



## **AGENDA**

### **MEETING OF THE MINTURN PLANNING COMMISSION Minturn, CO 81645 • (970) 827-5645**

**Meeting will be held via Zoom Conferencing and call-in.  
Public welcome to join meeting using the following methods:**

**Join from PC, Mac, Linux, iOS or Android:**

**<https://zoom.us/j/2702037865>**

**Phone:**

- **651 372 8299 US**
- **301 715 8592 US**

**Meeting Id: 270 203 7865**

**Wednesday, March 25, 2020**

**Work Session – 5:30 PM (Cancelled)**

**Regular Session – 6:30 PM**

**CHAIR – Lynn Teach**

**COMMISSION MEMBERS:**

Jeff Armistead  
Lauren Dickie  
Burke Harrington  
Christopher Manning  
Jena Skinner

When addressing the Commission, please state your name and your address for the record prior to providing your comments. Please address the Commission as a whole through the Chair. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

**Work Session – 5:30pm - Cancelled**

#### **1. No Work Session Items**

#### **Regular Session – 6:30pm**

##### **1. Call to Order**

- Pledge of Allegiance
- 2. Approval of Agenda**
  - Items to be Pulled or Added
- 3. Approval of Minutes**
  - March 11, 2020
- 4. Public comments on items, which are NOT on the agenda (5min time limit per person)**
- 5. Planning Commission Comments**

## DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

- 6. 232 Main Street – Bloodworth Addition Final Review** (Tabled from December 11<sup>th</sup>, January 8<sup>th</sup> and January 22nd, 2020 Meetings; To be Tabled to a date certain).

**Recommendation:** Approval, with conditions.

- 7. 201 Main Street Unit Suite 2A – Futurian Systems Sign Permit Application**  
Review of proposed exterior sign to be mounted on the Iron Works Building facing Toledo Ave. This is a replacement sign for one that was stolen.

**Recommendation:** Approval, with conditions.

## PROJECTS AND UPDATES

### **8. Project Updates**

- Three Mile Plan
- Housing Ordinance
- Chapter 16 Project
- Minturn Crossing PUD Preliminary Plan

### **9. Planning Director Report & Minor DRB Approvals by Director**

- None

## **10. Future Meetings**

- April 8, 2020
- April 29, 2020

## **11. Adjournment**



## OFFICIAL MINUTES

### MEETING OF THE MINTURN PLANNING COMMISSION Minturn, CO 81645 • (970) 827-5645

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**CHAIR – Lynn Teach**

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**Work Session – 5:30pm - Cancelled**

#### 1. No Work Session Items

#### **Regular Session – 6:30pm**

##### 1. Call to Order

Lynn T. called the meeting to order at 6:30 p.m.

- Roll Call

Those present at roll call: Lynn T., Burke H., Chris M., Jeff A., Jena S., and Lauren D.

Staff Members Present: Town Planner Scot Hunn and Economic Development Coordinator Cindy Krieg.

- Pledge of Allegiance

## **2. Approval of Agenda**

- Items to be Pulled or Added

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

## **3. Approval of Minutes**

- February 26, 2020

Motion by Chris M., second by Jena S., to approve the minutes of February 26, 2020 as (

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

Michelle Metteer – Town Manager  
302 Pine St.

Town Updates related to COVID-19  
In coordination with what's happening at the County level:

Canceling March 22<sup>nd</sup> Community Dinner

Candidate Forum – March 19<sup>th</sup>  
This will now be a closed forum, but will be televised (pull verbiage from public notice)

Reminded folks to submit questions – note that they can be physically dropped off if you can't submit via email.

Chris Romer will be the moderator.

Avon-Gilman Transmission Line  
Was scheduled for tomorrow night at the Forest Service.  
This event has also been postponed.  
(Pull info from Michelle's email re. how to submit comments – online, via phone, or can meet in person).

Also note that the Town Council has requested an additional 30 day comment period.

## 5. Planning Commission Comments

Jeff A.

