

**Town of Minturn
Planning Commission Minutes
May 12, 2010**

**Regular Session - 7:00 p.m.
Minturn Town Hall – 302 Pine Street**

Call to Order/Roll Call

The meeting was called to order at 7:03 pm by Chairman Stuart Brummett. Also in attendance were Tim Osborne, Melisa Decker and Michael Gallagher.

Vice-Chair Lynn Teach was absent and excused.

Staff present included Chris Cerimele, Town Planner and Michelle Metteer, Administrative Assistant.

Approval of Agenda Items

Michael G., made a motion to approve the agenda as presented. Tim O., seconded the motion. The motion passed 3-0. Lynn Teach was absent, excused.

Approval of Minutes – Minutes from April 28, 2010

Tim O., made a motion to approve the minutes from 4.28.10 as presented. Michael G., seconded the motion. The motion passed 3-0. Lynn Teach was absent, excused.

Public Comment – Members of the public may have 5 minutes to comment on any item they wish that is not on the agenda.

Jim White, Minturn Town Manager, invited the Commission members to discussion meetings with the downtown Colorado Inc. members on May 24 and 25 2010. He also would like to welcome Melisa Decker to the Planning Commission and thanked her for he willingness to serve the community of Minturn.

Action Items:

Discussion Items

1. Updates to Chapter 16 – Zoning – of the Minturn Municipal Code
 - Fences
 - Minimum of 33% open area and a gap no smaller than 2" of slat space for transparent fencing definition
 - Add direct citation of the clear vision requirements
 - Standards for Design Review applications
 - There is an interest in eliminating the separation of the Design Review Board from the Planning Commission. Suggestion to essentially combine the two boards.

- Point 4-requires additional bullet point (E) stating a secondary ILC submission is required
- Point 5- site plan should be a minimum scale of 1:20
- Add "existing vegetation" to the site plan.
- An ILC is an acceptable document for a renovation; however a stamped topographic survey is required for any new construction.
- A materials board with physical samples and accurate paint samples is also required.
- Point 6, Elevations: all exterior elevations of the proposed structure shall be provided and shall include notations of materials, existing and finish grade, building height, exterior lighting locations with fixture heights indicated. In instances where modifications have been made to an existing structure elevations of the existing and proposed.
- Point 7: eliminate
- Point 9: parking plan eliminated, but include under a site plan. Reference necessary code sections.
- Point 10: A three-dimensional mass model to scale...including adjacent structures may be required.
- Note: materials board to go before bullet point #11
- Section E: insert section regarding verification of compliance and conformance of the final construction.
- Checklist for Planner signature to be created for CO requirements.

Recess taken at 7:56 pm and meeting called back to order at 8:03 pm.

2. Updates to the Minturn Design Standards and Guidelines
 - Site Design: verbiage of a more enforceable nature should be considered. Delete water bodies. Delete solar orientation. Eliminate bullet points 1, 2 and 3.
 - Orientation: attempts to limit garage frontage to not more than 50% street frontage – discussion to continue

Commissioner Comments

Adjournment

Michael G., made a motion to adjourn the meeting. Stuart B., seconded the motion. The motion passes 4-0. Lynn Teach was absent, excused. The meeting was adjourned at 8:43 pm.