

**Town of Minturn  
Planning Commission Agenda  
September 20, 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 present were Commissioners Lynn Teach, Melissa Decker, Michael Gallagher and Tim Osborne.

Town Planner, Chris Cerimele, was also present.

**Approval of Agenda Items**

M. Gallagher made a motion to approve the agenda. T. Osborne seconded the motion. It passed 5-0.

**Approval of Minutes – Minutes from September 9, 2010**

M. Gallagher made a motion to approve the minutes from 9.9.10 with the following amendment.

Any Commissioners may be Chair Pro-Tem in the event that the Chairman and Vice-Chair are absent from the same meeting. This will allow for a quorum when three members are present.

L. Teach seconded the motion. The motion passed 5-0.

**Public Comment**

No members of the public were present.

**Action Items**

None

### **Discussion Items**

- Municipal Code amendments as they pertain to the Design Review Board composition and procedures

Chris Cerimele summarized the municipal code changes that staff is proposing regarding the design review board. He stated that appendix b in of the Design Guidelines should be deleted since it directly contradicts section 16-21-50.

C. Cerimele presented a new section of code that would deal directly with design review applications. He stated that the proposed section would formily codify the design review process by clearly specifying the submittal requirements and review process. The propsoed language would be codified in a new section of code. This would be number 16-21-600.

The planning staff and commission proceded to go through the proposed guidelines outlined in section 16-21-600. The commissioners suggested the following changes:

- Require a topographic survey for development that increases the existing footprint of a building. The planner can use discretion in requiring this for smaller projects.
- Require building elevations that show neighboring structures for larger projects.
- Add requirements for a conceptual design phase. Specify the approval of conceptual design does not guarantee approval of a final design.

### **Commissioner Comments**

S. Brummett notified the commission that he would be absent for the next meeting. The commissioners agreed to not hold a meeting if there were no new land use applications to consider.

### **Adjournment**

The meeting was adjourned at 8:30