RE. USFS NEPA study – Reminded and encouraged the group to submit comments via the portal as soon as possible.

You can check in to the reading room to see all comments.

As of yesterday, were only 10 comments.

Jena S. – Are they transposing phone calls?

Jeff A. – Not sure, but doesn't think so.

Jeff noted that the EVPOA was not aware of the study.

It's really important to get the word out, and encourage the public to educate themselves and give comment.

Barstool Racing

Food trucks

Would like to continue the discussion regarding allowing food trucks in town.

## DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

### 6. 1041 Main Street – Peace Love Aerial Yoga Studio Final Plan Review

Review of final plans for a commercial and residential building proposed as a yoga studio with two employee housing units and underground parking garage.

**Recommendation:** Approval, with conditions.

Scot H. reintroduced the project. The applicants had come in for a conceptual review in January, and made updates to their plans based on input from the Planning Commission, as well as from CDOT.

Insert notes from staff report re. building height and sewer line easement.

Lauren D. – noted that the applicant had to move the parking, based on CDOT requirements.

Thom Conville and Tracy Long  
1041 Main St.

Tracy – noted that the conceptual review was very helpful in providing input, and

alerting them to the CDOT situation / restrictions regarding access.

Want to grow in Minturn, and feel that this will be a unique space not only in Minturn, but for the entire valley.

Lauren D. and Chris M. both commented that they really like the idea, and appreciate the updates made.

Jena S. – Would there be any opportunity to rent the space for special events?  
Curious about capacity. Could be a draw for private events.

Tracy and Thom have not figured out the exact capacity yet, will determine that when doing fire inspection.

Burke H. – Is building height still a gray area within the code?  
Feels that this is still a burden that falls on the planning commission.

Scot H. – can you condense how you answered this question...

Burke H. – With that said, they are at the 28' max.  
Burke just cautioned the applicant to be careful with framing to ensure they don't exceed.

ILC – Scot, what is this?  
Stated that the applicant could do this, but it's not a requirement.

Jena S. – Could still verify measurements during inspections.

Burke – Parking spots underneath – Back spot appears to not have much room to turn out, probably needs to be labeled as a compact car spot.

Burke – meter locations – be sure they don't get put where the drip edge is.  
Thom – would like to keep electrical meter where it is (on a pole).

Burke – Any consideration for solar?  
Thom – yes, if they can afford it. They are looking into it.

Jeff – Gas meter also will need to be looked at – ideally will want on the rear of the building. Currently on the ...??? Drainage post?  
Not entirely sure if they will run gas to the building.

Loves the cupulas? Spelling – building may appear taller, but Jeff really likes them.  
Thinks it's a great looking building.

Jeff - Snow clip or snow fence the roof?

Jeff A. also recommended Lifetime (which gives the same appearance, but can be done instantly. Brush or spray it on, then clear-coat.

(Vs. leaving bare wood to wear naturally – this could cause the wood to dry out and split).

Applicant showed stone and siding samples.

Lynn T. asked if ILC should be a requirement.

Scot H. also noted CCC – we are working with them to clean up our processes with regard to building permits.

Jena S. – Civil engineer could assist with surveying.

Jeff A. – Could code compliance be checking these things?

Scot H. – Depends on experience and training, not currently equipped for this.

Public Comment:

Dan Armistead  
1003 Main St., Unit C

1001 – converted pole barn into a garage and apartment.  
Closed on 1021 recently (formerly Johnie's Garden space)  
1011

He likes that this part of town continues to have some mixed use.  
Likes the street view of having things like this, vs. trailers and other items.

He will be coming forth in the near future with some additional proposals for that area.

Discussed easement access.  
He lost me, Scot – help

Motion by Jena S., second by Burke H.  
To approve the motion, with conditions, (and with additional condition of ILC / heights



to be verified), for 1041 Main St.

Motion passed 5-0.

## PROJECTS AND UPDATES

### 7. Project Updates

- None.

