
Town of Minturn
Planning Commission Agenda

Wednesday, January 14, 2009

Regular Meeting - 7:00 p.m.
Minturn Town Center – 302 Pine Street

Call to Order/Roll Call

The meeting was called to order at 7:08 by Chairman Woody Woodruff. All Commissioners were present including: Vice- Chair Michael Gallagher, Stuart Brummett, Lynn Teach and Kristi Bloodworth.

Planning Director Victor Villarreal and Assistant Town Planner Chris Cerimele were also present.

Approval of Agenda Items

- a. Items to be pulled from Action Items
- b. Emergency Items to be added
- c. Order of the Agenda Items
- d. Approval of the agenda

M. Gallagher made a motion to approve the agenda. L. Teach seconded. The motion to approve the agenda passed 5-0.

Approval of Minutes – Minutes from December 10, 2008

L. Teach made a motion to approve the agenda from 12.12.08. S. Brummett seconded. The motion to approve the minutes passed 4-0. K. Bloodworth abstained due to the fact that she left the 12.10.08 meeting early due to illness.

Action Items - None

Discussion Items

- 1. Ordinance #2 – Series 2009 – An Ordinance amending Title 17 (Subdivisions) of the Minturn Municipal Code correcting errors, adding information where needed and streamlining processes to make for a more complete, easier to use section of code.**

Prior to this discussion, chairman Woodruff disclosed to the Planning Commission and Staff that he was preparing to submit a subdivision application in the near future. He stated that he had spoken with the Town Attorney and Town Manager and they felt that he only needed to recuse himself if other members of the Planning Commission felt that it was necessary. There were no objections and the meeting continued with all of the commissioners present.

Chris Cerimele introduced the discussion item and summarized the changes to the subdivision regulations. He stated the purpose for the revisions was to simplify and clarify the regulations for applicants, planning staff and the Town Boards. Some redundant sections were eliminated while others were combined to form a more cohesive document.

The administrative replat procedure was amended. It now is used only for lot line adjustments and lot line vacations. The old administrative replat procedure was not applicable to the Town of Minturn.

Commissioner Gallagher inquired as to how the administrative replat procedure differed from an amendment to a final plat? C. Cerimele explained that the procedure was used only for lot line adjustments and vacations. If there was a major amendment to a final plat, it would need to be approved by the Town Council. Additionally, section 17-8-50 of the MMC allows the Planning Director the administrative authority to approve a correction plat if the sole purpose of the correction plat is to correct one or more technical errors in an approved plat.

C. Cerimele explained the new changes to major and minor subdivisions. He stated that the submission requirements would remain unchanged but that now minor subdivisions would be classified as divisions of land that create 2 parcels. Condominium subdivisions would also be classified as minor subdivisions. Minor subdivisions applications would be processed according to the guidelines outlined for a Final Plat. A discussion ensued regarding the number of lots that constitute a minor subdivision. Commissioner Brummett expressed concern with the costs associated with a major subdivision. He felt that it was unreasonable to classify a 3 lot subdivision as a major subdivision and impose unreasonable costs onto the applicant. Staff stated that they would revise the regulations so that any subdivision creating 3 lots or less would be considered a minor subdivision.

Major subdivisions would be classified as divisions of land that create 3 or more parcels of land. Applicants for major subdivisions would have to follow the procedures for a preliminary and final subdivision plat. This procedure involves public hearings in front of both the Planning Commission and Town Council for the preliminary plat and public hearings in front of both boards for approval of the final plat. Staff stated that they would revise the regulations so that any division of land creating 4 or more parcels would be considered a major subdivision.

A discussion ensued regarding the submittal requirements for subdivision applications. Commissioner Brummett was concerned with the amount of ambiguity in the submittal requirements. He felt that not all of the requirements are applicable for every application. It was determined that language would be added that states the planning director shall have the discretion to waive certain requirements. MMC 17-7-10 § D would be revised to say *the following maps and information may be required and shall conform to the format...*

Commissioner Teach inquired about the addition of section 17-3-50; Newly annexed land. V. Villarreal stated that this addition was requested by the Town attorney to facilitate the annexation of the school district property. Commissioner Gallagher suggested adding language that states this provision is at the discretion of the Town Council. Additionally, language should be added that excluded road rights-of-way from the 15% provision since they would have to be given anyway.

A discussion ensued regarding the duration of approvals for preliminary and final plats. It was decided that a preliminary plat should be valid for 1 year with a maximum extension of 1 year. Final plats are valid for a period of 2 years with a maximum extension of 1 year.

V. Villarreal suggested that the Commissioners review the guidelines prior to the next meeting and come to the planning office to discuss any additional input that they have.

2. Executive Summary – 2009 Community Plan

Commissioner Gallagher asked what the path was for the Community Plan process. V. Villarreal stated that the Planning Commission and Town Council would first endorse the executive summary and then the staff would begin the actual work on the plan itself. Once the plan has been written, the Planning Commission would have to endorse it before it went to the Town Council.

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Victor Villarreal stated that there would be 2 community meetings to gather input for the Community Plan. The meetings will be held on 2/5 on 2/19 at the Minturn Town Hall.

Commissioner Comments

Commissioner Gallagher made a motion to convey an invitation to the Town Council for a joint work session to discuss mutual interests. S. Brummett seconded the motion. It passed 5-0

Adjournment: 9:10