



**Wednesday, October 19, 2022
Regular Session – 5:30pm**

AGENDA

**Town Council Meeting Minturn Town Hall / Council Chambers
302 Pine St Minturn, CO**

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate. This agenda and meetings can be viewed at www.minturn.org.

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/86431146824>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 864 3114 6824**

Please note: all virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Jay Brunvand, Town Clerk, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER

2. ROLL CALL & PLEDGE OF ALLEGIANCE

3. APPROVAL OF CONSENT AGENDA *Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.*

3.1 October 5, 2022 Meeting Minutes Pg 4

3.2 Water Efficient Landscape Conversion Program Support Letter Pg 14

3.3 Liquor License – Retail Liquor Store License annual renewal application; Minturn Mile Liquor Store, 341 Main St, Gail Crowder, Owner/Manager Pg 16

- 3.4 Liquor License – The Bunkhouse, annual renewal of a Lodging & Entertainment (City) Liquor license; 175 Williams St; Nancy Richards, Owner/Manager Pg 20
 - 3.5 Liquor License – Hotel and Restaurant License annual renewal application: Pizza Pub LLC, dba Magustos Pizza & Burger Pub, Eric Cregon, Owner/Manager 101 Main St Pg 24
 - 3.6 962 Main Street – Changes to Approved Plans Pg 28
 4. **APPROVAL OF REGULAR AGENDA** *Opportunity for amendment or deletions to the agenda.*
 5. **DECLARATION OF CONFLICTS OF INTEREST**
 6. **PUBLIC COMMENT** *Citizens are invited to comment on any item on the Consent Agenda, or not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to state their name and address for the record.*
 7. **SPECIAL PRESENTATIONS** *Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.*
 8. **COUNCIL COMMENTS & COMMITTEE REPORTS**
 9. **BUSINESS ITEMS** *Items and/or Public Hearings are listed under Business may be old or new and may require review or action by the Council.*
 - 9.1 Resolution 35 – Series 2022 A Resolution Establishing Procedures Governing Actions of the Town Council for the Town of Minturn Pg 52
 - 9.2 Ordinance 11 – Series 2022 (Second Reading) An Ordinance creating 100 Block Design Guidelines Pg 62
 - 9.3 DRB approval for 542 Main Street – Council Call-Up – Hunn Pg 126
 - 9.4 Resolution 36 – Series 2022 A Resolution Supporting Ballot Measure 2A Establishing a Regional Transit Authority Pg 174
 10. **DISCUSSION / DIRECTION ITEMS**
 - 10.1 FY2023 Budget Discussion: Legal Expenses, Reserve Fund & Special Projects Pg 177
 11. **STAFF REPORTS**
 - 11.1 Town Manager Update Pg 179
 12. **FUTURE AGENDA ITEMS** Pg 181
 13. **ADJOURN**
- INFORMATIONAL ONLY ITEMS**

Upcoming Council Meetings:

- November 2, 2022
- November 16, 2022
- December 7, 2022



Wednesday, October 5, 2022
Executive Session – 4:30pm
Regular Session – 5:30pm

OFFICIAL MINUTES

Town Council Meeting Minturn Town Hall / Council Chambers
302 Pine St Minturn, CO

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate. This agenda and meetings can be viewed at www.minturn.org.

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/83532660157>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 Webinar ID: 835 3266 0157

Please note: all virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

PUBLIC COMMENTS: If you are unable to attend, public comments regarding any items on the agenda can be submitted to Jay Brunvand, Town Clerk, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER

The Minturn Town Council will open the Regular Meeting at 4:30pm for the purpose of convening into Executive Session. At (approximately) 5:30pm the Council will convene into Regular Session for the remainder of the meeting.

Mayor Earle Bidez called the meeting to order at 4:30pm.

2. EXECUTIVE SESSION: An Executive Session pursuant to C.R.S. 24-6-402(3)(b) for the purposes of receiving legal advice and C.R.S. 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators - Battle Mountain

3.

Motion by Gusty K., second by Kate S., to convene in Executive Session pursuant to C.R.S. 24-6-402(3)(b) for the purposes of receiving legal advice and C.R.S. 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators: Battle Mountain. Motion passed 7-0.

Those present included: Mayor Earle Bidez, Mayor Pro Tem Terry Armistead, Town Council members George Brodin, Gusty Kanakis, Tom Sullivan, and Kate Schifani.

Staff present: Town Manager Michelle Metter, Attorney Michael Sawyer (Zoom), Attorney Justin Plaskov (zoom).

4. ROLL CALL & PLEDGE OF ALLEGIANCE

The meeting convened in Regular Session at 5:35pm.

Those present included: Mayor Earle Bidez, Mayor Pro Tem Terry Armistead, Town Council members George Brodin, Lynn Feiger (zoom), Gusty Kanakis, Tom Sullivan, and Kate Schifani.

Also Present were Historic Planning Commission members consisting of Kelly Toon, Kenneth J. Howell, Tracy Anderson, and Larry Stone. Note: Ken Halliday was excused absent.

Staff present: Town Manager Michelle Metter, Attorney Michael Sawyer (Zoom), and Town Clerk/Treasurer Jay Brunvand (zoom).

5. APPROVAL OF CONSENT AGENDA *Consent agenda items are routine Town business, items that have received clear direction previously from the council, final land-use file documents after the public hearing has been closed, or which do not require council deliberation.*

5.1 September 21, 2022 Meeting Minutes

5.2 542 Main St, Keogh Residence – DRB Approval

Tom S. requested 5.2 to be called up and added to the agenda as 12.2.

Motion by Terry A., second by Tom S., to approve the Consent Agenda of October 5, 2022 as amended. Motion passed 7-0.

6. APPROVAL OF REGULAR AGENDA *Opportunity for amendment or deletions to the agenda.*

Motion by Terry A., second by Gusty K., to approve the Agenda of October 5, 2022 as amended. Motion passed 7-0.

7. DECLARATION OF CONFLICTS OF INTEREST

8. **PUBLIC COMMENT** *Citizens are invited to comment on any item on the Consent Agenda, or not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to state their name and address for the record.*

Mr. Larry Stone, 152 Main St, spoke regarding the HPC. He expressed concern of the process of how a building is set as a historical building and felt it unfair to the property owner due to the time frame required to clear a building for demolition or remodel.

9. **SPECIAL PRESENTATIONS** *Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.*

10. **COUNCIL COMMENTS & COMMITTEE REPORTS**

Terry A. noted the town has given funds to support the MCF Hometown Throwdown and noted how well it ran last weekend. She noted she is on the boards of the MCF and the MFC. The next Board Meeting for the MFC will be held on October 11, 2022, the building and classes are second to none.

George B. asked in the interest of time, if an item is going to be tabled to a future meeting such as 542 Main St, we don't want to take people's time. They should be able to be excused.

Earle B. stated the Throwdown was really wonderful. Magustos really helped out in a bind when we had to move indoors. Earle B. reiterated how important the RTA ballot question is and encouraged a supporting vote in November.

11. **BUSINESS ITEMS** *Items and/or Public Hearings are listed under Business may be old or new and may require review or action by the Council.*

11.1 Joint Session – Historic Preservation Commission/Minturn Town Council

Note: Ken Halliday was excused absent.

Joint discussion between the Historic Preservation Commission and the Minturn Town Council to receive an update from the Commission and or the Commission to obtain additional guidance from the Council. The Minturn Town Council recently passed Ordinance 10 – Series 2022, An Ordinance Establishing a Chapter in the Minturn Municipal Code for Historic Preservation. With the Purpose and Intent outlined in the establishing Ordinance, the HPC has started to lay the groundwork for the ensuing execution of this new policy. Initial progress has been through the creation of forms for streamlining the processes outlined in the Ordinance. Other steps taken have included a historic walking tour of the Downtown Minturn area and the review of cultural resource surveys. In relation to the Intent and Purpose of the Historic Preservation Ordinance, the HPC is looking to the Council for guidance on expectations as to how proactive or reactive the Council expects the HPC to be. This is expected to be an item for discussion during the joint session.

Additional discussion topics for the joint session include:

- Council support for an Historic Preservation Plan toward the execution of the purposes outlined in the Ordinance.
- Opportunities to provide property owners historic preservation incentives
- 2023 budget request for historic preservation grant matches
- Certified Local Government (CLG) benefits

Council to provide direction to the HPC on the following items:

- Vision & expectations
- Any feedback on the forms approved by the HPC thus far
- Support for the creation of a Historic Preservation Plan toward executing the Intent and Purpose of the Historic Preservation policy
- Council feedback on expectations pertaining to how proactive or reactive the HPC should be
- Possible opportunities for offering property owners incentives to take part in the historic preservation program
- 2023 budget funding for an historic preservation public relations campaign

Proactive vs reactive. Larry S. stated proactive would be the HPC Board locates and identifies buildings, reactive, is we let the code provide identification as items are brought forth.

It was expressed some grants might be available. Tracy A. stated PR funding is desired. She noted there are tax benefits to (qualified) property owners. Kelly T. noted they need to be a certified board as the first step, then they could receive funding and they need an operational plan.

Lynn F. wanted to emphasized the positive aspect and minimize the negative. We want to make it easy for homeowners. Was unsure of pro- or reactive

Tom S. wanted proactive to seek out homeowners who would like to have the historical status. He did not want it to be controversial and it started with one developer that tore down a building and caused a public uproar.

Kate S. felt stressing the positive and public education of the benefits that might be available to the property owner was important.

George B. felt an inventory of properties needed to be created within the town to set parameters to have a positive outcome. He felt narrowing it down to an inventory was important to identify properties and out buildings worth saving.

Michelle M. noted a specific property would need to be nominated and then designated.

Terry A. felt this came about because an iconic building was torn down, another might, and our council room was packed with concerned citizens asking for something to be done. The need is to protect the town's historical feel and the citizens asked us to be proactive. She felt there are many properties that are iconic and cool in Minturn that deserve to be preserved. She felt we needed a list of the properties in town and then contact the owners.

Gusty K. agreed we need to be proactive. We should not have too much government in this. You should not be forced to have your property on the designated list. We don't want to discourage owners to not upgrade their properties.

Earle B. expressed the importance of identification but felt we need to have clear boundaries of properties to avoid buildings that have been so remodeled over the years that they really have a very small amount of historical value.

It was expressed by Larry S. that property owners should be able to maintain their property rights. He also commented that many of the new buildings are very nice and very appropriate. We don't want to pigeon hole ourselves. He was most concerned with telling people what they could NOT do with their property. Larry S. noted that if a building is 75 years old it must be addressed by the HPC Board. If a property owner does not desire the designation then the Board still must act. That is the clarity he would like the Council to opine on.

Michelle M. summarized:

- Town wide ordinance that should be addressed town wide.
- Value and interest in an inventory of qualified buildings, then communicate with the property owners to assess their wants. No one wants the HPC to nominate willy nilly.
- She clarified; many saw the uproar when an iconic structure was torn down. It is not at the discretion of what is historical. We need a clearly defined process. we will use the county assessor's website to determine the 75year ruling. Requests to tear down a property should trigger the reactive stance.
- The proposed forms are fine.
- Look for grants
- Supportive of the commission pulling together a plan that will be approved by the Council.
- Certified Local Government status approval necessary.

Larry S. felt a sincere thought process needs to be had on the property values of designation or loss of designation and how that might address the property owner's business plan.

Larry S. left the meeting at 6:49pm.

Ms. Lynn Teach, 252 Pine St, spoke of how she has seen the process in other towns. She stated the Certified Local Government status was important to receive a wide scope of grant opportunities.

Kenneth H. stated as more buildings are designated that he could see positive affects for the town. He felt it was important to have the commercial buildings designated as well.

It was discussed as a consensus of how positive the HPC would be when handled positively.

11.2 Council motion to formally accept the FY2023 Preliminary Budget – Brunvand

Staff is requesting the Town Council to accept the Fiscal Year 2023 Preliminary Budget. As required by Colorado State law, the Council must accept the proposed budget for the following year no later than October 15 of the preceding year.

It was presented that it is important to realize this budget is tight and, although the budget is balanced, we are requesting to SPEND \$141,964.47 from accrued reserve/savings. It recognizes revenues and expenses for the forthcoming year in a manner responsive to Council direction. During the second Council meeting in October, we will have included a budget presentation reviewing proposed special projects and capital expenses and then allow time for Council questions and discussion. This will give Staff the necessary time to review the material and prioritize your concerns. Please reference the Budget Schedule and Calendar included on pages 68-72 of the budget. This will give you a clear vision of which meetings will include budget discussions and public hearings. We all know the budget includes the operational items like electric bills and general day to day items. My intent during the first meeting in October is not to review that material in detail, rather to highlight some of the recent items of note in our General Fund revenues and expenses and allow for Council and public questions. I have listed a few of the accounts below to show the Council that we do have money to perform some of the items we have recently discussed that are not Special Projects.

Staff has scheduled a Public Hearing on the budget at the November 2, 2022 Council Meeting. During the November 16, 2022 and December 7, 2022 council will adopt the four Ordinances used to formally approve the budget, and the public is encouraged to contact the Council or Staff to review any questions or comments they might have. Throughout this process any comments offered will be reviewed and as directed by Council items of concern will be discussed and may be included within the final budget document. The final approval of the budget will be on December 7, 2022.

Motion by Tom S., second by George B., to accept the Fiscal Year 2023 Draft Annual Budget and set Public Hearing at 5:30pm on November 2, 2022 to be held in the Council Chambers and via ZOOM at 302 Pine St, Minturn as presented. Motion passed 7-0.