### 8. Planning Director Report & Minor DRB Approvals by Director

- Status Update: Ordinance No. 2 – Series 2020 – Chapter 16 Amendments, Town Council – Approved on 2<sup>nd</sup> Reading

Appendix C – Scot, what do I need to note here?...

Working on clarity with Town Engineer.

Once more clarity is added, the language regarding discretion would likely be removed.

Jena S. – feels that some discretion needs to be allowed to provide for flexibility with technology and other changes (code could become outdated and is important to have some flexibility).

Also some discussion regarding ADU limitations.

### 9. Future Meetings

- March 25, 2020
- April 8, 2020
- April 29, 2020 (to replace April 22<sup>nd</sup>)

### 10. Adjournment

Motion by Jeff A., second by Chris M., to adjourn the meeting of February 22, 2020 at 7:23pm. Motion passed 5-0.

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Lynn Teach, Commission Chair

ATTEST:

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Scot Hunn, Planning Director

**Minturn Planning Department**  
Minturn Town Center  
302 Pine Street  
Minturn, Colorado 81645



**Minturn Planning Commission**  
Chair – Lynn Teach  
Jeff Armistead  
Lauren Dickie  
Burke Harrington  
Chris Manning  
Jena Skinner

## **Design Review Board Hearing**

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### **201 Main Street Suite 2A – Futurian Systems**

#### **Sign Permit**

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<b>Hearing Date:</b>	March 25, 2020
<b>File Name and Process:</b>	201 Main Street – Futurian Systems Sign Permit
<b>Owner/Applicant:</b>	Futurian Systems
<b>Representative:</b>	Laura Houser
<b>Legal Description:</b>	Iron Works Building Condominium, Suite 2A
<b>Zoning:</b>	Old Town Character Area – Commercial Zone District
<b>Staff Member:</b>	Scot Hunn, Planning Director
<b>Recommendation:</b>	Approval

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#### **Staff Report**

##### **I. Summary of Request:**

The Applicant, Futurian Systems, requests review of a sign permit for an existing office located at 201 Main Street, Suite 2A in the Iron Works Building. This is a replacement of a previously approved sign in the same location that was recently stolen.

The proposed three (3) square foot sign is proposed to be a double sided, internally lit sign that will hang perpendicularly from an existing metal bracket on the north side of the Iron Works Building. The previous sign was not lit. The metal bracket is mounted to the building on the second story.

The sign permit application is complete, the proposed sign complies with the requirements of the Minturn Municipal Code, and staff is **recommending approval** of the request.

## **II. Summary of Process and Code Requirements:**

Signage within the Town of Minturn is regulated by Article 19 – *Signs*, of the Minturn Municipal Code, with specific requirements for commercial signage found in Section 16-19-110. All such signs are required to be reviewed by the Town of Minturn Planning Commission, acting as the Design Review Board.

## **III. Zoning Analysis:**

### **Zoning**

The subject property is located within the “Old Town Character Area” Commercial Zone District. The purpose of the Old Town Commercial Zone District is to:

*“The purpose of this area is to provide convenient commercial services to residents and visitors and to promote the development of the Town's retail commercial district along Highway 24 and Main Street. Accommodation of sales tax-generating commercial uses and residential units can enhance Old Town vitality while maintaining the visual character and scale. An **objective is to facilitate small business development and economic vitality with land uses that are compatible and supportive, such as retail, office, institutional and residential uses, while maintaining the community scale**”*

