



Minutes

MEETING OF THE MINTURN PLANNING COMMISSION

Minturn Town Center, 302 Pine Street
Minturn, CO 81645 • (970) 827-5645

Wednesday July 9, 2014

Regular Session – 6:30 pm

PLANNING COMMISSION:

Lynn Teach – Chair
Melissa Decker
Burke Harrington
Bobby Head
Timothy Osborne

When addressing the Planning Commission, please state your name and your address for the record prior to your comments. Please address the Planning Commission as a whole. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

Regular Session – 6:30pm

1. Call to Order – 6:45 pm

- Roll Call – Melissa Decker excused absence
- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added – the Planner requested the next meeting be on July 30 instead of July 23, 2014 to assist in design review of new applications.

3. Approval of Minutes

- June 25, 2014 – the Planner requested to have these minutes approved at the next meeting do to special assignment and Council Retreat.

4. Public comments on items, which are NOT on the agenda (5 minute time limit per person) - no public comment

DESIGN REVIEW

5. Variance & Design Review: DRB#00814 Steve Riden - Minturn Duplex
1131 Main Street, Minturn, CO 81645

- The Planner presented the project and the request for the variance. The architect, Steve Riden presented a model of the proposed project. A discussion was held about the setback encroachments and roof shedding snow. A discussion was held in regards to the backfill of the retaining wall and the height of the home. Is the roof height being measured by existing grade or after new grade?
- The Planning Commission placed the following conditions on the Design Review and the Variance for the project to be accepted. The motion read by Tim Osborne: Conditions to proceed with plans as presented:
 1. Roof materials need to change to asphalt shingles or another proposed material to keep snow from sliding off roof into the 2' setback and neighbor's yard.
 2. Snow fence and clips to keep snow from falling in neighbor's yard.
 3. Engineering to show existing roof load and angles will not shed snow in neighbor's yard
 4. The rear deck be removed from encroachment on rear setback.

Planning Commission voted unanimously on approval of design with conditions.

6. Subdivision Preliminary Subdivision Plat Review: 974 Highway 24, Main Street, Minturn, CO 81562 - The Planner presented the project. The Planner read the following conditions for the approval of the preliminary subdivision plat:

Preliminary Subdivision Plat Application for 947 Highway 24, Minturn, CO.

Conditions of issuing a preliminary subdivision plat for application 947 Highway 24, Minturn, CO, the Developer is subject to all conditions in the Town Code and the additional conditions listed below:

The Developer shall submit to the Town:

1. A Subdivision Improvement Agreement - Section 17-7-10.
2. Construction Plans for all on site public improvements dedicated to the Town.
3. Construction Plans for all off site public improvements dedicated to the Town.

4. Provide a letter from a Title Officer or Attorney who the mineral estate owners are, as required by 24-65.5-103, on the land or that none exist.
5. Detailed landscape plans for the subdivision's common areas.
6. Detailed landscape plan for the additional landscaping on Highway 24
7. The construction of sidewalks 5' wide next to Highway 24 the distance of the subdivision or if the Town only constructs sidewalks on the east (river) side of Highway 24, the financial contribution of 6' wide sidewalks 1/2 the length of the subdivision.
8. The water and sewer taps to be set in the front of the homes.
9. The garage doors to be 15' from the private subdivision road.
10. The new road entrance off of Highway 24 is 18' wide. An approved permit application from CDOT is to be submitted to the Planner.
11. Engineered drainage plans to manage the snow melt and storm water drainage off the site.
12. A Phase I and if required Phase II Environmental Assessment for the property together with a proposed clean-up/mitigation plan for the property.
13. The commercial zoning will be changed to residential zoning.
14. Provide the Town with documents for the Town's approval to establish a homeowners association that allows for maintenance of the private access and utility easement, the common landscape areas and the private road.
15. That the Applicant pays all fees associated with the Town's review and approval of the subdivision site plan applications, including but not limited to attorney, engineering, planning, administrative and public notifications costs.

The Tim Osborne made a motion, B Harrington second, to amend 7 to have the designation of the sidewalks to be taken out – so item 7. Will read: the amount for the construction of sidewalks 5' wide the length of the development be placed in the Town sidewalk fund for the construction of South Minturn sidewalks as per Town plans.

Item 16 be added stating the character of the homes need to be varied in architecture style and characteristics and colors. Lots 1 & 8 need to have architectural attraction facing Highway 24 and respect the clear vision code (15 x 15' setback area as per section 16) as corner lots at the intersection of Highway 24 and the subdivision road.