11.3 Uintah Rail Line support efforts – Sawyer

The City of Glenwood Springs (also represented by Karp Neu Hanlon) is requesting other nearby local governments to join in an effort to support Eagle County's appeal of the recent Surface Transportation Board decision approving the Uintah Basin Railway in northeast Utah. Early last year, Eagle County and all towns within the county joined onto comments to the Railway's Environmental Impacts Statement (EIS) raising issues mostly relating to the possible reactivation of the Tennessee Pass line. While the Tennessee Pass issues are no longer at issue, some of the other potential impacts of increased traffic on the Union Pacific mainline were not sufficiently addressed in the EIS, which is part of Eagle County's petition for review now being briefed in the Federal D.C. Circuit Court of Appeals. In coordination with Eagle County, Glenwood Springs has selected the D.C. based firm Eubanks and Associates to represent it in an *amicus curiae* (friend of the court) brief to support Eagle County's position. The issues to be raised include potential

impacts from derailment, oil spills, wildfire ignition, and idling trains. Staff recommends the Town Council authorize the Town Attorney to join Minturn to this effort in support of Eagle County's position and sign onto the *amicus* brief.

Gusty K. asked if this could jeopardize the existing leases we hold with the UPRR? Michael S. stated if the train runs through the town, then it will affect the town. The issue being challenged is extending the rail line further into Utah for the extraction of oil. If the USFS denies reactivation in Utah, then it will ensure the Tennessee line will be more likely to not open.

Lynn F. stated that if the USFS findings that no environmental impact would occur is upheld this would increase the rail traffic to the extent the Tennessee line would be more necessary. To extend support to the County now would protect our stand against reopening the Tennessee line in the future.

Michael S. stated the costs to the town would be legal costs to write the brief and possibly a contribution in cash of a couple thousand

Motion by Tom S., second by Lynn F., to direct the Town Attorney to join Minturn to support of Eagle County's position and sign onto the *amicus* brief and up to \$1,000 cash contribution. Motion passed 5-2. Note: Earle B. and Gusty K. voted Nay.

12. DISCUSSION / DIRECTION ITEMS

12.1 Downtown Colorado Inc. – Downtown Development Authority

Michelle M. presented the town has worked with the business owners but that this would afford a more consistent and proactive funding mechanism for things such as public spaces and business support and find value in the business community.

Mr. Bill Shrum, Downtown Colorado, joined with Ms. Kylie Brown in presentation of a PowerPoint. Mr. Shrum presented DTC does advisory services, education, training and advocacy to make downtowns prosperous. He outlined what has occurred thus far with the kickoff in January 2022, the conference in Colorado Springs where we were in attendance, several summer projects and then the challenge wrap up which is upcoming. He noted some contributions in sales tax come from brick/mortar and some from online sales and the importance of encouraging face to face commerce to ensure towns thrive and to develop new and improved ways to continue they thrive.

Mr. Shrum asked what the Council would like to see as a downtown. Discussion ensued that the downtown has been a focal point of the Town. This is representative of the proposed Municipal Code changes currently being reviewed and considered. It was noted how people come to the market in the summer and stay to walk the town and visit. Minturn is unique in the upper valley as we have a real sense of community and ownership. The presentation included methods to use tools and resources. Discussion ensued on what happens if you're not successful. In this case Minturn would fall behind other local areas. Currently there are grants, funding, etc that will dry up eventually.

It was presented that the next steps include development of a downtown organization, garner community support as a whole, and develop funding vehicles such as a designated business district to ensure success.

Terry A. asked regarding acquiring property, where would the funding come from? As a Downtown Business Association, they could tax, obtain grants, etc. and this could be used to purchase the land. It was stressed to achieve a dependable consistent revenue stream.

Mr. Shrum stated the final report is forth coming and DCI is here to support the town.

Michelle M. asked if the Council has a desire to move forward with a Downtown Authority. She noted tax funding would require a public vote. She outlined what TIF funding would look like where they would receive funding as the property values within the District increase. The town would still receive its funding but new value would go to the District.

Council gave direction to continue moving forward with a continued deeper dive to include funding mechanisms and assessments of costs to the town; all Council Members in agreement. However, Tom S. expressed concern of the importance of the businesses being on board and would like to hear from them directly as well. Discussion ensued that it is proving difficult to get business owners on board to carry the necessary workload.

12.2 542 Main St, Keogh Residence – DRB Approval

This was moved from the Consent Agenda for further consideration. Michelle M. requested this be moved to the October 19 meeting to allow the necessary parties to be in attendance.

Motion by Terry A., second by Kate S. to move this item to the October 19, 2022 meeting. Motion passed 7-0.

13. **STAFF REPORTS**

13.1 Town Manager Update

Congressionally Directed Spending Funds

Thanks to the support of our state representatives, I was able to participate on a call with the Colorado Department of Public Health and Environment, the Colorado Rural Water and Power Development Authority and the EPA. During this call I was updated that processes will be in place for Minturn to either apply to receive funds retroactively for the water tank, although this process could be quite cumbersome, but more likely, Minturn will have the opportunity to apply to have the \$1M go toward a new water infrastructure project.

Water Tank Progress

Progress continues to be made on the new concrete water tank. See SGM's construction observation reports included.

Water Meter Replacement Program

Public Works is almost done installing new water meters throughout town. Due to not getting a grant to cover installation work, and not having the funds to hire-out such a large project, public works has been removing all the old meters and installing new meters throughout every structure in town over the last three years. Arnold Martinez and his team have done an amazing job and they're down to the last 25 meters to replace. Almost there!

Water Treatment Plant Update

Considerations for the location of the water treatment plant as well as the surface diversion intake continue to be reviewed. The next step is to bore holes which will help determine the ability to utilize the locations being considered for the infrastructure. Simultaneously, work has started on the project needs analysis which will be utilized in the initial discussions with CDPHE and the State Revolving Loan Fund program. The first draft of the financial analysis has also been conducted. That document is still in draft form however it identifies the need for multiple loans, limited grant opportunities and most likely higher interest rates than the town saw for the water tank project.

Eagle River Water & Sanitation District

Linn Brooks is retiring at the end of 2022. Siri Roman, current operations manager for ERWSD has been named as Linn's replacement. I'm fortunate to already have a very positive relationship working with Siri and look to continue that work in her new role. Linn is scheduling a meeting with Siri and I in the coming weeks to being the transition.

Michelle M. noted the funding disbursement for Enterprise and that she consistently spends 50% or more due to the projects under way.

14. FUTURE AGENDA ITEMS

- 15. EXECUTIVE SESSION CONTINUED:** An Executive Session pursuant to C.R.S. 24-6-402(3)(b) for the purposes of receiving legal advice and C.R.S. 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators.

15.1 Battle Mountain – Plaskov / Sawyer

Motion by Gusty K., second by Tom S., to reconvene in Executive Session pursuant to C.R.S. 24-6-402(3)(b) for the purposes of receiving legal advice and C.R.S. 24-6-402(4)(e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators: Battle Mountain. Motion passed 7-0.

Those present included: Mayor Earle Bidez, Mayor Pro Tem Terry Armistead, Town Council members George Brodin, Lynn Feiger (zoom), Gusty Kanakis, Tom Sullivan, and Kate Schifani.

Staff present: Town Manager Michelle Metter, Attorney Michael Sawyer (Zoom), Attorney Justin Plaskov (zoom).

There was no direction given as a result of the Executive Session.

16. ADJOURN

Motion by George B., second by Tom S., to adjourn the meeting at 9:59pm.

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk

INFORMATIONAL ONLY ITEMS

Upcoming Council Meetings:

- October 19, 2022
- November 2, 2022
- November 16, 2022



To: Mayor and Council
From: Jay Brunvand
Date: October 19, 2022
Agenda Item: Authorize the Mayor to Sign

REQUEST:

Staff is requesting the Council to approve authorization for the Mayor to Sign.

INTRODUCTION:

The Eagle County Conservation District and the Eagle River Watershed Council have requested a letter of support of a Water Efficient Landscape Conversion Program for Eagle County.

ANALYSIS:

This program seeks to establish a turf conversion rebate and a water efficiency program in Eagle County to be funded by a grant from the Colorado River District.

COMMUNITY INPUT:

N/A

BUDGET / STAFF IMPACT:

N/A

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #1 to practice fair, transparent, and communicative local government.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is included within the Consent Agenda and no separate motion is required.

ATTACHMENTS:

Proposed letter to the Colorado River District

TOWN OF MINTURN
301 Boulder St #309 ♦ 302 Pine Street
Minturn, CO 81645

Phone: 970-827-5645 Fax: 970-827-5545



TOWN COUNCIL
Mayor – Earle Bidez
Mayor Pro Tem – Terry Armistead
Council Members
George Brodin
Lynn Feiger
Gusty Kanakis
Kate Schifani
Tom Sullivan

October 19, 2022

Colorado River District (CRD)
201 Centennial St., Suite 200
Glenwood Springs, CO 81601

Dear Colorado River District,

On behalf of Eagle County Conservation District (ECCD) and Eagle River Watershed Council (ERWC), Town of Minturn writes in support of the Water Efficient Landscape Conversion Program for Eagle County. The establishment of this program is in line with our community and organizational values, as the Eagle River Valley relies on a healthy river system to support our vibrant economy, numerous wildlife and way of life.

The establishment of a turf conversion rebate and water efficiency education program in greater Eagle County will not only help reach goals outlined in the Climate Action Plan adopted by Town of Minturn, but will also align well with the values of the Town. Minturn values our rivers because of the variety of benefits they bring to our community. Both the Eagle River and Cross Creek provide recreational opportunities, improve quality of life, support local wildlife and Cross Creek specifically supports drinking water for the town residents. This project will help us achieve our community goals of: long-term stewardship of the natural beauty and health of Minturn’s environment, sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “keep Minturn, Minturn,” and advance decisions, projects and initiatives that expand future opportunity and viability for the town as identified in our strategic plan.

Town of Minturn urges the Colorado River District to consider this application for the Community Funding Partnership grant to help catalyze further water efficiency action in the Eagle River Watershed and beyond through the Water Efficient Landscape Conversion Program for Eagle County.

For more information about the project proposal, please contact Laura Bohannon (ECCD – eaglecountycd@gmail.com) or James Dilzell (ERWC – dilzell@erwc.org).

Sincerely,

Earle Bidez, Mayor
Town of Minturn



To: Mayor and Council
From: Jay Brunvand
Date: October 19, 2022
Agenda Item: Annual renewal of Retail Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Retail Liquor License for Gail Crowder, DBA The Minturn Mile Liquor Store located at 341 Main St.

INTRODUCTION:

This establishment has an existing Retail License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$87.50.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

Submit to Local Licensing Authority

**MINTURN MILE LIQUORS
 PO BOX 1603
 Vail CO 81658**

Fees Due	
Renewal Fee	277.50
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name CROWDER GAIL W		Doing Business As Name (DBA) MINTURN MILE LIQUORS	
Liquor License # 26-35821-0000	License Type Liquor Store (city)		
Sales Tax License Number 26358210000	Expiration Date 11/15/2022	Due Date 10/01/2022	
Business Address 341 MAIN ST Minturn CO 81645			Phone Number 9708275220
Mailing Address PO BOX 1603 Vail CO 81658		Email	
Operating Manager JEAN CROWDER	Date of Birth 5/26/95	Home Address 312 MT TRAVERS LEADVILLE	Phone Number 970-486-2893
1. Do you have legal possession of the premises at the street address above? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business	Title	
Gan Crowder	owner	
Signature	Date	
Gan Crowder	10/13/22	
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For	Date	
Town of Montrose	10/19/22	
Signature	Title	Attest
	Mayor	

Tax Check Authorization, Waiver, and Request to Release Information

I, Gail Crowder
~~MINTURN MILE LIQUOR~~ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of MINTURN MILE LIQUOR (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>MINTURN MILE LIQUOR</u>		Social Security Number/Tax Identification Number <u>84-1579516</u>	
Address <u>341 MAIN ST.</u>			
City <u>Wagon MINTURN</u>		State <u>CO</u>	Zip <u>81645</u>
Home Phone Number		Business/Work Phone Number <u>970-827-5220</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>GAIL CROWDER</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Gail Crowder</u>			Date signed <u>10/3/22</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



To: Mayor and Council

From: Jay Brunvand

Date: October 19, 2022

Agenda Item: Annual renewal of Lodging and Entertainment Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Lodging and Entertainment Liquor License for the Bunkhouse located at 175 Williams St.

INTRODUCTION:

This establishment has an existing L&E License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$125.00.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

Submit to Local Licensing Authority

**THE BUNKHOUSE
 P.O. BOX 1496
 Avon CO 81620**

Fees Due	
Renewal Fee	550.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 550.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name THE BUNKHOUSE		Doing Business As Name (DBA) THE BUNKHOUSE	
Liquor License # 03-06941	License Type Lodging & Entertainment (City)		
Sales Tax License Number 31414917	Expiration Date 10/17/2022	Due Date 09/02/2022	
Business Address 175 WILLIAMS STREET Minturn CO 81645			Phone Number 9703939003
Mailing Address P.O. BOX 1496 Avon CO 81620		Email	
Operating Manager Nancy Redmond	Date of Birth 12/27/73	Home Address 175 Williams St, Minturn, CO 81645	Phone Number 970-393-9003
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease <u>February 2028</u>			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <i>Nancy Richards</i>	Title <i>Owner/operator</i>
Signature <i>Nancy Richards</i>	Date <i>10/11/22</i>

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For <i>Town of Monument</i>	Date <i>10/19/22</i>
Signature <i>[Signature]</i>	Title <i>Mayor</i>
	Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, Nancy Richards am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of THE BUNKHOUSE LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Nancy Richards / THE BUNKHOUSE LLC</u>		Social Security Number/Tax Identification Number <u>31414917</u>	
Address <u>175 Williams St. #102</u>			
City <u>MINNAPEN</u>		State <u>CO</u>	Zip <u>81645</u>
Home Phone Number <u>970-393-9003</u>		Business/Work Phone Number <u>970-827-4165</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>NANCY RICHARDS</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Nancy Richards</u>			Date signed <u>10/11/22</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



To: Mayor and Council

From: Jay Brunvand

Date: October 19, 2022

Agenda Item: Annual renewal of Hotel and Restaurant Liquor License

REQUEST:

Staff is requesting Council to review and approve the attached annual renewal of a Hotel and Restaurant Liquor License for the Pizza Pub LLC, dba Magustos located at 101 Main St.