*- Town of Minturn Town Code Section 16-6-30*

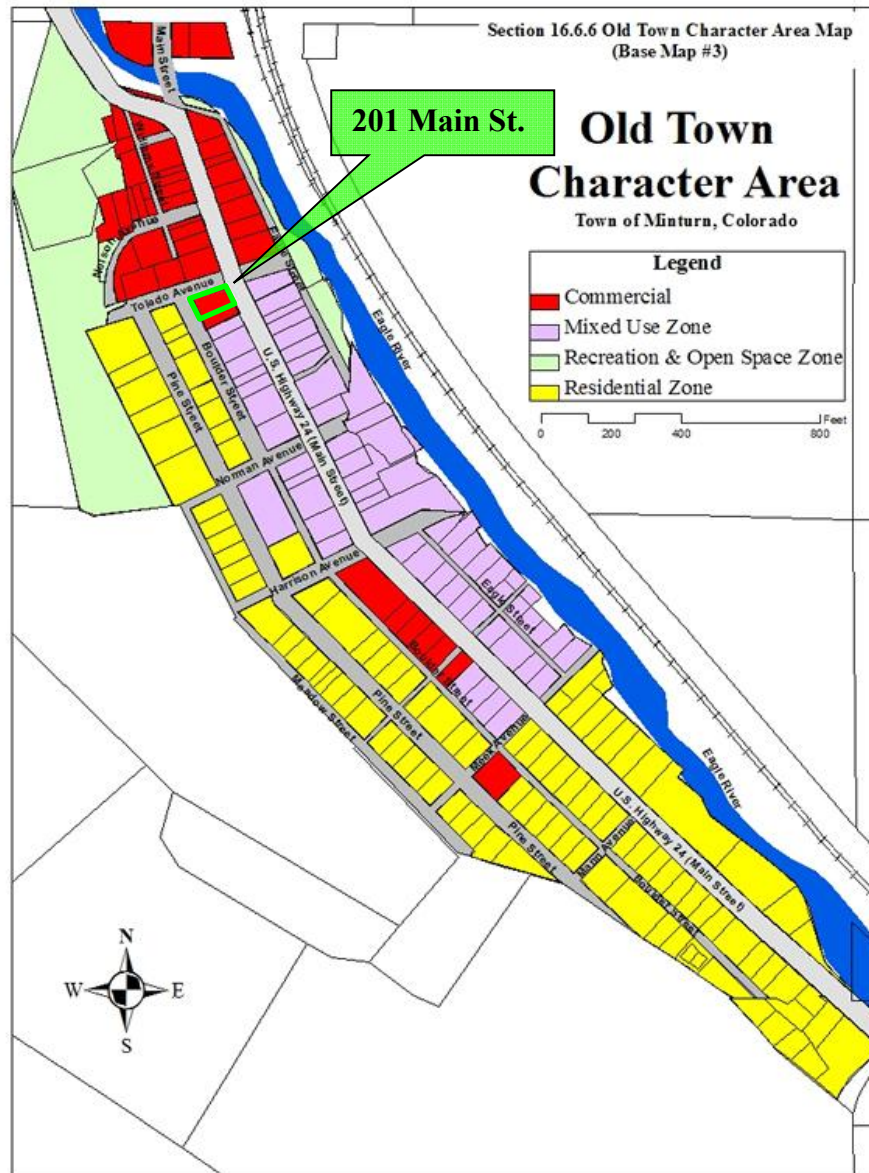


Figure 1: Old Town Character Area Zoning Map

#### IV. Applicable Standards and Design Guideline Criteria:

##### **Signs in Commercial Zone Districts - Standards**

Section 16-19-110 – *Specific regulations; permitted signs in Commercial and Industrial Zone Districts*, provides the following direction for the design and size of commercial signage:

*“In Commercial and Industrial Zone Districts, all signs shall comply with the following:*

