



## Official Minutes

### MEETING OF THE MINTURN PLANNING COMMISSION

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

Wednesday August 23, 2017  
Regular Session – 6:30 pm

#### COMMISSION MEMBERS:

CHAIR – Lynn Teach  
Jeff Armistead  
Lauren Dickie  
Burke Harrington  
Greg Gastineau  
Greg Sparhawk

Planning Director - Janet Hawkinson  
Court 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 6:35pm

- Roll Call

Those present: Chair Lynn Teach, Jeff Armistead, Lauren Dickie, Greg Sparhawk and Burke Harrington. *Note: Greg Gastineau was excused absent.*

- Pledge of Allegiance

##### 2. Approval of Agenda

- Items to be Pulled or Added

Motion by Lauren D., second by Greg S. to approve the agenda with an address correction.  
Motion passed 5-0.

### **3. Approval of Minutes**

- August 9, 2017

Motion by Jeff A., second by Burke H. to approve the minutes of August 9, 2017 with a lexical correction. Motion passed 5-0.

### **4. Public comments on items, which are NOT on the agenda (5-minute timelimit per person)**

### **5. Planning Commission Comments**

### **6. Design Review & Variance - Addition: 1012 Main Street**

Planning Director, Hawkinson, introduced the Planners report on the design review and the variance for the project. She went over the design review codes and the variance code.

Brian Sipes, at 175 Williams St., Sipes Architecture, presenting the project for the 1012 property. He displayed the plans of the lot, explaining the reason why the owners have to apply for a variance for the impervious surface for the lay out of the driveway and new construction.

Mr. Sipes described the building coverage of the property and the dimensions of the driveway and the way the parking will be addressed with the land development.

Mr. Sipes handed out samples of the materials that would be used in the construction.

#### **Public comments:**

Jill Koellhoffer, 434 Taylor St. and 1010 Main St., described the conditions in which the subdivision was proposed previously and the communication she has regarding this matter with the Town, over the last 3 years; concerning the construction and building of this property. She expressed her frustration towards the building permits and believes they are controversial.

Garth Koellhoffer, 1010 Main St., said the design review looked very good. He is just concerned whether the electrical will be buried or not. He asked if the driveway is heated, as the road is impervious, he is concerned the street will get flooded.

#### **Commission comments:**

Jeff A. mentioned the design looked great and as far as the variance: since they are not building to the full limit of their lot coverage, they could add some construction in the future. Increasing the impervious sq. footage.

Burke H. inquired about the prior violations described and if they have been resolved. He agreed with Jeff A. on the design opinion and queried about the snow storage.

Lauren D. asked Mr. Sipes if there was any other way of expanding the building, without creating the impervious surface.

Lynn T. liked the design as well and appreciates the deck being in a specific design, so it allows water to flow thru.

Greg S. asked about the completion of the lot line vacation on the final plat and if a conditional use can be placed on the motion for approval.

Janet H said yes they can add a condition that the final plat needs to be recorded with the county before a building permit is issued if planning commission wants to add to the motion.

Motion to approve the design review and variance for 1012 Main St., with the condition that the final plat vacating the lot line is recorded with the county before a building permit is issued. First by Lauren D., second by Burke H. All in favor 5-0.

Planning Commission gave direction to staff on information regarding the building permits and attorney letter.

Meeting recess at 7:50pm

Meeting called back to order at 8:00pm

## **7. Design Review - Remodel: Weston Building – 106 Main Street**

Janet H. presented the Weston design as an application to give feedback to the applicant if this project would be supported by the town, before the applicant purchased land.

Town planner recommended the approval of the design concept of adding residential above the commercial space if the following conditions are met: required parking is available on site and the lower level of the property remains commercial.

She introduced Barry Clark, from Napa, CA, owner of the property at 106 Main St.