INTRODUCTION:

This establishment has an existing H&R License and this is the annual renewal.

ANALYSIS:

Not Applicable

COMMUNITY INPUT:

Not Applicable

BUDGET / STAFF IMPACT:

The applicant has submitted the required fee of \$125.00.

STRATEGIC PLAN ALIGNMENT:

In accordance with Strategy #4 the Town will advance decisions/projects/initiatives that expand future opportunity and viability for Minturn. Both as an employer and a sales tax contributor these businesses each help further Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

This item is approved on the Consent Agenda, no separate motion is required.

ATTACHMENTS:

- Application and supporting documentation for the license renewal.

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 50.00
Renewal Fee	\$500.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$550.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

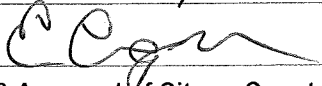

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name PIZZA PUB LLC		Doing Business As Name (DBA) MAGUSTOS PIZZA + BURGER PUB	
Liquor License # 0312271-0000	License Type Hotel Rest + Ltr Ltr		
Sales Tax License Number 31343135-0000	Expiration Date 12/31/23	Due Date	
Business Address 101 MAIN ST MINTURN CO 81645			Phone Number 9703900861
Mailing Address PO BOX 1043 MINTURN CO 81645		Email CREYONBUS@GMAIL.COM	
Operating Manager ERIC CREYON	Date of Birth 10/07/70	Home Address 361 W DEER BLVD AVON CO 81670	Phone Number 9703900861
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease 4/1/2024			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
3b. If so, which are you renewing? <input checked="" type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input checked="" type="checkbox"/> Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes No
8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes No

Affirmation & Consent		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business	Title	
ERIC CREGON	Owner	
Signature	Date	
	10/07/20 10/13/22	
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For	Date	
Town of Narvosa	10/13/2022	
Signature	Title	Attest
	Mayor	

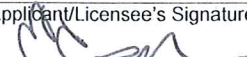
Tax Check Authorization, Waiver, and Request to Release Information

I, ERIC CREYON am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of PIZZA PUB LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>PIZZA PUB LLC</u>		Social Security Number/Tax Identification Number <u>834537796</u>	
Address <u>PO BOX 1043</u>			
City <u>MINTURN</u>		State <u>CO</u>	Zip <u>81645</u>
Home Phone Number <u>9703900861</u>		Business/Work Phone Number <u>9708275450</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>ERIC CREYON</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed <u>10/13/22</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



To: Mayor and Council
From: Madison Harris, Planner I
Date: October 14, 2022
Agenda Item: Recent Planning Commission Recommendations and Actions

Request:

Review of Planning Commission actions from their regular meeting of September 28, 2022. The following actions were recently taken by the Planning Commission, acting as the Minturn Design Review Board:

962 Main Street - Changes to Approved Plans

Introduction:

At their regular meeting of September 28, 2022, the DRB reviewed the final plans for an amendment to a new single-family residence located at 962 Main Street. Plans call for a new residential structure to be constructed on the lot.

A staff report and site plans, along with exterior elevation renderings and floor plans are attached for reference.

The DRB discussed the proposed changes to approved plans in context to Chapter 16 – *Zoning*, and Appendix ‘B’ *Design Review Standards and Guidelines*, of the Town of Minturn Municipal Code. The DRB unanimously supported the proposed project as meeting the objectives and requirements of the MMC and, specifically the Design Review Standards and Guidelines.

Ultimately, the DRB voted 3-0 to approve the changes to approved plans, with the following recommended condition:

1. That snowmelt remain for the driveway as proposed.

Community Input:

No citizens spoke at the hearing.

Public notice was provided in accordance with the Minturn Municipal Code as a matter of posting of the official agenda and packet materials for public review prior to the hearing, and following Section 16-21-610 Public notice.

Analysis:

In reviewing the application, the Planning Commission considered the criteria and findings required by the Minturn Municipal Code, as well as the testimony of staff and the Applicant.

Discussion by the DRB focused on the proposal's overall conformance with the requirements of Chapter 16 – *Zoning*, and Appendix 'B' *Design Review Standards and Guidelines*, of the Town of Minturn Municipal Code.

Budget/Staff Impact:

TBD.

Strategic Plan Alignment:

The Planning Commission's review of proposed development projects and their actions to approve final plans for individual projects, acting as the Town of Minturn Design Review Board, aligns with the following key strategies:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

THE TOWN WILL SEEK TO MAKE INFORMED, DATA-BASED DECISIONS WITH A STANDARD OF "DOING IT RIGHT." WITH AN HONEST APPROACH TO ALL ASPECTS OF LOCAL GOVERNMENT AND A FOCUS ON THE PUBLIC PROCESS, THE TOWN COUNCIL AND STAFF ARE COMMITTED TO SERVING MINTURN WITH THE HONESTY AND INTEGRITY EXPECTED OF A SMALL-TOWN GOVERNMENT.

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

The ability for Minturn to approach development as resilient, sustainable, creative and diverse will allow the town to continue embracing what has "made Minturn, Minturn." The town can further leverage its crossroads location as a valley-wide benefit and competitive advantage.

Recommended Action or Proposed Motion:

Approve 962 Main Street, on consent, ratifying the Town of Minturn Design Review Board action to approve the final plans with conditions.

Attachments:

- Staff Report
- DRB Application for 962 Main Street

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



Minturn Planning Commission
Chair – Lynn Teach
Jeff Armistead
Michael Boyd
Elliot Hovey
Sage Pierson
Tom Priest

To: Planning Commission
From: Madison Harris, Planner I
Date: September 28, 2022
Re: 962 Main Street - Changes to Approved Plans

Warner Hopkins, representative of 962 Main Street, received approval from the DRB on February 23, 2022 for a new single family house. Upon further review with the property owner, certain elements of the approved plans have been changed.

Per the Applicant’s letter of intent, the following is a description of the proposed changes:

“The Owner has gone through several design revisions, specifically focused on decreasing the size of the home without losing the required elements. The overall massing of the home remains the same but there were several elements which went through revisions.

-The lower level will remain unfinished.

-The 3 car garage shrunk to a 2 car with a covered front patio which is experienced as you approach the front door.

-The home was squeezed to reduce the square footage.

-The pool was removed due to complications with the Energy Offset Program.

-Removal of the snowmelt around the project with the exception of 648 SF of snowmelt in the steeper section of the driveway.”

The lot coverage has changed from 3,367.4 sq. ft. to 2,755.7 sq. ft., and the impervious coverage has changed from 4,519.6 sq. ft. to 3,511.7 sq. ft. The back patio and deck have become smaller, pulling away from the rear property line. The removal of the pool also helps to account for this reduction in impervious area. The plans still show four parking spaces, two in the garage, and two in the driveway which still meets the code.

Staff believes that the proposed modifications will not change the project’s conformance with the applicable standards of Chapter 16 – *Zoning*, or Appendix ‘B’ – *Design Standards and Guidelines* of the Minturn Municipal Code.

Staff is recommending **approval**.



DESIGN REVIEW 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

Project Name:

Project Location

Street Address:

Zoning:

Parcel Number(s):

Application Request:

Applicant:

Name:

Mailing Address:

Phone:

Email:

Property Owner:

Name:

Mailing Address:

Phone:

Email:

Required Information:

Lot Size:	Type of Residence (Single Family, ADU, Duplex)	# of Bedrooms	# On-site Parking Spaces
# of Stories:	Snow storage sq ft:	Building Footprint sq ft:	Total sq ft Impervious Surface:

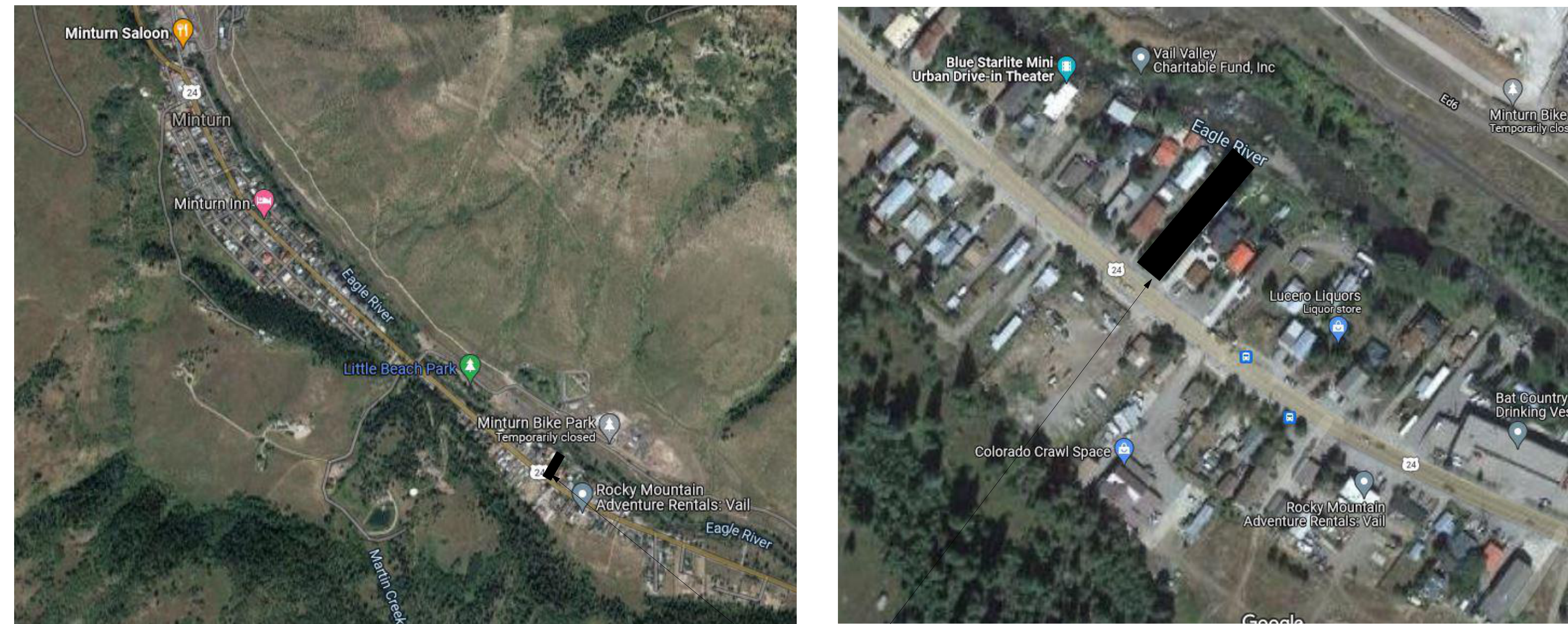
Signature:

Fee Paid: _____ **Date Received:** _____ **Planner:** _____

RDBS Residence

962 Main St

Minturn, CO 81645

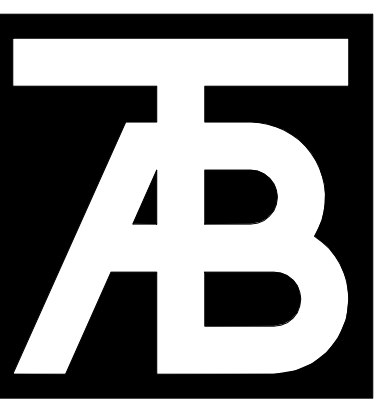


VICINITY MAP
SITE LOCATION

Construction Documents Rev 1

6/7/22

Zoning Requirements
 Zone District - South Town Residential
 Lot Size - 0.2393 Acres (10423.9 S.F.)
 Lot Frontage - 48'-2"
 Setbacks (Front - 20')
 Building Height - 27'-11 5/8" (28' Max)
 Living Floor Area - 3,505.5 SF
 Gross Floor Area - 5,649.0 SF
 Site Area for Proposed Site Coverage by all Primary and Accessory calcs - Site Area - 9,550 SF
 Impervious Coverage - 4,304.3 SF (Max 50% - 4,775)
 Structures - 2,755.7 SF (Max 40% - 3,820)
 Parking Spaces 6 spots (2 Enclosed, 4 surface)



TAB Associates
 The Architectural Balance
 0066 Edwards Village Blvd.
 Suite 210
 Edwards, CO 81632
 (970) 766-1470
 fax: (970) 766-4471
 email: tab@tab.net
 www.tabassociates.com
 Civil Engineer
 Structural Engineer
 Mechanical Engineer
 Electrical Engineer