(1) *Size and height requirements:*

- a. *Individual business sign. For any structure containing only one (1) business, the following sign allowance is permitted:*
  1. *A sign shall not exceed one (1) square foot per lineal foot of building front, but not to exceed forty (40) square feet of total sign area.*
  2. *More than one (1) commercial advertising sign is permitted, provided that the total sign area of all signs does not exceed one (1) square foot per lineal foot of building front and forty (40) square feet of total sign area.*
  3. *No part of any sign shall exceed the height of any building on the same lot, or in any case be more than twenty (20) feet in height.*
- b. ***Multiple business sign. For any structure containing more than one (1) business, one (1) advertising sign is permitted for each business as follows:***
  1. ***The total allowable sign area for each business shall be one (1) square foot per lineal foot of building front, but not to exceed forty (40) square feet.***
  2. *The combined size of all signs for the structure in which the multiple businesses are located shall not exceed the total linear footage of building frontage.*
  3. *The building or project identification sign shall not be included in total sign allowance for the multiple businesses. The project identification sign shall be one (1) square foot per lineal foot of building frontage and not to exceed twenty (20) square feet, whichever is less.*
  4. *No part of any sign shall exceed the height of any building on the same lot or in any case be more than twenty (20) feet in height.*

(2) *Illumination:*

- a. *Signs may be designed to give forth artificial light or designed to reflect such light from an artificial light source. **Illuminated signs shall be installed so as to avoid any glare or reflection** into any building used for residential purposes, or into any street, alley or driveway if such reflection or glare might create a traffic hazard. **Such sign illumination shall include but not be limited to internal illumination and directed lighting.***
- b. *Hours of illumination: Signs located adjacent to and across the street from residential areas **shall remain lighted until no later than 11:00 p.m. or until the close of business, whichever is later.***

**Staff Response:**

The proposed sign is for a business within a multi-tenant building. The linear feet of storefront is estimated to be approximately 20 feet although measurements were not provided. At just three (3) square feet, the two-sided, projecting “blade” sign appears to be well within the size limit allowed.

The sign is proposed to be mounted on an existing bracket and will be perpendicular, or projecting outward, from the building. As such, the Minturn Municipal Code provides the following specific regulations:

*“Projecting signs. Projecting signs shall not be higher than the eave line or parapet wall of the principal building and shall be a minimum of eight (8) feet above grade when located adjacent to or projecting over a pedestrian way. Signs shall not project within two (2) feet of the curb line of a public street and must be placed a minimum of fourteen (14) feet above a driveway or alley.”*

Details regarding lighting of the sign should be provided by the Applicant and any electrical work needed to supply power to the new sign shall comply with the Town’s electrical permit requirements.

**V. Staff Recommendation:**

The application complies with the requirements and design intent of Chapter 16 – Zoning, as well as Article 19 - *Signs* of the Minturn Municipal Code.

Staff **recommends approval** of the sign because it meets all applicable standards.

1. The Applicant obtain an electrical permit for any new electrical work being performed in order to illuminate the sign.
2. Pursuant to Section 16-19-110, Minturn Municipal Code, the sign may be lit no later than 11:00 p.m. or until the close of business, whichever is later.

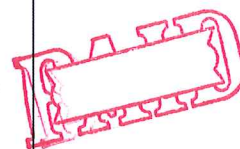




## SIGN PERMIT APPLICATION

### TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT

P.O. Box 309 302 Pine Street Minturn, Colorado 81649-0309  
Phone: 970-827-5645 Fax: 970-827-5545 Email: planner@minturn.org



#### Name of Individual or Company proposing the sign:

Futurian Systems

#### Address of property where sign will be posted:

##### Street Address:

201 Main St. Suite 2A, Minturn, CO, 81645

##### Mailing Address:

P.O. Box 1293, Minturn, CO 81645

##### Phone Number:

970-306-4988

##### Email:

admin@futuriansystems.com

#### Specify with a scaled drawing of Sign:

##### Materials:

##### Size / Dimensions:

##### Shape:

##### Design & Letter Style:

##### Colors:

##### Illumination:

YES ☒ NO ☐

OLD TOWN COMM

• DOES THIS REPLACE A SIGN?

• LOCATION

• ONLY ALLOWED ONE SIGN

#### Attachments required:

☐ 1) Attach images depicting the proposed design of the sign and location.

☒ 2) Application fee of \$125.00

PA-CC-3/6/2020

#### Applicant Signature:

#### Office use only:

Fee Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_

Planner: \_\_\_\_\_