Mr. Clark proposed a residential and commercial zone use for the property. The Retail space in the bottom will remain as such. The 2<sup>nd</sup> floor (2 bedrooms) could still be used as additional showroom, storage or an office space. He stated he would be willing to create a green area and do landscape on the current asphalt, in the front land owned by the Town. The purpose is to build a 3<sup>rd</sup> floor for residential use, with the same current materials and maintaining its character. It would take advantage of the view, with a kitchen, living and dining room.

Greg S. showed concern that by being in the 100 block, the height would not be complying with the new Code regulations, which would require to be 28' mid-roof, if residential. Creating the image of a wall immediately entering the Town, instead he needs to bring the scale of the building down. Greg S. requested additional information, especially about the landscaping proposed outside the building.

Janet H confirmed that per diagrams and zoning map – the property is in the old town commercial zone, not the 100 block commercial zone, which allows him to go to 35' mid-roof.

Burke H. stated he doesn't have a problem with the design overall, as long as it complies with the design guidelines.

Jeff A. voiced he believes it is an iconic building in town and also the first visual image people have

when they come into town. Therefore a 3 level building creates a concerning factor, viewed as a big pillar on the edge of the river.

Lynn T. asked about the Sq. ft. and the parking available. She agreed with Greg S. that it would look too boxy and outstanding. Commission was in favor of the concept of building a residential zone use, not in favor of the current design.

Mr. Clark explained that the only way that property is going to survive financially in town is by adding a residential unit on the top.

Motion to table for 30 days the application for design review to redesign elements of the building at 106 Main St.

First by Greg S., second by Jeff A. All in favor 5-0.

Meeting recess at 9:00 pm

Meeting called back to order at 9:05 pm

#### **8. Design Review – New Home: 550 Taylor Street**

Janet H gave the planner report on the design at 550 Taylor Street. Showing the bedroom count to parking to impervious surface coverage, etc... Called into question were the steel stairs going up the side of the lot, “termed landscaping stairs.” She introduced the applicant to present the project.

Bob Stephanoff, 962 Main St., owner and developer of Lot 18 at 550 Taylor Street. He is proposing a duplex that is a use by right, in the character area of Game Creek. Each duplex would consist of 3 bedrooms, therefore 2 parking spaces required for each one.

Mr. Stephanoff displayed and described the plans of the lot. He presented the materials and colors he would use to build the new Duplex.

Burke H. asked about the setbacks. Is it permitted to have something built attached to the house on the side setbacks area?

Janet H stated there was no clear code stating “landscape stairs” not allowed in the side setback.

Jeff A. and Lauren D. liked the project design but agreed with Burke’s concerns over the stairs in the setbacks. Furthermore asked for clarification regarding the materials used in the construction.

Greg S. inquired about the style of the construction and a mirror duplex being allowed, as mirror facades are not permitted in the Town code.

Janet H stated the mirror image needed to be reviewed for design content as it was stated the roofs are angled to form a single style house – and the windows and decks were to appear as one. It is a design review character to look at by planning commission and vote if it is mirrored image.

Lynn T. had the same concerns mentioned above and considered the bottom deck as a covered deck, since the top one acts as its own roof. She expressed distress also with the parking requirements, and if the stairs affect the fire department accessibility.

Motion to deny the design review for the new duplex at 550 Taylor St. for the stairs in the front side setback and the mirrored image of the duplex. First by Jeff A., second by Burke H. All in favor 5-0.

**9. Draft Ordinance – New Zone District:** Dowd Meadow Mountain Character Area

Motion to postpone the draft ordinance review of Dowd Meadow Mountain Character Area, to the next meeting on September 13, 2017. First by Lauren D., second by Jeff A. All in favor 5-0.

**10. Next Meeting – September 13, 2017**

**11. Adjournment**


Motion by Greg S, second by Burke H. to adjourn the meeting at 9:55 pm. Motion passed 5-0.


**FUTURE AGENDA ITEMS**

**Future Meetings:**

a) Commission Meetings:

- September 27, 2017
- October 11, 2017
- October 25, 2017

  
Lynn Teach, Chair

  
Janet Hawkinson, Planning Director