Seal

962 Main Street
 Minturn, CO 81645
 South Minturn, CO

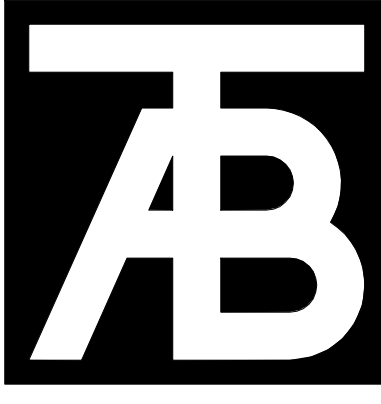
Revisions:		
No	Description	Date

Issue Dates:
 SD - 01/26/22
 CD - 05/04/22
 CD R1 - 06/07/22
 Rev3 - 08/31/22

Sheet Title:
Cover

Project No:
 2120

Sheet No:
A0.0



TAB Associates
The Architectural Balance
0656 Edwards Village Blvd.
Suite 210
Edwards, CO 81420
(970) 766-1470
fax: (970) 766-1471
email: info@tab.net
www.tabnet.com

Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

No	Revisions:	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

Sheet Title:
Index

Project No:
2120

Sheet No:
A0.1

DRAWING INDEX

SHEET LIST	
Sheet Number	Sheet Name
A0.0	Cover
A0.1	Index
A0.2	Door and Window Schedules
C1.0	Survey
A1.1	Site Plan
A2.1	Lower Level Floor Plan
A2.2	Main Level Floor Plan
A2.3	Upper Level Plan
A2.4	Roof Plan
A3.1	Interior Elevations
A3.2	Exterior Elevations
A4.1	Building Sections
A4.2	Building Sections
A5.1	Details
A5.2	Details
S1	Structural Cover
S2	Foundation Plan
S3	Main Level Framing Plan
S4	Upper Level/Low Roof Framing Plan
S5	High Roof Framing Plan
S6	Details
S7	Details
E2.1	Lower Level Power and Lighting Plan
E2.2	Main Level Power and Lighting Plan
E2.3	Upper Level Power and Lighting Plan

SYSTEM NOTES

GENERAL NOTES:

- Do not scale Drawings.
- Dimensions are to face of stud, centerline of stud and/or face of concrete foundation walls, unless otherwise noted.
- Coordinate all mechanical and electrical equipment to fit within ceiling and wall cavities/spaces.
- Provide all necessary blocking in stud cavities in walls and ceilings. Locations include, but not limited to, toilet and bath accessories, wall and ceiling mounted electrical equipment, window treatments, mantels, closet rods, cabinetry, countertops and false beams.
- All steel located below and exposed to grade to be coated with bituminous damproofing.

WALL SYSTEMS:

- Typical foundation walls to be Wall Type W-1.
- Typical framed exterior wall to be Wall Type W-2. See Building Elevations for exterior finishes.
- Typical interior partitions to be Wall Types W-4 and W-5, re: Floor Plans for locations.
- Interior partitions to receive plumbing fixtures to be Wall Type W-5.
- Horizontal mechanical shafts to be one-hour fire rated shaft.

FLOOR SYSTEMS:

- Lower Level Concrete Slabs: 5" concrete slab w/infloor heat over 1 1/2" extruded polystyrene on 6 mil. polyethylene vapor barrier on 4" min. gravel base on grade, re: structural drawings.
- Floor Substrate: 1 1/2" gypcrete system w/infloor heat on 3/4" tongue and groove plywood sheathing glued and nailed w/ingshank nails to floor joists, re: structural. Main Floor to have 5 1/2" sound attenuation batt insulation.
- Garage Floor Concrete Slab on Grade: Fiber reinforced concrete slab w/steel reinforcing on 1 1/2" extruded polystyrene (Contractor option: see Wall Type 1) on 6 mil. polyethylene vapor barrier on 4" min. gravel base on grade, re: structural drawings.
- Garage Floor Concrete Structural Slab: Fiber reinforced concrete slab w/steel reinforcing on floor framing RE: structural.

ROOF SYSTEMS:

- Typical Roof System: Berridge Tee-Panel Metal Seam Roof - Charcoal Grey on "W.R. Grace Ice and Water Shield" membrane, on 5/8" CDX plywood sheathing, on roof framing (re: structural), with sprayed-in foam insulation (2 pcf. min.) to achieve an R-50 minimum in joist cavities. (Bluebeam insulation 949-1155) Provide 1x6 v-groove T&G decking at exterior exposed rafters with 4" or less overhang & 2x6 T&G v-groove decking at exterior exposed rafters with overhangs greater than 4". Substitute "W.R. Grace Ultra" membrane under all copper flashing locations. Standing seam roofing to have no exposed fasteners, no horizontal seams and to have integral cap and pan. Plan to have two ribs per pan to reduce oil canning. Provide Shop Drawings to Architect for review prior to fabrication.

CEILING NOTES:

- All ceilings to be 5/8" gwb, unless otherwise indicated.
- Behind all ceramic tile, marble and granite substitute 7/16 gmmu for 5/8" gwb.
- Provide Bituthene waterproofing membrane on 1/8" masonry behind gmmu on steam room walls and ceiling. Slope steam room ceiling 2" per foot min.
- Install a 6 mil. min. vapor barrier to bottom face of roof joists at ceiling spaces. Seal vapor barrier at exterior walls to create an internal barrier to vapor permeance at the thermal envelope.
- All gypsum board ceilings are to be applied directly to bottom face of joists and rafters except on underframed areas.

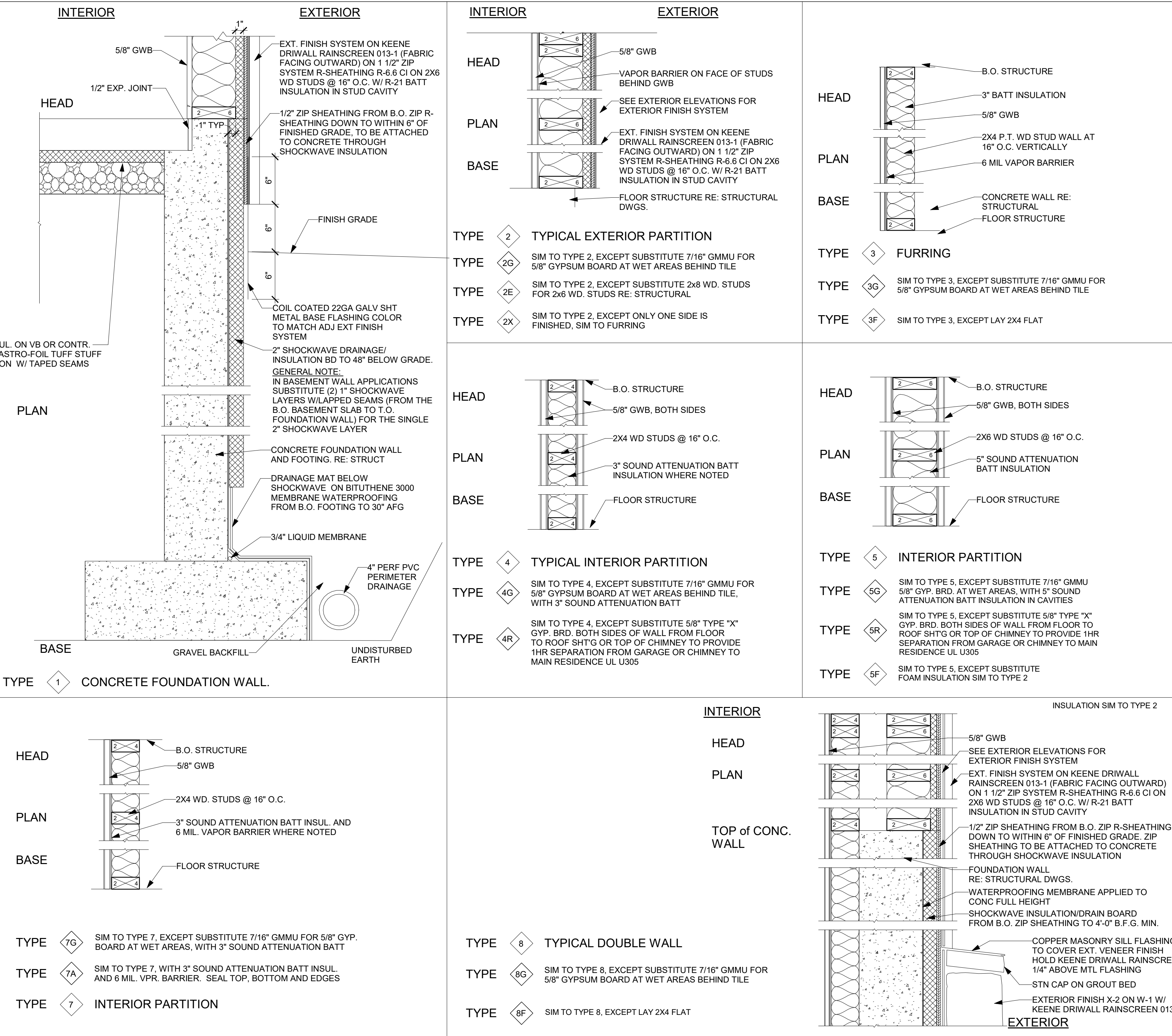
PROJECT S.F.

MAIN LEVEL LIVING	2,077.9
UPPER LEVEL LIVING	1,483.0
TOTAL LIVING	3,560.9
UNFINISHED LOWER LEVEL	1,139.2
MECHANICAL	294.8
TOTAL W/O GARAGE	4,994.9
2 CAR GARAGE	799.1
TOTAL W/GARAGE+STORAGE	5,794.0

ABBREVIATIONS

A	AMPERE	INSUL	INSULATION, INSULATING
AB	ANCHOR BOLT	JT	JOINT
ACT	ACOUSTICAL CEILING TILE	KV	KILOVOLT
APC	ACOUSTICAL PLASTER	KVA	KILOVOLT AMPERE
APC	CEILING	KIT	KITCHEN
AFG	ABOVE FINISHED FLOOR	MFR	MANUFACTURE(R)
ALC	ALTERNATE	MIN	MINIMUM
ALUM	ALUMINUM	MST	MASTER BED
ARCH	ARCHITECT(URAL)	LND	LAUNDRY
BD	BEDROOM	LIV	LIVING
BKG	BACKGROUND	LND	LAUNDRY
BM	BEAM	MAX	MAXIMUM
BRG	BEARING	MH	MANHOLD
BRD	BOARD	MECH	MECHANICAL
B.O.	BOTTOM OF	MFR	MANUFACTURE(R)
BOT	BOTTOM	MH	MANHOLD
BRKR	BREAKER	MIN	MINIMUM
BTU	BRITISH THERMAL UNIT	MTL	METAL
BTU/H	BTU PER HOUR	N	NORTH
BTWN	BETWEEN	NO	NUMBER
BLDG	BUILDING	OC	ON CENTER
BUR	BUILT UP ROOFING	OPP	OPPOSITE
C	CONDUIT	OZ	OUNCE(S)
CC	CENTER TO CENTER	OSD	OUTSIDE DIAMETER
CFM	CUBIC FEET PER MINUTE	OSF	OUTSIDE FACE
CJ	CONTROL JOINT	P	POLE
CL	CENTER LINE	PAN	PANTRY
CLG	CEILING	PERF	PERFORATED
CLOS	CLOSET	PL	PROPERTY LINE OR PLATE
CLP	CORRUGATED METAL PIPE	PLAM	PLASTIC LAMINATE
CO	CLEAN OUT	PLM	PAINT
COL	COLUMN	POLY	POLYETHYLENE
CONC	CONCRETE	POLYISO	POLYISOCYANURATE
CONT	CONTINUOUS, CONTINUE	POLYST	POLYSTYRENE
CORR	CORRUGATED	PRE	PRESSURE RELIEVE VALVE
CTG	CENTER TO CENTER	PRO	PRECISION
CW	COLD WATER	PSF	PRESSURE PER SQUARE FOOT
X	CROSS	PSI	PRESSURE PER SQUARE INCH
D	DEEP OR DEPTH OR DRYER	PT	PRESSURE TREATED
DTL	DETAIL	PVC	POLYVINYL CHLORIDE
DIAG	DIAGONAL	PWT	POTABLE WATER
DIA	DIAMETER	REF	REFLECTED
DIAPH	DIAPHRAM	REFN	REFLECTED(ING)
DINING	DINING	REFP	REFLECTED CEILING PLAN
DHW	DOMESTIC HOT WATER	REF	REFRIGERATOR
DR	DOOR	RM	ROOM
DWG	DRAWING	SAT	SUSPENDED ACOUSTICAL TILE
EA	EACH	SCH	SCHEDULE
ELEC	ELECTRICAL	SD	STORM DRAIN
EWC	ELECTRIC WATER COOLER	SF	SQUARE FOOT (FEET)
E	ELEVATION, ELEVATOR	SHT	SHEET
EMBED	EMBEDMENT	SIM	SIMILAR
EM	EMERGENCY	SLH	SPRING LOADED HINGES
EX	EXISTING	SPEC	SPECIFICATIONS(S)
EXIST	EXISTING	SS	STAINLESS STEEL
EXP	EXPANSION	SSFC	SOLID SURFACE
EXT	EXTERIOR, EXTRUDED	STL	STEEL
FD	FLOOR DRAIN	STIFF	STIFFENER
FE	FIRE EXTINGUISHER	STN	STONE
FEC	FIRE EXTINGUISHER	STRUCT	STRUCTURAL
FT	FEET	SUSP	SUSPENDED
FG	FIBERGLASS	T&G	TONGUE AND GROOVE
FF	FINISH FLOOR	TC	TEMPERATURE CONTROL
FH	FIRE HYDRANT	THK	THICKNESS
FLG	FLANGE	THRU	THROUGH
FLUOR	FLUORESCENT	T.O.	TOP OF
FOF	FACE OF FINISH	TRANSV	TRANSVERSE
FP	FIREPLACE	TUBE	TUBE STEEL
FRZ	FREEZER	TYP	TYPICAL
FS	FLOOR SINK	UG	UNDERGROUND
FT	FIRE TREATED	UNO	UNLESS NOTED OTHERWISE
FTG	FOOTING	VB	VAPOR BARRIER
GA	GAUGE	VERT	VERTICAL
GAL	GALLON	VEST	VESTIBULE
GALV	GALVANIZED	V	VOLT
G	GAS	WB	WEATHER BARRIER
GI	GALVANIZED IRON	WC	WATER CLOSET OR WATER COLUMN
GMMU	GLASS MESH MORTAR	WD	WOOD
GND	GROUND	WF	WELDED WIRE FABRIC
GR	GRADE, GRADING	W	WEST OR WATER OR WIDE OR WITH
GYP	GYPSPUM	W/W	W/ WASH OR WIDTH
GWB	GYPSPUM WALL BOARD	W/O	WITHOUT
H&V	HEATING & VENTILATING		
HDD	HIGH DENSITY OVERLAY		
HOPE	HIGH DENSITY POLYETHYLENE		
HGT	HEIGHT		
HK	HOOK(S)		
HM	HOLLOW METAL		
HORZ	HORIZONTAL		
HP	HORSE POWER		
HW	HOT WATER		
HWC	HOT WATER CIRCULATION		
HR	HOUR		