Item 17 be added stating: overflow parking be added to the snow storage and open space area of the subdivision.

- Public Comment was made: Tom Davis spoke of his approval of the project and wants to state the addition of sidewalks is important, that an environmental report would be good.
- Allison Greener spoke that she wants to see the developer made to put in sidewalks and that she would like the speed limit reduced, that it is dangerous.

-A motion was made by T Osborne to approve the preliminary plat with the revised conditions, B Harrington second, all Planning Commissioners voted yea to the subdivision application.

7. Subdivision Preliminary Subdivision Plat Review: 1973 Highway 24, Main Street, Minturn, CO 81562

The Planner read the following conditions for the approval of the preliminary subdivision plat:

Preliminary Subdivision Plat Application for 947 Highway 24, Minturn, CO.

Conditions of issuing a preliminary subdivision plat for application 947 Highway 24, Minturn, CO, the Developer is subject to all conditions in the Town Code and the additional conditions listed below:

*Public Comment: Allison Greener asked that the subdivision have sidewalks for them to walk safely to the Forest Service Path.

Tom Davis asked that sidewalks be included to the new development

Deb Davis asked that a way to walk safely next to Highway 24 to the Forest Trail would be needed at the subdivision.

The Planner stated that the development is paying for sidewalks to the Minturn Sidewalk master plan. The negotiation is a financial contribution because sidewalks at this property only connect to Forest Service land. The sidewalks would end after 100'. Upon public comments, the Planner suggested and the Developers & Planning Commission agreed that a 3' wide path be added to the landscape on Highway 24 for people to travel to a forest service trail. The Developer will pay into the Minturn Sidewalk fund the cost of 5' wide sidewalks the length of the development for the money to be used towards sidewalks as the Town deems the best.

The Developer shall submit to the Town:

1. A Subdivision Improvement Agreement - Section 17-7-10.
2. Construction Plans for all on site public improvements dedicated to the Town.
3. Construction Plans for all off site public improvements dedicated to the Town.
4. Provide a letter from a Title Officer or Attorney who the mineral estate owners are, as required by 24-65.5-103, on the land or that none exist.
5. Detailed landscape plans for the subdivision's common areas.
6. Detailed landscape plan for the additional landscaping on Highway 24 – T Osborne motioned for the following to be added, the Planning Commission agreed:
 - a 3' path be added to landscape for pedestrians to walk to Forest Service Trail along the subdivisions property on Highway 24.'
7. A financial contribution of 5' wide sidewalks the distance of the subdivision be paid to the Minturn Sidewalk fund to be used towards the Minturn Sidewalk master plan.
8. The water and sewer taps to be set in the front of the homes.
9. The garage doors to be 15' from the private road.
10. The new road entrance off of Highway 24 is 18' wide. An approved permit application from CDOT is to be submitted to the Planner.
11. Engineered drainage plans to manage the snow melt and storm water drainage off the site.
12. A Phase I and if required Phase II Environmental Assessment for the property together with a proposed clean-up/mitigation plan for the property.
13. The Mixed-use zoning will remain the same. The new proposed residential construction will be built to residential zoning codes, unless a property builds a mixed-use property with a minimum of 50% of the property being used for a commercial business at completion of the project.
14. Provide the Town with documents for the Towns approval to establish a homeowners association that allows for maintenance of the private access and utility easement, the common landscape areas and the private road.
15. That the Applicant pays all fees associated with the Town's review and approval of the subdivision site plan applications, including but not limited to attorney, engineering, planning, administrative and public notifications costs.
16. Item 16 be added stating the character of the homes need to be varied in architecture style and characteristics and colors.

-A motion was made by B Harrington to approve the preliminary plat with the revised conditions, B Head second. L Teach, B Harrington, B Head voted yea to the subdivision application and T Osbone voted no. Recommendation to Council to approve subdivision approved.

PROJECTS

8. **Eagle Park Restroom** - the Town is accepting bids for the construction of the restrooms. Please send interested contractors or bids to the Town Planner.
9. **TAP Grant** – The grant is due August 1. The Planning Commission set up to assist in receiving letters of support
10. **Minturn Entry** – the Planner gave a short presentation on the new concept drawings for the entrance to Minturn that was shown to the Council at the retreat on July 8, 2014.

FUTURE AGENDA ITEMS

11. **Next Meeting – July 23, 2014** - Lynn Teach, Burke Harrington and Tim Burke approved change meeting to July 30. Need approval from Bobby Head and Melissa Decker after they check schedules.
12. **Adjournment**