Town of Minturn

Planning Commission Meeting
June 22, 2011

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

Call to Order/Roll Call

The meeting was called to order at 7:02 p.m. by Chairman Stuart Brummett. All members were present including Lynn Teach, Melissa Decker, Tim Osborne and Michael Gallagher.

Town Planner Chris Cerimele was also present.

Approval of Agenda Items

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

Approval of Minutes – Minutes from May 11, 2011

M. Decker made a motion to approve the minutes from 5.11.11. T. Osborne seconded the motion. The motion passed 3-0. (S. Brummett and M. Gallagher abstained due to their absence from the 5.11.11 meeting.)

Public Comment

None

Action Items

None

Discussion Items

1. Open Space Requirements

Staff introduced the item and provided an overview of the previous meeting in which the topic was discussed. C. Cerimele stated that the guidelines were derived from the Department of Locals Affairs model land use code.

The Commission proceeded to outline the grammatical errors in the document.

After correcting these errors, Michael Gallagher outlined his issues with the proposed open space requirements. These included:

- Section b-2. The requirement that open space areas shall be bounded along at least 50% of the perimeter by a street. M. Gallagher felt that this was unnecessary for Minturn. M. Decker and S. Brummett agreed and staff deleted this provision. C. Cerimele noted that he would add a provision in this section that would provide for adequate public parking.

- PUD open space versus non-PUD open space

- Active versus passive open space and the need to define functional open space.

Chris Cerimele suggested adding a trigger that would require active open space. He gave an example of requiring a "tot-lot" if a development created more than 10 lots.

S. Brummett wanted to simplify section 3. He suggested replacing the opening paragraph with the following: *For each of the following project types, open space shall be provided in the following amounts.* He also suggested that at least 50% of the total amount of open space shall be functional open space as to prevent a developer from fulfilling the requirement with steep hillsides.

The conversation then centered on the required amount of open space for each project type. The Commission settled on the following amounts:

- Residential subdivisions – 12%
- Multi-family residential subdivisions – 15%
- Planned Unit Developments – 15%
- Commercial and Industrial Developments – 10%

2. Design Review Board Procedures

Staff introduced the agenda item and highlighted the changes that were made since the Planning Commission last discussed the topic. These included the addition of a set of standard conditions that would be added to all approvals.

Michael Gallagher requested that the following exception be added to number 7 of the submittal requirements: *for projects less than 750 square feet, a landscaping plan shall only be submitted for the disturbed area.*

The Commission agreed to this exception.

Stuart Brummett proposed the following modification to number 9: delete *mass model and of 3-D computer model* and replace the montage with *photo illustration.*

A conversation ensued regarding adding an additional condition that stated all verbal representations made by the applicant shall be reduced to writing and become a part of the approved plans.

3. Rear Yard Setback Amendment for Garages

Chris Cerimele introduced the agenda item. A discussion ensued regarding the proposed setback amendment. The Commission determined that it should apply to Town streets and not just lots that are 75' deep. The following streets were discussed as potential streets to allow the 50% reduction in the rear setback for a garage only: Pine Street, Boulder Street, Meadow Lane and Eagle River.

Staff stated that they would take this information and create a code amendment that included the Planning Commissions' recommendation.

4. Sidewalk installation requirements

Staff informed the Commission that a code amendment was forthcoming that would require sidewalk installations with all new construction and major redevelopment projects.

Commissioner Comments
none

Adjournment

L. Teach made a motion to adjourn the meeting at 8:55 p.m. It was seconded by M. Gallagher. The motion passed 5-0