



Official Minutes

MEETING OF THE MINTURN PLANNING COMMISSION
Minturn Town Center, 302 Pine Street
Minturn, CO 81645 • (970) 827-5645

Wednesday June 28 2017

Regular Session – 6:30 pm

COMMISSION MEMBERS:

CHAIR – Lynn Teach
Greg Gastineau
Jeff Armistead
Burke Harrington

Planning Director - Janet Hawkinson
Clerk – Jenny Lowe

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 Meeting. Additionally, all Planning 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 Planning Office at 970/827-5645 302 Pine St. Minturn, CO 81645.

Regular Session – 6:30 pm

1. Call to Order

Chair L. Teach called the meeting to order at 6:40pm

- Roll Call

Those present: Chair Lynn Teach, Greg Sparhawk, Lauren Dickie and Burke Harrington. *Note: Greg G. and Jeff A. were excused absent.*

- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

Adding the Bunkhouse Hostel owner, Nancy Richards, to give a review about last year's business.

Motion by Lauren D., second by Burke H, to approve the agenda with the new addition. Motion passed 4-0.

3. Approval of Minutes

- June 14, 2017

Motion by Lauren D., second by Greg S., to approve the minutes of June 14, 2017 as presented. Motion passed 4-0.

4. Public comments on items, which are NOT on the agenda (5-minute time limit per person)

5. Planning Commission Appointments: Greg Sparhawk & Lauren Dickie – Alternate

Janet H. welcomed appointed members to the Planning Commission.

Lauren D. and Greg S. introduced themselves and gave a brief description of their background and expectations for the Town. Greg S. clarified he is an architect, so would like to give his support to the community of Minturn.

Lauren D. commented she used to vacation with her family in Colorado and fell in love with the town of Minturn. Likes the feel of a small community as well, access to the outdoors and wants to collaborate too with the upcoming growth projects in Town.

6. Planning Commission Comments

Janet H. invited Mrs. Richards, 175 Williams St., to share her experience so far with the Bunkhouse business and the sunshine clause. As originally the business was pretty controversial to get approved in town due to the nature of it, the kind of clientele it may attract and the parking requirements.

Mrs. Richards thanked the Town and the planning commission for their support and encouragement in their business. She expressed their satisfaction with the outcome of the Hostel, stating they rented over 3000 nights. Including guests from 36 different countries, where 88% of the customers come from the US, also Australia and the UK. She indicated there has been hardly any complaint or issues with the authorities in the last year and the fact that it is a family run business helps manage it closely.

Lynn T. mentioned that occasionally the hostel guests park on Main St., but it's been a positive impact to the town, bringing people from all over the world and having a cultural exchange.

The staff reviewed the sunshine clause on the business for one year that they had to prove managing parking and any complaints. This was found satisfactory and the business can remain operating.

7. Action Item: Vacation of Public Right of Way – Highway 24 – Lots 3 & 4 Mackedon and Rathburns Subdivision

Janet H. stated that many buildings were built before surveying and many modern surveys do not match historic boundaries of Minturn development. The town is working with a few property owners

to fix this problem. Mr. Berry Clark is requesting a vacation of public right of way for part of his building pre-1940 that is on town property. He hired Intermountain that is already familiar with the area to draw the exhibit of the new property boundary.

Mr. Clark explained the plans of his property, showing Minturn versus CDOT right of way.

Town planner indicated that it is recommendation of the Town's manager, engineer, attorney and herself to approve the vacation of Public right of way.

Lynn T. asked if the motion goes to Council subsequently. Which it will after the 30 days published notice.

Greg S. inquired about potential buyers in that area. Is there reason not to sell the land to Mr. Clark. The town Planner stated this was part of the negotiations and discovery of misaligned boundaries and buildings on right of ways during the 100 block project. This allows the town to fix these problems. It is not a precedent to give away town property.

Motion to approve the vacation of Public right of way on Highway 24- lots 3 and 4, first by Greg S., second by Burke H. Motion passed 4-0.

8. Presentation: Criteria for Design Review, Party-Wall Agreements, Access Agreements & Duplex – Subdivisions

Janet H. clarified the criteria for required submittal documents with applications. She gave out a handout, attached to minutes. This explains the role of staff and the role of Planning Commission and Design Review and what is required for an applicant depending on application.

9. Action Item: Tabled Variance 6/14/2017 - Withdrawn: 412 Taylor Street

The variance has been withdrawn by the applicant.

Lynn T. requested a recess at 7:30pm
Meeting called back to order at 7:35pm

10. Action Item: Design Review – 245 Pine Street

Greg S. recused himself from this action item, as he presented the design review for his property.

Greg S explained it is an old house with a detached garage. The idea is to add a patio on the front and remove the dormer and extend the roof - changing the roof line but not affecting the house roof height. There's a 3 car garage currently used for storage space. He would eliminate the asphalt, putting more green areas and pervious surface.

Mr. Sparhawk wants to remove the bedroom in the 1st floor and make it a family room.

Greg S. stated the planned color for it will be a greyish blue tone.

Burke H. expressed he feels comfortable with the project and is in agreement with the design.

Lynn T. asked about the snow situation on the roof. He said they will use snow brakes on the roofing.

Motion to accept the design review for 245 Pine St. first by Lauren D, second by Burke H.
All in favor.

Planner Report:

- Short Term Rental Ordinance Passed
- Future Discussion on possible new development fees in town

Janet H. mentioned possible increases in water taps fees, which depend on the sq. ft. of the lot. New rate would go up to \$10,400, meaning a \$600 increment. Water tap fees are mandatory, unless there is already an existing tap. The question raised is if the water tap fees should be adjusted to building size in Minturn by square foot at 1,200 sq ft instead of 5,000 sq ft.

She suggested planning commission to make recommendations for future fees. Burke H. agreed with Town planner, that the taps should be considered on a “sliding scale”.

She stated the Town is successfully getting rid of non-conforming structures, if it's not up to code. Triggering mainly the trailers, which don't comply with most safety, building and fire regulations. The difficulty is that they are not worth enough money, to what it would cost to fix them and bring them up to fire and building safety code. If the value to repair is 50% the cost of the value of the structure, the town can have it removed instead of upgraded.

Janet H. displayed a slide show of 30 trailers in town, that don't comply with basic safety standards and code terms.

Next Meeting – July 12, 2017

FUTURE AGENDA ITEMS

Future Meetings:

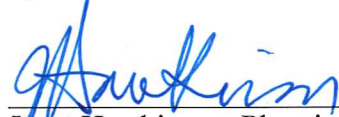
a) Commission Meetings:

- July 26, 2017
- August 9, 2017
- August 23, 2017

7. Adjournment

Motion by Lauren D., second by Burke H. to adjourn the meeting at 8:40pm. Motion passed 4-0.

Lynn Teach, Chair



Janet Hawkinson, Planning Director