WALL TYPES



GENERAL NOTES

FRAMING NOTES:

All interior sill plates on concrete to be pressure treated. All exterior sill plates to be separated from concrete with Dow - sill seal. Any gaps greater than 1/4" to be shimmed w/ metal shims & to be framed w/ expanding urethane. All studs to be @ 16" o.c. max., unless noted otherwise. Plywood sub-floor sheathing to be 3/4" 1 & g to be glued & nailed with ringshank nails. Nail perimeter @ 6" o.c. & field @ 8" o.c. @ joists. All joists & rafter ends to be fully blocked, unless supported by hangers. Exterior plywood wall sheathing to be 1/2". Nail w/ 10d min. Nail perimeter @ 6" o.c. & field @ 12" o.c. Provide blocking @ all edges between studs.

INSULATION NOTES:

Insulation to be installed and expanded to its full mfr. thickness for full width of stud/joist/rafter space. Insulation to be split around electrical and interior plumbing, provide max. thickness polyisocyanurate bd. insul. for full width & ht of stud space on cold side of plumbing in ext. walls. Provide no insul. on warm side of plumbing. Vapor barrier resistant to be "Tremco-Acoustical" sealant or approved equal. Provide polyisocyanurate board behind recessed light fixtures per detail 3/A5.1.

DRYWALL NOTES:

Drywall to be shimmed as required.
Drywall to be screwed. Nails are to be used only to position boards, not to secure them.
Drywall texture to be chosen by Owner/Interior Designer. Samples are to be troweled or sprayed and acceptance is to be determined by the Owner.
No joints, tape seams, screw heads or patches should be visible upon completion.
All corners & transitions to have rounded corner trim & moulding, respectively & are to be in a straight line.
Provide ceiling/wall mounted speaker wiring at locations in rooms as designated by the Owner at the pre-construction meeting.

PAINTING NOTES:

Drywall to be shimmed as required.
Drywall to be screwed. Nails are to be used only to position boards, not to secure them.
Drywall texture to be chosen by Owner/Interior Designer. Samples are to be troweled or sprayed and acceptance is to be determined by the Owner.
No joints, tape seams, screw heads or patches should be visible upon completion.
All corners & transitions to have rounded corner trim & moulding, respectively & are to be in a straight line.

ELECTRICAL NOTES:

Switches - all to be mounted vertically @ 48" ± aff, unless otherwise indicated in these documents or decided by Architect @ rough-in.
Receptacles - all to be mounted @ 10" ± aff, unless otherwise noted or otherwise decided by Architect @ rough-in. Frame to provide blocking after electrical layout by electrician. Above counter receptacles to be mounted horizontally.
Exterior receptacles - all are to be in waterproof boxes w/ covers & to be on g.f.i. circuits.

Generally, electrical devices and cover plates installed in wood or stone are to be dark brown, but Electrician is responsible for reviewing surface colors with Architect, Interior Designer and Owner for review of desired colors prior to substitution or installation. Outlets and switches to be "Decor" in type.
Trim rings and baffles for recessed light fixtures mounted in wood ceilings are to be black. Trim rings and baffles for recessed light fixtures mounted in ceilings that are painted other than white or beige are to be painted to match the surrounding ceiling. Trim rings and baffles for recessed light fixtures mounted in ceilings that are painted white or beige are to be white.
Sequence - verify sequence of light switches w/ Architect or Owner.

Coordination - electrical contractor to coordinate his work w/ the Architect or Owner @ rough installation of lights, receptacles & switches for exact locations.
Both exterior & interior boxes shall be installed, then inspected by Architect or Owner.
Vapor barrier penetrations all to be carefully executed & caulked.
Fans (present & future) - all to have 4" reinforced fan "T" boxes.
Cabinets - electrical contractor to hook up all electrical location in cabinets as indicated on the drawings.
Television antenna outlets - all to be home runs (75 ohm coax cable) to television antenna "main" outlet located per Owner.
Speaker outlets - all to be home runs (14 ga. Twisted copper two conductor wire for each channel) to speaker "main" outlet located per Owner.
Phone lines to be 4 pair to each outlet.
Provide ceiling/wall mounted speaker wiring at locations in rooms as designated by the Owner at the pre-construction meeting.

Meter box - meter box & disconnect shall have lockable cover.
Meter, panel & disconnect - any modification to the configuration of these as required by code is the Electrical Contractor's responsibility in design & installation cost.
Wire & breaker size - electrical contractor to verify exact wire & breaker sizes for equipment & lighting before running necessary wire and per current codes and regulations.
Recessed light fixture: Refer to detail on 3/A5.1
All gutters, downspouts and leaders to receive heat tape for entire length.

PLUMBING NOTES:

Drywall to be shimmed as required.
Drywall to be screwed. Nails are to be used only to position boards, not to secure them.
Drywall texture to be chosen by Owner/Interior Designer. Samples are to be troweled or sprayed and acceptance is to be determined by the Owner.
No joints, tape seams, screw heads or patches should be visible upon completion.
All corners & transitions to have rounded corner trim & moulding, respectively & are to be in a straight line.
Hot water should be on an insulated hot water recirculation line and pump.
Plumbing fixtures and fittings to be chosen by Interior Designer or Owner. Even if not specified, all accessory fittings on a plumbing fixture are to be the same finish as the main fitting or adjacent fitting itself. I.E.: toilet trip levers, supply valves, lines and escutchions are to match adjacent sink faucets.
Water Filtration system, if specified by Owner, to be design/built. Detailed location of all equipment to be coordinated with Architect.

MECHANICAL NOTES:

Bathroom tile areas to receive electric mat heating.
Thermostats are to be digital with 2-4 setback capabilities.
Submit design build plans to Architect and Owner for review and coordination.

FIRE SUPPRESSION NOTES:

Fire Suppression system to be design/built. Detailed location of all headers and piping to be submitted to Architect for review. Fire Sprinkler head covers should be factory painted to match the ceiling surface color in which they are to be installed. Dark bronze covers in wood ceilings and white covers in light color painted drywall ceilings are acceptable alternatives. Requests for alternatives are to be submitted to the Architect, Interior Designer and Owner for review prior to substitution or installation.

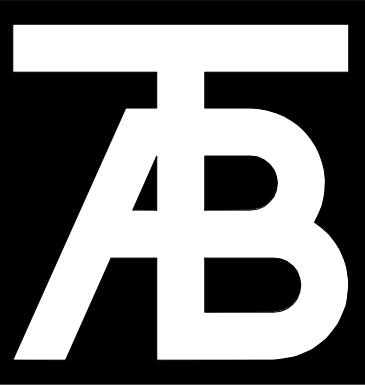
DATUM REFERENCE

DATUM REFERENCE FOR THIS PROJECT IS THE MAIN FINISH FLOOR LEVEL
T.O. GYPCRETE = EL. 100'-0" ON ALL OTHER DRAWINGS EQUALS 7552' ON SITE PLAN

COPYRIGHT

The drawings, specifications and other documents prepared by the Architect (TAB Associates, Inc.) for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided in writing, the Architect shall be deemed the sole and exclusive author of these documents and shall retain, without limitation, all common law, statutory and other reserved rights, including the copyright hereof. No person, whether having come into possession hereof or otherwise, shall employ these documents on any other project, nor for additions to this Project nor for the completion of this Project by others, unless with the prior express written consent of the Architect and upon appropriate compensation to the Architect in an amount and kind satisfactory to the Architect. The Architect expressly claims all proprietary rights in the material which is issued in confidence for design and/or construction purposes of this Project as noted. These materials may not be copied, modified, nor employed in any way without the specific prior written consent and permission of the Architect. TAB Associates, Inc. All rights reserved. If this project is photographed for any reason (sales, developer and contractor brochures included), the photographer is to provide TAB Associates, Inc. with all images for use by TAB Associates, Inc. for its website (www.tabassociates.com) only. If TAB Associates, Inc. desires to use any image in an advertising publication (magazine or magazine directory), TAB Associates, Inc. will pay the photographer a reasonable fee for such use.

9/12/20 Woodruff Residence Minturn01 Drawing Files07 Rev3 Central Files08 Residences CDs Rev3.rvt



TAB Associates

The Architectural Balance
0050 Edwards Village Blvd.
Suite 210
Edwards, CO 81420
(970) 766-1470
fax: (970) 766-5471
email: tab@tab.net
www.tabassociates.com

Civil Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions table with columns: No, Description, Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

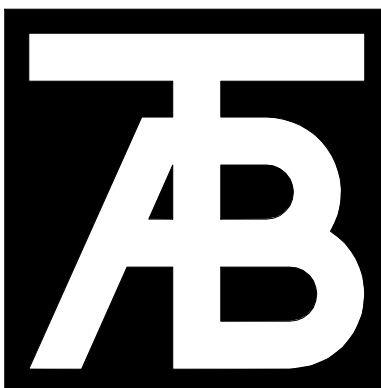
Sheet Title:
Door and Window Schedules

Project No:
2120

Sheet No:
A0.2

DOOR SCHEDULE table with columns: DOOR NO., LOCATION (FROM ROOM, TO ROOM), WIDTH, HEIGHT, DOOR THICKNESS, GLASS, Door Fire Rating, REMARKS

WINDOW SCHEDULE RESIDENTIAL table with columns: Mark, WIDTH, HEIGHT, FINISH, COMMENTS



TAB Associates

The Architectural Balance
0056 Edwards Village Blvd.
Suite 210
Edwards, CO 8112
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabassociates.com

Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

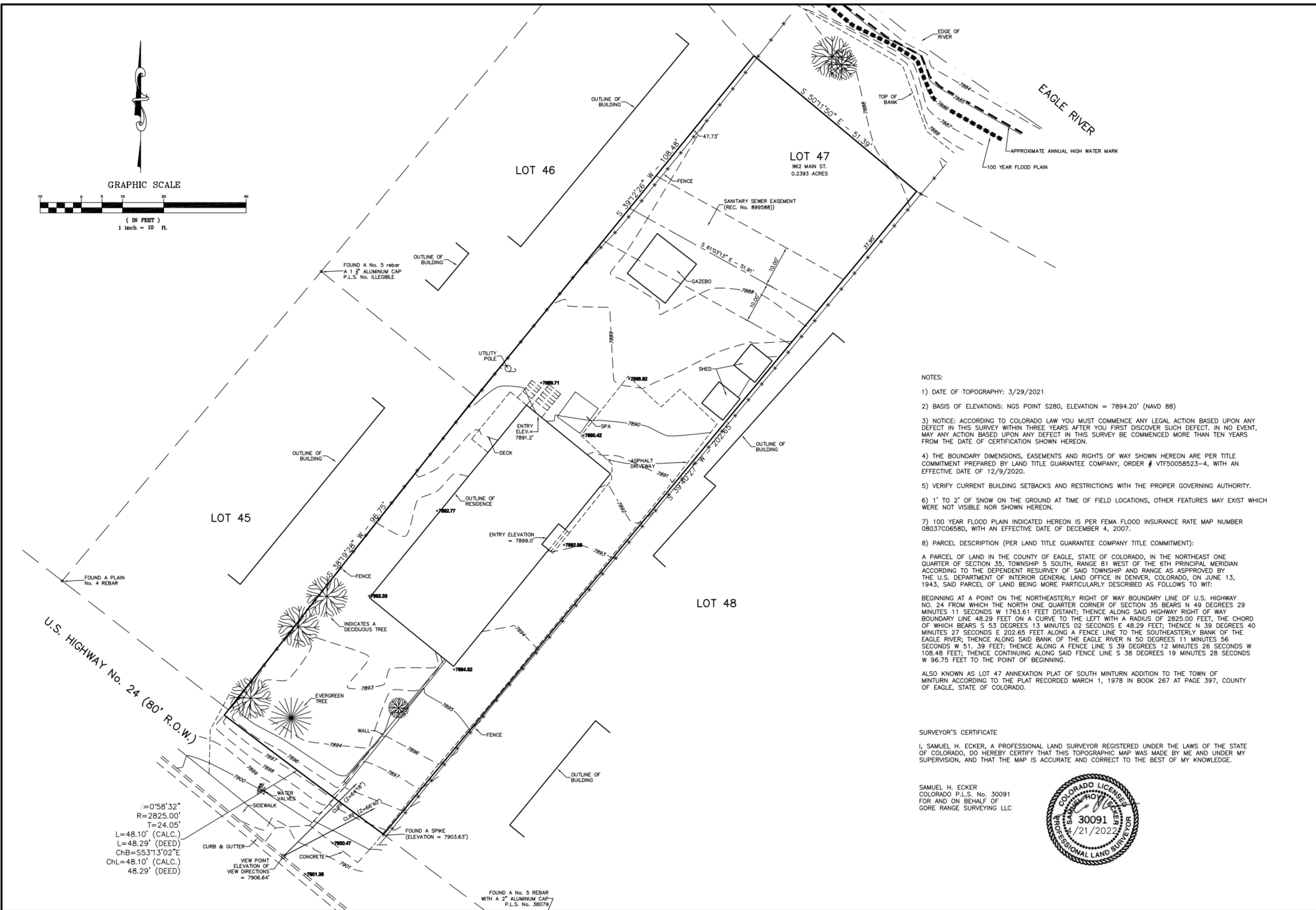
Revisions:		
No.	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

