning and Zoning Commission recommend approval for the Minor Subdivision to the Town Council as meeting in a general fashion the intent of the subdivision regulations but to submit a Final Plat application following the Minor Subdivision and Preliminary subdivision plan submittal checklist to warrant final plan approval.
- Motion by \_\_\_\_\_, second by \_\_\_\_\_ **to approve** Garth Koellhoffer Minor Subdivision Application, 432 Taylor Avenue Game Creek Character Area in a Residential Zone, dividing one lot into two conforming lots.subject to the following: a) The applicant makes any modifications to the plan document as requested by the Planning Staff, Town Clerk, or other service districts prior to the Final Plat, b) The applicant shall pay all required fees and charges related to development of the subject property, and c) The Planning and Zoning Commission recommend approval for the Minor Subdivision to the Town Council as meeting in a general fashion the intent of the subdivision regulations but to submit a Final Plat application following the Minor Subdivision and Preliminary subdivision plan submittal checklist to warrant final plan approval; **Motion passed 5-0**

#### **5. Discussion/Action Item – Garth Koellhoffer Design Review approval for a residential duplex located at 432 Taylor Game Creek Character Area in a Residential Zone**

Design Review approval for a residential duplex totaling approximately 4,600 square feet, or approximately 2,300 square feet per unit. A two car garage will attach the two units with an office above the garage. Each unit has a finished walk-out basement, kitchen, living room, and dining room on the second floor with a patio entrance on the second floor (Main Level) and three bedrooms and two bathrooms on the third floor (Upper Level). The development, at full build-out will cover 37% of the site. Dimensional Standards for Maximum Lot Coverage in a Residential Zone in the Game Creek Character Area is 40%.

The applicant has demonstrated in meeting the Minimum requirements of the application for Design Review. The applicant demonstrated understanding and compliance of Design Review Procedure and Site Plan Checklist as stated in the Zoning Code.

Considering the findings and other information provided herein, the staff recommends **Approval** of this application, subject to the following conditions:

1. The DRB grant final approval to the applicant, who met, in a general fashion, the design and other regulations of the Town.
2. The applicant, make any modifications to the plan document, as requested by the Planning Staff, Building Inspector, and Eagle River Fire Protection District prior to Certificate of Occupancy.
3. The applicant shall pay all required fees and charges related to development of the subject property.

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to **approve** Garth Koellhoffer Design Review approval for a residential duplex located at 432 Taylor Game Creek Character Area in a Residential Zone subject to the following; a) The DRB grant final approval to the applicant, who met, in a general fashion, the design and other regulations of the Town, b) The applicant, make any modifications to the plan document, as requested by the Planning Staff, Building Inspector, and Eagle River Fire Protection District prior to Certificate of Occupancy and c) The applicant shall pay all required fees and charges related to development of the subject property; **Motion passed 5-0**

**6. Discussion/Action Item – Garth Koellhoffer Conditional Use request located at 432 Taylor Avenue Game Creek Character Area in a Residential zone for a residential duplex building on Lot’s 14 -16 C, in the Taylor Addition**

The applicant is requesting a Conditional Use approval in a Residential Zone for a residential duplex building on Lot’s 14 -16 C, in the Taylor Addition. The approximately 14,100 square foot lot is currently one lot. The applicant is proposing the duplex residential building with a building envelope of 2,560 square feet. The applicant is also pursuing a minor subdivision to divide the one lot into two lots with Lot A being approximately 6,900 square feet and Lot B being approximately 7,100 square feet. The development will be located on Lot A, and is being designed for future residential use.

The applicant has demonstrated in meeting the minimum requirements of the application for Conditional Use Review.

Considering the findings and other information provided herein, the staff recommends **Approval** to the Town Council of this application favorably subject to the following:

1. Approve the application as submitted;
2. Approve the application subject to such modifications or conditions necessary;
  - a. The applicant making any modifications to the plan document as requested by the Planning Staff and Building Inspector prior to Certificate of Occupancy;

- b. Applicant shall pay all required fees and charges related to development of the subject property;
- 3. Deny the application

**7. Discussion/Action Item** - Appointment of two (2) Planning Commission Members to the Railroad Committee

**8. Discussion/Action Item** - Continue reviewing Town of Minturn Interim Engineering Standards and Specifications

**9. Discussion/Action Item** - Ad-Hoc Committee decision on Building Height Definition

**10. Discussion/Action Item** - Discuss the requirement of a Foundation, Framing and Height Improvement Location Certificate after building completion

**11. Discussion/Action Item** - Discuss residential building height in a Commercial Zone.

## **12. ADJOURNMENT**

As there was no additional business, the meeting was adjourned at