



## Official Minutes

### MEETING OF THE MINTURN PLANNING COMMISSION

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

**Wednesday, July 27, 2016**  
**Regular Session – 6:30 pm**

#### PLANNING COMMISSION:

Lynn Teach – Chair  
Jeff Armistead  
Bobby Head  
Brad Bickerton  
Greg Gastineau

Planning Director – Janet Hawkinson

These minutes are formally submitted to the Town of Minturn Planning Commission for approval as the official written record of the proceedings at the identified Planning Commission Meeting. Additionally, all Commission meetings are tape-recorded and are available to the public for listening at the Town Center Offices from 8:30am – 2:00 pm, Monday through Friday, by contacting the Town Clerk at 970/827-5645 302 Pine St. Minturn, CO 81645

### Regular Session – 6:30pm

#### 1. Call to Order

The meeting was called to order by Lynn T. at 6.42pm.

- Roll Call

Those present included: Chair Lynn Teach, Commission members Bobby Head, Jeff Armistead and Greg Gastineau. Staff: Janet Hawkinson, Planner and Jenny Lowe Court Clerk. Note: Brad Bickerton was excused absent.

- Pledge of Allegiance

#### 2. Approval of Agenda

- Items to be Pulled or Added

Motion by Greg G., second by Jeff A. to approve the agenda as presented. Motion passed (4-0). Note: Brad Bickerton was excused absent.

#### 3. Approval of Minutes

- July 13, 2016

Motion by Greg G., second by Bobby H. to approve the minutes with corrections specified. Motion passed (3-0). Note: Brad Bickerton was excused absent, Jeff Armistead was not present for July 13 meeting.

## DESIGN REVIEW

### **5. Conditional Use Permit:** 107 Williams Street, Minturn, CO 81645

Note: Lynn T. excused herself, due to possible conflicts of interest with the permit.

Janet H. presented a map of the street lots, explaining the project of turning the property at 107 Williams St. into a Vacation rental by owner (VRBO). Which gives rise to a parking issue (picture of patio displayed) since the parking spaces are owned by Minturn Realty. Janet H. presented 3 options for the parking of the VRBO. The owner wants to rent 4 spots from the Minturn municipal lot. The Town leases 96 spaces in order to support and encourage local businesses.

Mrs. Morgan McLaughlin, daughter of owners, 585 Via Corona CA., is a member of the board of directors of the Minturn Realty and also a shareholder. She indicated that they agree with Option 1 as the best solution, paying for the 4 parking spots. She described the actual occupancy status of the house. Stated her parents don't live full time in town anymore, therefore in order to maintain the property they will rent as VRBO.

Greg G. inquired where do current tenants park now and how many bedrooms are there in the house.

Mrs. McLaughlin clarified there is only 1 room upstairs and previous guests parked where the wine barrels are presently or next to it and on Minturn Realty property. The Code requires one parking space per bedroom, so according to their footage they would need 3 spaces for the downstairs and 1 for the upper level.

Planning commission asked if there can be a specific spot designated to the Vrbo that would need to be renewed every year. The property needs 4 parking spaces regardless.

Bobby H. questioned what would happen if the business license changes from a general retail shop to a restaurant or hotel.

Janet H. clarified they would just need to change the type of license to operate and parking would need to be reviewed in terms of tables and use.

Motion to approve the Conditional use permit to change the property at 107 Williams St. from a private residence to a VRBO, with the stipulation that the owners get a lease agreement for 4 parking spaces with the Municipal lot. In addition that a parking sign is hanged on a visible place by the building entryway, stating users of the unit can park at the Municipal lot and all guests and employees must park in the Municipal parking lot.

First by Greg G., second by Jeff A. to approve the Conditional Use permit. Motion passed (3-0).

Note: Brad Bickerton was excused absent. Lynn T. excused herself from this permit approval.

## PROJECTS

**6. Zoning: Work session-** 100 Block Character Area Zoning code. Addition: includes new character area, design character and zoning code development.

100 block steel wall: Janet H. presented Façades for the Main entrance, to protect the corner of Magustos deck.

Planning commission agreed that movement on steel art looks too contemporary and flashy for the character of Minturn. That seeks a much more rustic and rural appearance. Although they liked the idea of movement on a steel wall, adding some element to it, they believe it is too striking and will be a distraction for drivers coming around the corner.

Commission opted for contacting recycling artists and welders, who can provide railroad tracks cut in half or mining carts, while keeping the "country" look of Town.

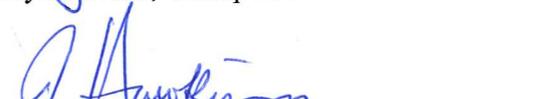
Planning commission directed staff to move forward with design guidelines and a text amendment and have a resolution for the 28' height building proposed, width and front setbacks for the 100 Main St. To make appropriate changes to the Zone Code, by the next Planning Commission meeting on August 10.

### 7. Next Meeting – August 10, 2016

### 8. Adjournment

Motion by Greg G., second by Jeff A. to adjourn the meeting at 8.40pm. Motion passed (4-0).  
Note: Brad Bickerton was excused absent.

  
Lynn Teach, Chairperson

  
Janet Hawkinson, Town Planner