



## Official Minutes

### MEETING OF THE MINTURN PLANNING COMMISSION

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

**Wednesday January 10, 2018**  
**Regular Session – 6:30 pm**

#### COMMISSION MEMBERS:

CHAIR – Lynn Teach

Greg Gastineau

Jeff Armistead

Burke Harrington

Greg Sparhawk

Lauren Dickie

Planning Director – Janet Hawkinson

Planning 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 6:35 pm

- Roll Call

Those present: Chair Lynn Teach, Jeff Armistead, Greg Gastineau, Greg Sparhawk, Lauren Dickie and Burke Harrington.

- Pledge of Allegiance

## **2. Approval of Agenda**

- Items to be Pulled or Added

Add Greg Sparhawk to the agenda - Design Review update with Chapter 16 Section.

Motion by Greg S., second by Jeff A. to approve the agenda as amended. Motion passed 5-0.

## **3. Approval of Minutes**

- December 13, 2017

Motion by Greg S., second by Jeff A. to approve the minutes of December 13, 2017 as presented. Motion passed 5-0.

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

Michelle Metteer introduced herself as the new Town Manager, and thanked Planning Commission for attending the joint work session with Council for the zoning code text amendment, meeting on January 17, 2018. She stated the Town of Minturn is seeking volunteers this year in maintaining one Trail once a week: The Mini Mile.

Elliot Hovey, 653 Boulder St., inquired about available public transportation in-out of Town, as the Eco bus service runs only a couple of times a day.

M. Metteer stated that ECO transit is working to add ridership in Minturn. A limited number of free bus passes are available at town hall for residents.

## **5. Planning Commission Comments - no comment**

## **6. Planning Director Report**

\*Joint work session with Town Council on Chapter 16 Code Rewrite Wednesday, January 17, 2018 at 5:30 pm

Janet H. reminded and requested residents to come check the South Minturn sidewalk map located in Town Hall, to look into their lot lines and driveway cuts, to report any issues or concerns.

Janet H. announced that a Thai restaurant is coming to town at 141 Main St.

## **7. Minturn Water System Impact Fee - Application Approval**

Janet H. indicated that she worked together on this issue with the Town Manager and Town Treasurer.

She went over the proposed application, which is based on square footage per dollar amount and would eliminate any tier system. She described the current water fees that apply to residents, versus the existing fees for new additions, such as duplexes that may be built.

Planning Commission discussed there needs to be two separate fees: a Tap fee, required for adding a new water tap and an impact fee, which applies to anyone building new construction, including additions.

Elliot Hovey, 653 Boulder St., asked if he was to build and add construction to his property, without expanding on the plumbing aspect, would he have to pay a system improvement fee.

Jeff A. stated that making exceptions on charges due to plumbing usage, would defeat the purpose of having an impact fee, as any addition or construction would still have an impact. Maybe it could be labeled in a different way for instance: "System Improvement Fee".

### **8. Holy Cross Power Line Update**

Janet H. said she went to a meeting with Holy Cross Energy in Glenwood Springs office to discuss the plans and time line of the proposed 65' tall transmission line proposed to be installed in the valley. The target completion date of the installation of the line is 2021. There is concern from staff and residents on proposed routes. A committee is being proposed to work with Holy Cross on possible alignments. A committee is being created with residents in town to discuss this subject. Jeff Armistead volunteered to committee to represent the Planning Commission.

### **9. Chapter 16 – Text Code Amendment – Add Design Review Guidelines to the Scope of Work**

Town Planner requested approval to recommend Greg S. to work with the Planning Commission to create design review guidelines and make recommendations to Council for budget. Planning commission voted all in favor.

Greg Sparhawk specified he would be working to improve the design guidelines. He stated we need to maintain the Town's character, in relation to proportions, heights, and building materials. The grace of this town is its eclecticism, so we have to give people the freedom of expressing their own taste.

### **10. RAT – River Access Trail Committee**

The RAT application is due on March 2, 2018.

Lauren D. requested the commission to compile all of their information and pertaining material, so she can put it together and create a complete presentation. Each member was given a task to deliver materials to her to meet the deadline.

**11. Battle Mountain Concept Plan Review:**

Delayed due to SGM Water Engineer Report being Delayed

**12. Next Meeting – January 24, 2018**

**13. Adjournment**

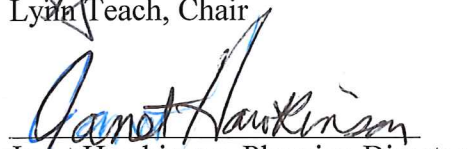
Motion by Greg G., second by Greg S. to adjourn the meeting at 8:30pm. Motion passed 5-0.

**FUTURE AGENDA ITEMS**

**Future Meetings:**

- a) Commission Meetings:
- January 24, 2018
  - February 14, 2018
  - February 28, 2018

  
Lynn Teach, Chair

  
Janet Hawkinson, Planning Director