Sheet Title:
Survey

Project No:
2120

Sheet No:
C1.0



Gore Range Surveying, LLC
P.O. Box 15
Avenal, CO 81620
(970) 479-8699 • Fax (970) 479-0055

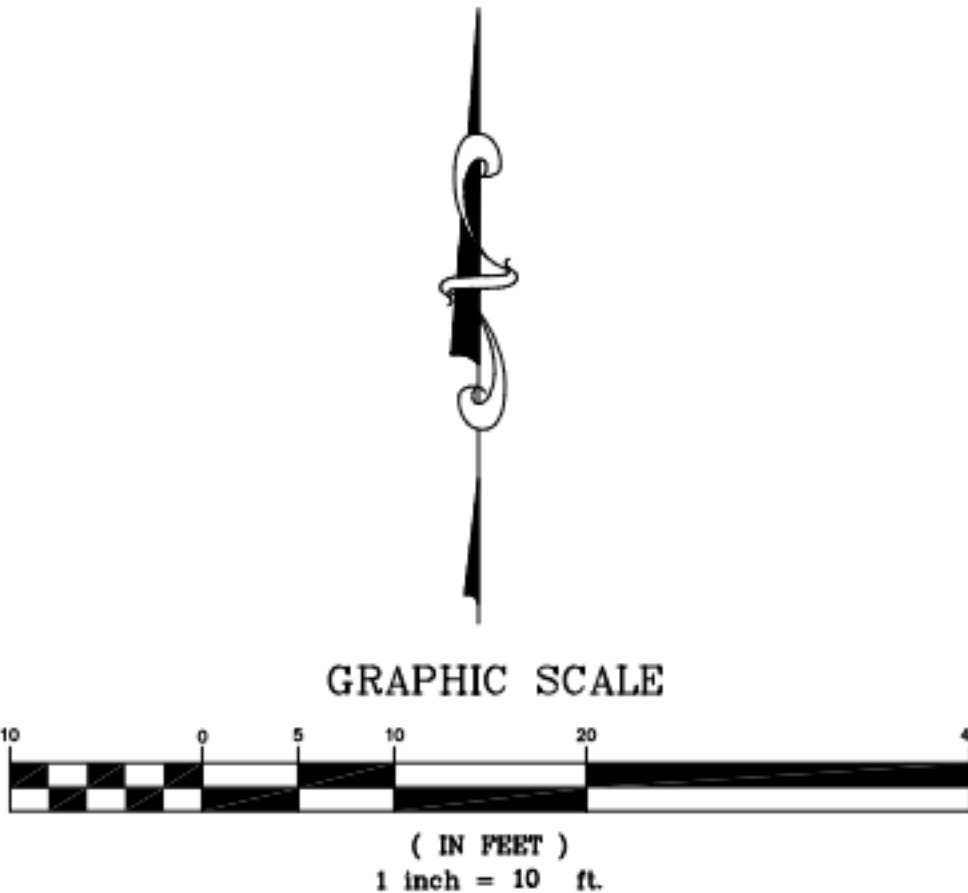
TOPOGRAPHIC MAP
LOT 47, SOUTH MINTURN ADDITION TO THE
TOWN OF MINTURN
EAGLE COUNTY, COLORADO

- NOTES:
- 1) DATE OF TOPOGRAPHY: 3/29/2021
 - 2) BASIS OF ELEVATIONS: NGS POINT S280, ELEVATION = 7894.20' (NAVD 88)
 - 3) NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.
 - 4) THE BOUNDARY DIMENSIONS, EASEMENTS AND RIGHTS OF WAY SHOWN HEREON ARE PER TITLE COMMITMENT PREPARED BY LAND TITLE GUARANTEE COMPANY, ORDER # VTF50058523-4, WITH AN EFFECTIVE DATE OF 12/9/2020.
 - 5) VERIFY CURRENT BUILDING SETBACKS AND RESTRICTIONS WITH THE PROPER GOVERNING AUTHORITY.
 - 6) 1' TO 2' OF SNOW ON THE GROUND AT TIME OF FIELD LOCATIONS, OTHER FEATURES MAY EXIST WHICH WERE NOT VISIBLE NOR SHOWN HEREON.
 - 7) 100 YEAR FLOOD PLAIN INDICATED HEREON IS PER FEMA FLOOD INSURANCE RATE MAP NUMBER 08037C0658D, WITH AN EFFECTIVE DATE OF DECEMBER 4, 2007.
 - 8) PARCEL DESCRIPTION (PER LAND TITLE GUARANTEE COMPANY TITLE COMMITMENT):
A PARCEL OF LAND IN THE COUNTY OF EAGLE, STATE OF COLORADO, IN THE NORTHEAST ONE QUARTER OF SECTION 35, TOWNSHIP 5 SOUTH, RANGE 81 WEST OF THE 6TH PRINCIPAL MERIDIAN ACCORDING TO THE DEPENDENT RESURVEY OF SAID TOWNSHIP AND RANGE AS APPROVED BY THE U.S. DEPARTMENT OF INTERIOR GENERAL LAND OFFICE IN DENVER, COLORADO, ON JUNE 13, 1943, SAID PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:
BEGINNING AT A POINT ON THE NORTHEASTERLY RIGHT OF WAY BOUNDARY LINE OF U.S. HIGHWAY NO. 24 FROM WHICH THE NORTH ONE QUARTER CORNER OF SECTION 35 BEARS N 49 DEGREES 29 MINUTES 11 SECONDS W 1763.61 FEET DISTANT; THENCE ALONG SAID HIGHWAY RIGHT OF WAY BOUNDARY LINE 48.29 FEET ON A CURVE TO THE LEFT WITH A RADIUS OF 2825.00 FEET, THE CHORD OF WHICH BEARS S 53 DEGREES 13 MINUTES 02 SECONDS E 48.29 FEET; THENCE N 39 DEGREES 40 MINUTES 27 SECONDS E 202.65 FEET ALONG A FENCE LINE TO THE SOUTHEASTERLY BANK OF THE EAGLE RIVER; THENCE ALONG SAID BANK OF THE EAGLE RIVER N 50 DEGREES 11 MINUTES 56 SECONDS W 51.39 FEET; THENCE ALONG A FENCE LINE S 39 DEGREES 12 MINUTES 26 SECONDS W 108.48 FEET; THENCE CONTINUING ALONG SAID FENCE LINE S 38 DEGREES 19 MINUTES 28 SECONDS W 96.75 FEET TO THE POINT OF BEGINNING.
- ALSO KNOWN AS LOT 47 ANNEXATION PLAT OF SOUTH MINTURN ADDITION TO THE TOWN OF MINTURN ACCORDING TO THE PLAT RECORDED MARCH 1, 1978 IN BOOK 267 AT PAGE 397, COUNTY OF EAGLE, STATE OF COLORADO.

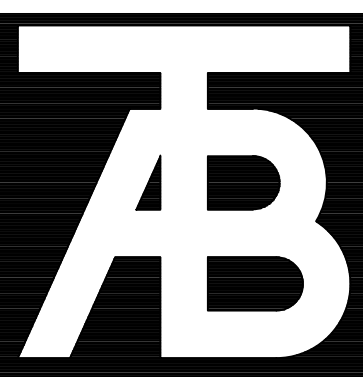
SURVEYOR'S CERTIFICATE
I, SAMUEL H. ECKER, A PROFESSIONAL LAND SURVEYOR REGISTERED UNDER THE LAWS OF THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS TOPOGRAPHIC MAP WAS MADE BY ME AND UNDER MY SUPERVISION, AND THAT THE MAP IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



SAMUEL H. ECKER
COLORADO P.L.S. No. 30091
FOR AND ON BEHALF OF
GORE RANGE SURVEYING LLC



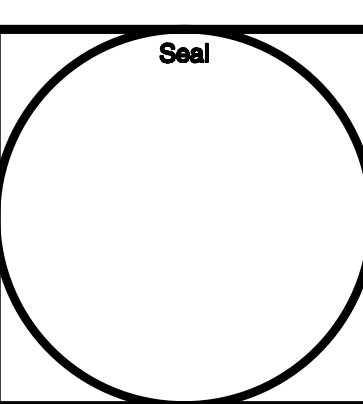
$\Delta = 0^{\circ}58'32''$
 $R = 2825.00'$
 $T = 24.05'$
 $L = 48.10'$ (CALC.)
 $L = 48.29'$ (DEED)
 $ChB = 553^{\circ}13'02''E$
 $ChL = 48.10'$ (CALC.)
 $ChL = 48.29'$ (DEED)



TAB Associates

The Architectural Balance
0000 Edwards Village Blvd.
Edwards, CO 81622
(970) 766-1470
fax: (970) 766-1471
email: tab@tab.com
www.tabassociates.com
Civil Engineer:

Structural Engineer:
Mechanical Engineer:
Electrical Engineer:



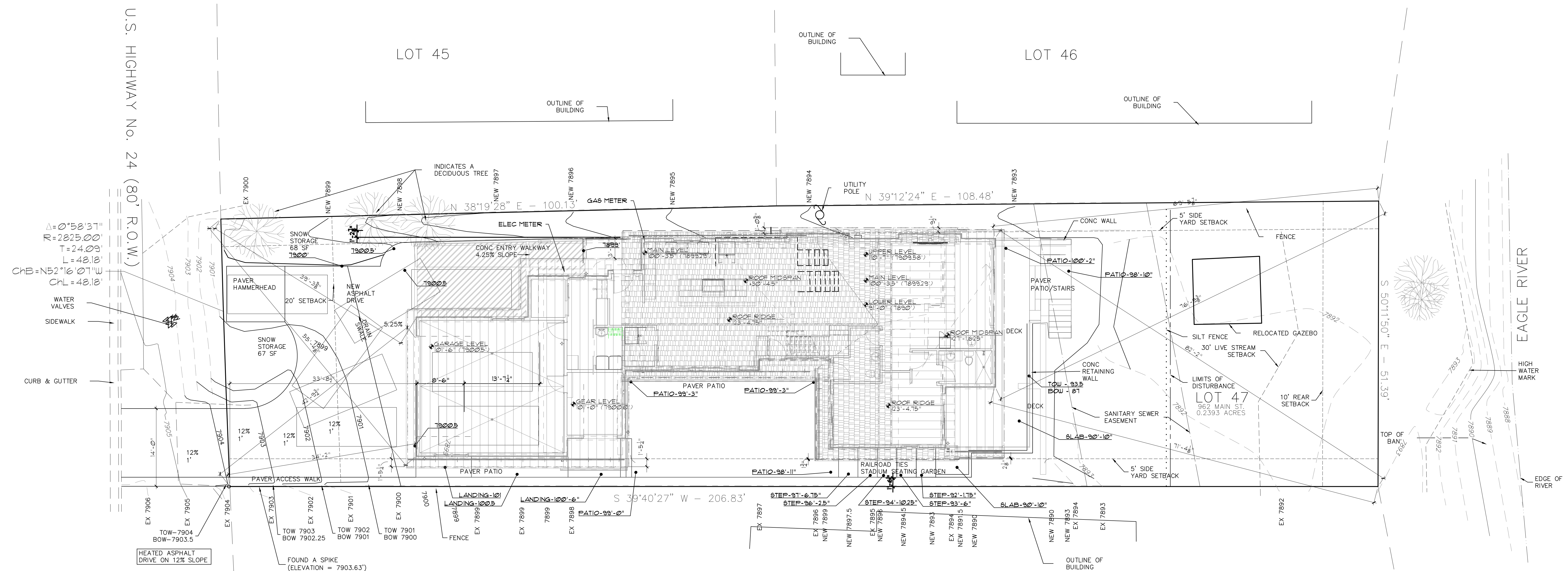
962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

