



## Official Minutes

### MEETING OF THE MINTURN PLANNING COMMISSION

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

Wednesday December 13, 2017  
Regular Session – 6:30 pm

#### COMMISSION MEMBERS:

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

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 6:30 pm

- Roll Call

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

- Pledge of Allegiance

#### 2. Approval of Agenda

- Items to be Pulled or Added

Add RAT committee report to the end of the meeting.

Motion by Lynn T., second by Lauren D. to approve the agenda as presented. Motion passed 5-0.

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

- November 8, 2017

Motion by Greg G., second by Lauren D. to approve the minutes of November 8, 2017 as presented. Motion passed 5-0.

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

No comments

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

None

### **6. Planning Director Report**

Janet H. stated that she met with the new owners of 100 Main St. block, who are planning to remodel the older buildings first and do not intend on submitting a PUD for the entire block.

### **7. Roberts Rules of Order & DRB Description**

Janet H. distributed a cheat sheet for Planning Commission to have and review, that explains the circumstances and verbiage which can be used to conduct a meeting, in an appropriate and efficient manner.

### **8. Minturn Water Tap Fee Discussion – Fee Application Review**

Greg G. mentioned the difference of fees, that need to be separated and clarified, between an Impact fee and a New water Tap fee.

After thorough consideration Planning commission made a motion to support Alternative #4, first by Jeff A. second by Lauren D. All in favor. The applications to be reviewed at the next meeting.

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### **9. 611 Main Street – Remodel of existing home**

Planner, Janet H. presented the design review application. She gave the planner report stating the addition meets all zoning code. She introduced the applicant.

Applicant Cavan Havlik, displayed the redone plans of the house, explaining in detail the dimensions and different areas of the existing property and the new additions.

He presented as well the original materials and colors that will used in the remodeling.

Greg G. asked if there is concrete by the front door area. He expressed concern mainly in the fact that Mr. Havlik, who is doing all the construction himself, is not a builder or a contractor.

Jeff A. asked the applicant about the sewer line, whether it's exposed or not. He inquired if there would be a change in elevation going in the house. Which it won't. Also commented on the shed at the end of the house, which is a non-conforming structure.

Mr. Havlik clarified he will not be doing any work on the shed.

The building permit application has been approved by Safebuilt inspectors, who regulate safety and Code compliance on construction in Town. It is waiting to be issued upon the Planning Commission's approval of the addition.

Motion to approve the building application to remodel the existing home at 611 Main St., first by Jeff A, second by Lauren D. All in favor.

### **10. New Design Review Application Requirements – Draft**

Town planner presented the new modified application for a Design review, replacing the previous one in a clearer and easier way to read and fill out. With includes all the necessary requirements in the form.

**11. Next Meeting** – January 10, 2018

**12. Battle Mountain Concept Plan Review:** January 10, 2018

- The RAT application is due on March 2<sup>nd</sup>.

### **13. Adjournment**

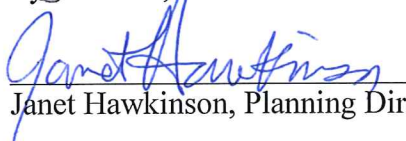
Motion by Greg G., second by Jeff A. to adjourn the meeting at 8:30pm. Motion passed 5-0.

## **FUTURE AGENDA ITEMS**

### **Future Meetings:**

- a) Commission Meetings:
  - December 27, 2017 – CANCELLED
  - January 10, 2018 – Battle Mountain Concept Plan Work Session
  - January 24, 2018

  
Lynn Teach, Chair

  
Janet Hawkinson, Planning Director