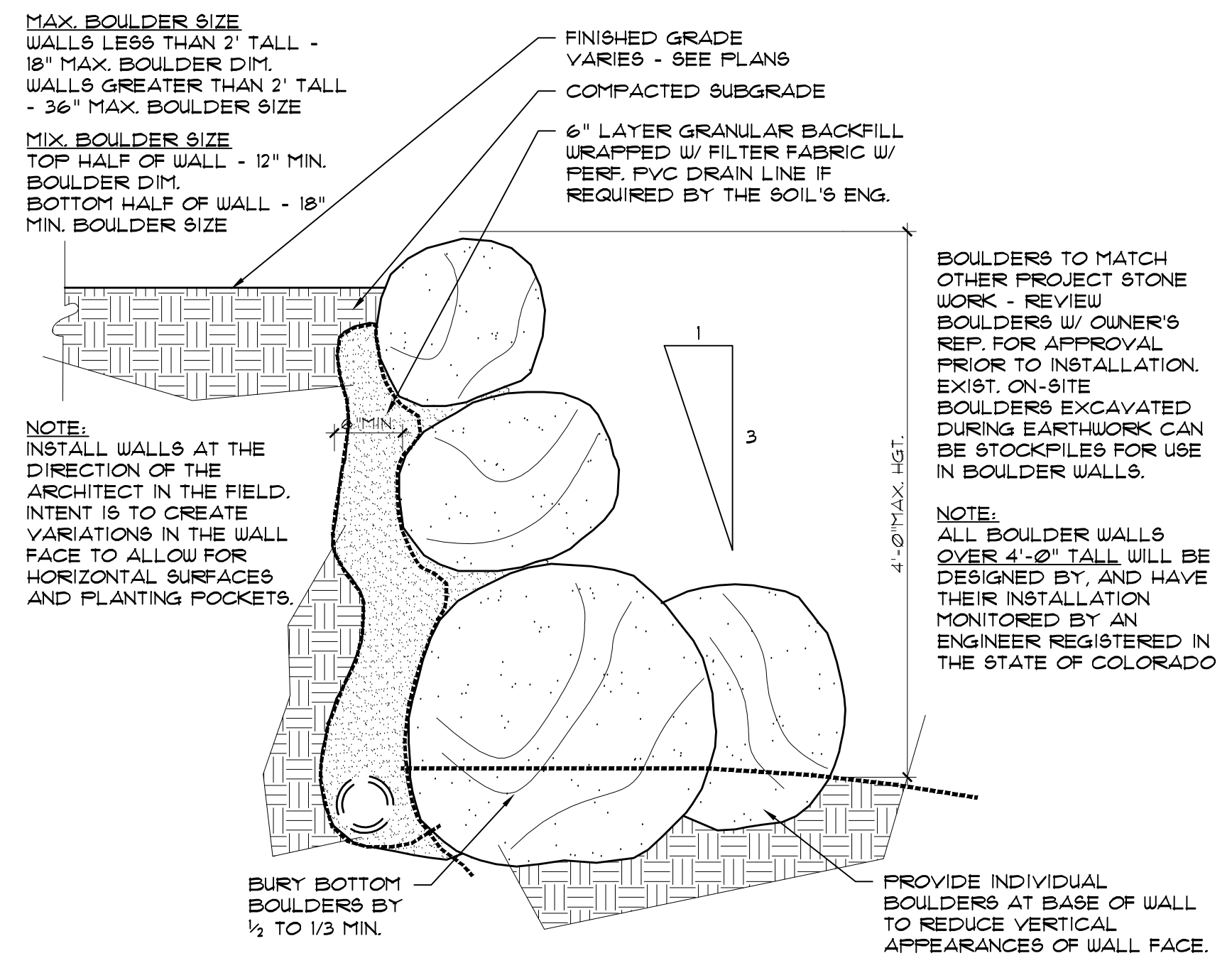
Issue Dates:
CD's 6/4/22
CD's Rev 1 - 08/07/22
CD's Rev 2 - 08/01/22

Sheet Title:
Site Plan

Project No:
2120
Sheet No:
A1.1



SITE PLAN
SCALE: 1/8"=1'-0"



BOULDER WALL
NTS

TOWN OF MINTURN SITE INFO:
ACREAGE OR SF OF LOT: 0.2393 ACRES (10423,908 SF)
LOT COVERAGE OF HOME: 2,155.7 SF (MAX 50% - 4175)
IMPERVIOUS COVERAGE: 3,511.7 SF (MAX 40% - 3820) (FOOTPRINT 4 PAVING)
TOTAL FLOOR AREA (LIVING): 3,505.5 SF
TOTAL FLOOR AREA (UNFINISHED): 1,434.0 SF
TOTAL FLOOR AREA (GARAGE): 1093.5 SF
NUMBER OF STORIES: 3
HEIGHT OF STRUCTURE ABOVE GRADE: 21'-11 1/4" ABOVE EXISTING GRADE
DWELLING UNITS: 1

LOCATIONS OF UTILITIES ON SITE PLAN TO BE VERIFIED DURING SITE PREPARATION. LIMITS OF DISTURBANCE DUE TO CHANGE AS NEEDED PER ACCURACY OF GIVEN UTILITY LOCATION INFORMATION BY OWNER'S SURVEY.

SURVEY NOTE:
ALL SURVEY 4 TOPOGRAPHICAL INFORMATION ELECTRONICALLY PROVIDED BY "ALPINE ENG. INC., PROJECT NO. 9131, DATED 3/15/21.

General Notes

- Existing site information is based upon a topographic survey, Project Number (INSERT #), dated (INSERT DATE) prepared and electronically provided by (INSERT SURVEYOR NAME), (INSERT CITY, STATE, TELEPHONE #).
- The construction limit line is the contract limit line. Do not disturb any existing trees or vegetation designated to remain or located outside of the construction limit line without approval of the Owner and (INSERT DRB OR LOCAL JURISDICTION).
- Contractor to verify existing site information, including structures, utilities, property lines, limits of roadways, and curbs and gutters, that may effect the scope of work prior to beginning site construction.
- Existing utilities are indicated for information only and not intended to show exact location. The Architect is not responsible for the location of underground utilities or structures whether or not shown or detailed and installed by any other contract. The Contractor shall locate all utilities and maintain the location during all phases of the work. Contractor shall be responsible for any damage to utilities or structures and any injuries therefrom. Restoration of any utilities damaged by the Contractor shall be at the Contractors expense to the satisfaction of the Owner.
- Contractor shall verify all utility service, meter, and pedestal requirements and locations and access to meters and equipment with respective utility companies.
- If required, a qualified Fire Protection Consultant should size the water service (if the building(s) has a fire sprinkler system). If the building(s) does not have a fire sprinkler system, the water service should be sized by the Mechanical Engineer based upon existing pressure, length of pipe and demand. The fire line should meter and PRV.
- Conform to local water and sanitation district specifications for water and sewer construction. Maintain 10 feet minimum separation between water and sewer underground service pipes. Maintain seven feet minimum cover at underground water service. Increase depth to 10' under driveways. Sewer service shall have minimum cover of 5'-6". Provide sewer cleanout with location to be reviewed by the Architect.
- General Contractor to provide drawing showing proposed utility service connections for the Architects review prior to construction.
- Road cuts and any other construction in road right-of-way shall conform with State and local development requirements.
- All compaction, grading and irrigation adjacent to the building shall be in accordance with the Soils Report prepared by (INSERT SOILS ENGINEER NAME, PROJECT #, DATE).
- Provide written notification of all discrepancies between existing and proposed site improvements.
- Contractor(s) shall take all necessary steps as required to properly protect and maintain his work for the duration of this Contract.
- Contractor shall obtain construction de-watering permits, if required.
- These drawings do not specify safety materials, equipment, methods, or sequencing, to protect persons and property. It shall be the contractor's sole responsibility to direct and implement safety operations and procedures to protect the owner, other contractors, the public, and others.
- Reference to north refers to true north.
- All work shall comply with all applicable codes and ordinances.
- Contractor(s) shall employ a licensed surveyor to establish all work lines.
- Contractor(s) shall stake out all areas, including but not limited to buildings, driveways, walks, pavements, walls, pools and fences from CADD files provided by Architect and shall obtain the approval of the Architect prior to proceeding with the work.
- Take all dimensions from face of curb, wall or building or identified centerline unless otherwise noted.
- All dimensions called out as "equal" are equidistant measurements to designated centerline(s).
- Take all dimensions perpendicular to any reference line, work line, face of building, face of wall or centerline.
- Computed dimensions shall take precedence over scaled dimensions (drawings are NOT to be scaled), and large scale over small scale drawings.
- All angles to be 90 degrees and all lines of paving and fencing to be parallel unless noted otherwise.
- Maintain horizontal alignment of adjacent elements as noted on drawings.
- Reference to scale is for full sized drawings only, not reduced plans. Do not scale from plans or details.
- Notes and details on specific drawings take precedence over general notes and typical details.
- Conflicts or discrepancies with grades shall be brought to the attention of the Architect immediately and prior to proceeding with work.
- All finished grades shall provide for natural runoff of water without low spots or pockets. Set flow lines accurately and provide a minimum 2.5% and a maximum 3.3% gradient unless otherwise noted or illustrated.
- Gradually round off tops and toes of all planted slopes to produce a smooth architectural transition between relatively level areas and slopes, unless shown otherwise in grading details.
- Grades shown are finish grades. Subgrades needed to attain fill or topsoil placement are not reflected. Hold finished grades for planting and lawn areas 3" below top of adjacent pavement, and/or curbs, unless otherwise noted on the drawings. The finished subgrade should be reviewed by the Architect prior to, as well as upon completion of, landscape installation to verify that swales and drainage features are constructed per plan.
- All concrete slabs or footings shall be dowelled into abutting walls, foundations and footings using care of the same size unless noted otherwise.
- Provide expansion joint every 30 ft. max. and where new concrete abuts existing concrete paving and walls unless otherwise noted. See details.
- Provide control joints as shown on drawings between expansion joints. See details.
- Sleeves and conduits shall be installed 18 in. below finished grade and shall extend 12 in. beyond back of curbs, walls and paving.
- Retaining walls (boulder, concrete, etc.) over 4'-0" in height to be designed by a Professional Engineer.

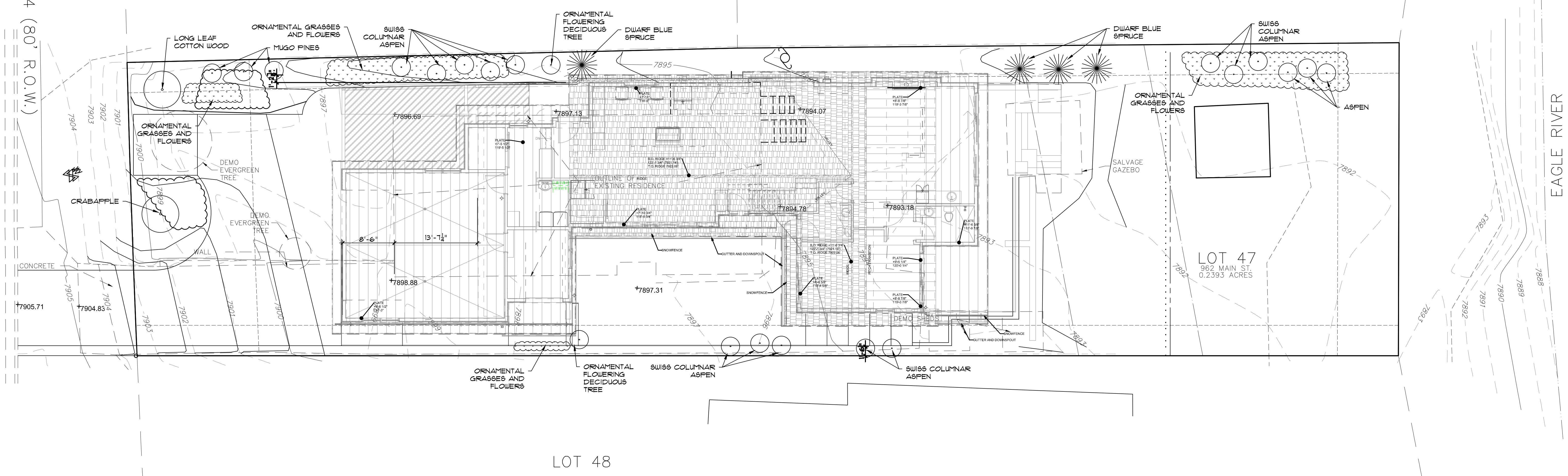
Legend and Abbreviations

BC	bottom of curb elev.	---	exist. gas line	
BS	bottom of step elev.	---	exist. storm sewer line	
BW	bottom of wall elev.	---	exist. sanitary sewer line	
CJ	control joint (saw cut)	---	exist. electric line	
CMU	concrete masonry unit	---	exist. electric line	
CONT	continuous	---	exist. waterline	
CP	spa/pool coping elev.	---	exist. phone/t.v.	
DI	drain inlet	---	exist. sanitary manhole	
DIA	diameter	---	exist. fire hydrant	
DRUG	drawings	---	align surface	
EJ	expansion joint	---	plus or minus dimension	
ELEV	elevation	---	detail callout	
EQ	equal	---	dimension	
FFE	finish floor elev.	---	angle notation	
FG	finish grade elev.	---	RIM	inlet/manhole rim elev.
FL	flow line of swale	---	TC	top of curb elev.
FS	finish surface elev. (pvt.)	---	TS	top of step elev.
HP	high point elev.	---	TW	top of wall elev.
LF	low point elev.	---	TYP	typical
LF	low point elev.	---	WLF	welded wire fabric
MAX	maximum	---	WS	spa/pool water surface
MIN	minimum	---	2.5%	direction of slope
O.C.	on center	---	---	direction of swale
PA	planting area	---	T146	exist. contour
PVMT	pavement	---	T146	prop. contour
R/RAD	radius notation	---	FS T146	proposed spot elev.
RIM	inlet/manhole rim elev.	---	(FS T146)	exist. spot elev.
TC	top of curb elev.	---	---	property line
TS	top of step elev.	---	---	construction limit line
TW	top of wall elev.	---	---	centerline
TYP	typical	---	---	building envelope
WLF	welded wire fabric	---	---	easement
WS	spa/pool water surface	---	---	---

U.S. HIGHWAY No. 24 (80' R.O.W.)

LOT 45

LOT 46

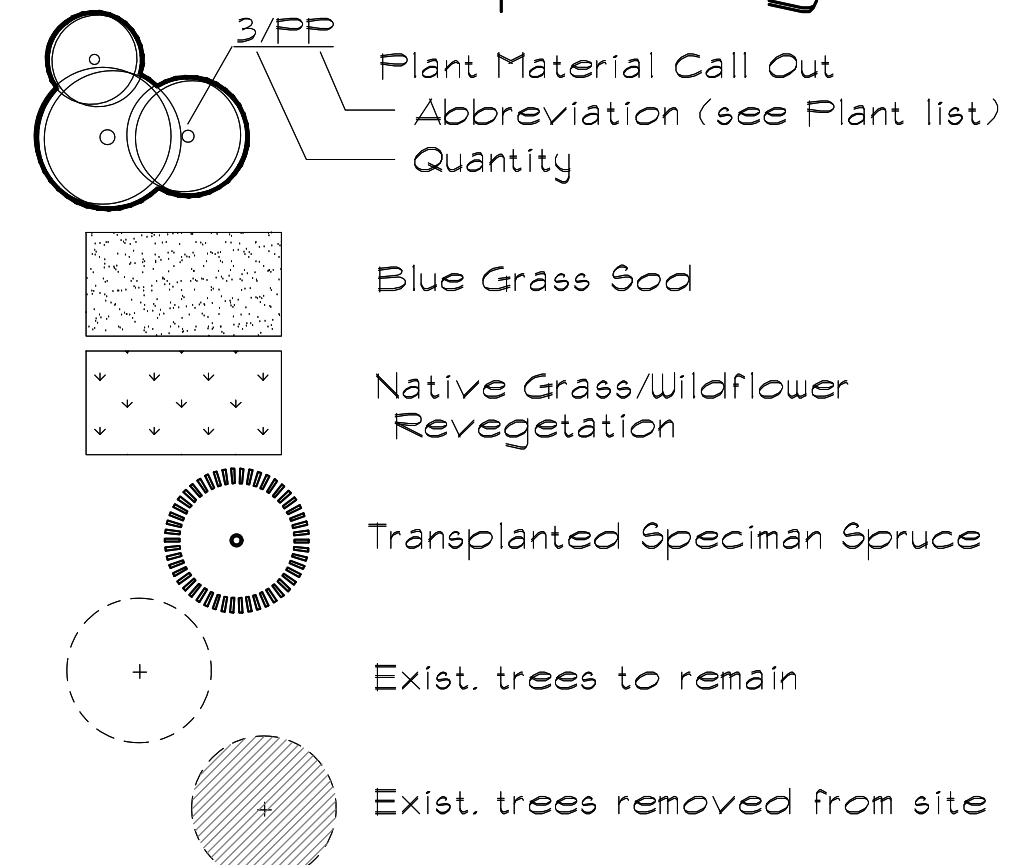


1 SITE PLAN
SCALE: 1/8"=1'-0"

Planting Notes

- Landscape Contractor shall be responsible for becoming aware of all underground utilities, pipes and structures. The Landscape Contractor shall be held responsible for contacting all utility companies for field location of all underground utility lines prior to any excavation. Landscape Contractor shall take sole responsibility for any cost incurred due to damage of said utilities.
- Do not willfully proceed with construction as designed when it is obvious that unknown obstructions and/or grade differences exist that may not have been known during design. Such conditions shall be immediately brought to the attention of the Landscape Architect. The Landscape Contractor shall assume full responsibility for all necessary revisions due to failure to give such notification.
- Landscape Contractor shall be responsible for any coordination with the General Contractor and other subcontractors as required to accomplish planting operations.
- Landscape Contractor to receive site graded to 1/4"± foot of finished grade. Landscape Contractor to inspect grades and issue a letter of site acceptance prior to starting landscape installation.
- The Landscape Contractor shall be responsible for returning the site to original finished grade once the landscape installation is complete. No low spots or ponding of surface water will be accepted in the final work.
- Landscape Contractor shall notify Landscape Architect 48 hours prior to commencement of work to coordinate project inspection schedules.
- Refer to landscape specifications for planting requirements, soil preparation testing, materials and execution.
- See details and landscape specifications for staking method, plant pit dimensions and backfill requirements.
- Plant names are abbreviated on the drawings. See plant legend for symbols, botanical/common names, sizes, estimated quantities and remarks.
- If conflicts arise between actual size of planting areas and areas shown on the plans, Landscape Contractor to contact Landscape Architect for resolution. Failure to make such conflicts known to the Landscape Architect will result in Contractor's liability to relocate the materials.
- It is the Landscape Contractor's responsibility to furnish plant materials free of pests or plant diseases. Pre-selected or 'tagged' material must be inspected by the Landscape Contractor and certified pest and disease free. It is the Landscape Contractor's obligation to warranty all plant materials per the specifications.
- Final location and staking of all plant materials shall be at the direction of the Landscape Architect. Landscape Contractor shall not proceed with planting operations until staking is fully approved.
- Coordinate installation of large plant material with installation of pavement and curb and gutter. Any damage to improvements by others is the responsibility of the Landscape Contractor.
- Provide matching sizes and forms for each species of trees installed on grid or spaced equally in rows as shown on drawings. Adjust spacing as necessary, subject to review by the Landscape Architect.
- Provide matching sizes and forms for all plants used for hedges. Space equally on grid, row or triangularly as noted in plant legend remarks or shown on plans. See planting details.
- All shrub and groundcover beds are to be mulched with 2" deep layer of compost mulch, or 3" deep layer of wood chip mulch, see specs.
- All lawn to be separated from adjacent groundcover/shrub beds with steel edger per specifications. Exact placement of header/edger will be reviewed by Landscape Architect prior to final installation. Install per detail.
- Plant count in plant legend is for information only. Landscape Contractor is responsible to verify quantities for all plant materials and sizes shown on plans. In case of any discrepancies, greater quantity takes precedence, whether on plan or in legend.
- Landscape Contractor shall provide per-unit price for all plant materials by type and size, as called out on Planting Plans. Unit price to include materials, installation, and warranty as detailed and specified in the project manual.
- All plant material specified shall be nursery grown.

Landscape Legend



Temporary Erosion Control

Strawable siltation berms shall be utilized during the construction and landscaping periods. Berms shall be located according to a Contractor prepared Temporary Erosion Control Plan and shall be installed prior to excavation.

Water dissipators shall be installed at intervals in drainage swales not to exceed 25' according to the Temp. Erosion Control Plan.

The Contractor shall be responsible for preventing the release of sediment laden water from the construction site, and shall be required to install additional control facilities at the direction of the Owner or Inspector, should problems occur.

Protecting Natural Features

The area of disruption will be completely fenced to protect surrounding undisturbed vegetation. The areas which are not landscaped but within the disruption zone will be revegetated to match the natural vegetation.

GENERAL NOTES:

ALL TREES AND SHRUBS WILL HAVE A AUTOMATIC DRIP IRRIGATION SYSTEM. DURING CONSTRUCTION, A 2 INCH DEEP GRAVEL BASE OF 3/4" INCH AGGREGATE SHALL BE APPLIED TO THE FIRST 20' FEET OF THE DRIVEWAY, AND SHALL REMAIN UNTIL THE DRIVEWAY IS PAVED.

SURVEY NOTE:

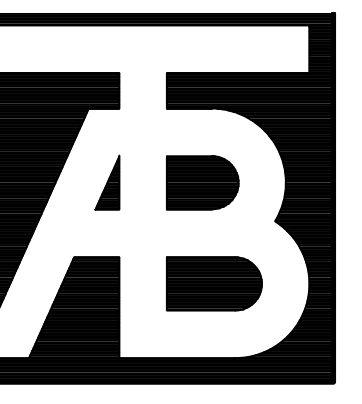
ALL SURVEY 4 TOPOGRAPHICAL INFORMATION ELECTRONICALLY PROVIDED BY "ALPINE ENG. INC. PROJECT NO. 9131, DATED 3/15/11.

Landscape Legend



- DWARF BLUE SPRUCE PICEA FUNGENS 'GLOBOSA'
- CRABAPPLE MALUS HT. AS SHOWN
- QUAKING ASPEN POPULUS TREMULOIDES 2"-3" CALIPER
- SWISS COLUMNAR ASPEN POPULUS TREMULA 'RECTA' 2"-3" CALIPER
- LONG LEAF COTTON WOOD 6" CALIPER
- MUGO PINE PINUS MUGO 2'-3' B&B
- WILDFLOWER GROUND COVER

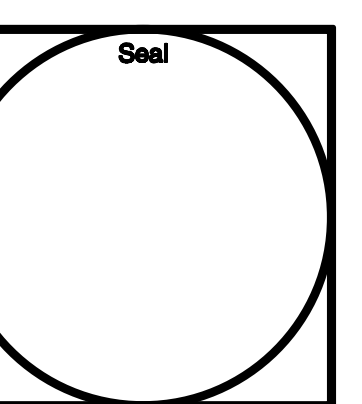
- DRIP IRRIGATION SYSTEM TO NEW LANDSCAPING COVERS AN ESTIMATED 1700 SF.
- PROVIDE 30% MORE BOULDERS THAN WHAT IS REQUIRED TO BUILD THE BOULDER WALLS FOR RANDOMLY PLACED DECORATIVE BOULDERS (PLACED AT THE DIRECTION OF PROJECT LANDSCAPE ARCHITECT).



TAB Associates
The Architectural Balance

0000 Edwards Village Blvd.
Edwards, CO 81622
(970) 766-1470
fax: (970) 766-1471
email: tab@tab.com
www.tabassociates.com
Civil Engineer:

Structural Engineer:
Mechanical Engineer:
Electrical Engineer:



962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

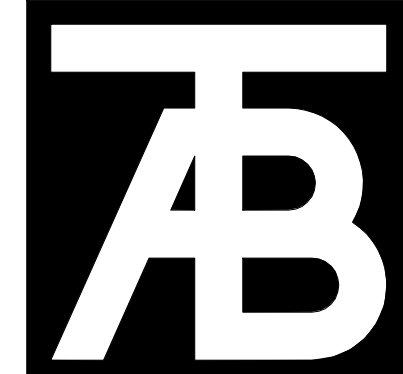
Issue Dates:
CD's Rev1 - 04/22
CD's Rev2 - 08/07/22
CD's Rev3 - 08/01/22

Sheet Title:
Landscape Plan

Project No:
2120
Sheet No:
A1.2

NOTES:

- FLOOR PLAN GENERAL NOTES:**
- PATCH EXISTING CONSTRUCTION SCHEDULED TO REMAIN. REPAIRED SURFACES TO BE FLUSH WITH ADJACENT FINISH SURFACES. TO SAME QUALITY AS NEW CONSTRUCTION PRIOR TO INSTALLING NEW FINISHES. REFER TO THE FINISH MANUFACTURER'S GUIDELINES FOR INSTALLATION.
 - PATCH EXISTING FIRE-RATED WALLS, FLOOR CEILINGS, ETC. SO AS TO MAINTAIN THE FIRE-RADIATING. ADD FIRE-SMOKE DAMPERS WHERE NEW DUCTS CROSS. ADD FIRE STOP AT ALL.
 - PATCH WALLS AT REMOVED RECEPTACLE OPENINGS SO AS TO RECEIVE SUBSEQUENT WORK.
 - PATCH AND LEVEL FLOOR SUBSTRATES TO RECEIVE NEW WORK AS SCHEDULED.
 - COORDINATE ALL FLOOR CORE DRILLING WITH EXISTING.
 - DO NOT SCALE DRAWINGS.
 - IN ROOMS WITH FLOOR DRAINS, SLOPE CONCRETE SURFACE WITHIN 18" RADIUS AT 1/4" PER FOOT TOWARD FLOOR DRAIN, UNLESS OTHERWISE INDICATED.
 - ALL SPOT ELEVATIONS SHOWN ON THE FLOOR PLANS OUTSIDE THE BUILDING RELATE TO USGS ELEVATIONS. ALL SPOT ELEVATIONS INSIDE THE BUILDING REFER TO BUILDING REFERENCE ELEVATIONS. NOTIFY ARCHITECT IMMEDIATELY SHOULD CONDITIONS BE FOUND CONTRADICTORY TO THESE DRAWINGS.
 - ALL ANGLES SHOWN ON THE FLOOR PLANS ARE 90 DEGREES UNLESS OTHERWISE NOTED.
 - ALL DIMENSIONS ARE TO GRID LINE, FACE OF CONCRETE OR MASONRY, OR FACE OF GYPSUM BOARD, UNLESS OTHERWISE NOTED.
 - ALL FLOOR PLAN DIMENSIONS TO MASONRY ARE NOMINAL DIMENSIONS, UNLESS NOTED AS ACTUAL.
 - "TB" NEW CORK TACKBOARDS OR "MB" NEW MARKERBOARDS
 - PROVIDE EXIT DOOR NUMBERS PER DOOR SIGNAGE SHEET AT ALL EXIT DOORS.



TAB Associates
 The Architectural Balance
 0050 Edwards Village Blvd.
 Suite 210
 Edwards, CO 8142
 (970) 766-1470
 fax: (970) 766-4471
 email: tab@tab.net
 www.tabassociates.com

Civil Engineer
 Structural Engineer
 Mechanical Engineer
 Electrical Engineer

Seal

962 Main Street
 Minturn, CO 81645
 South Minturn, CO

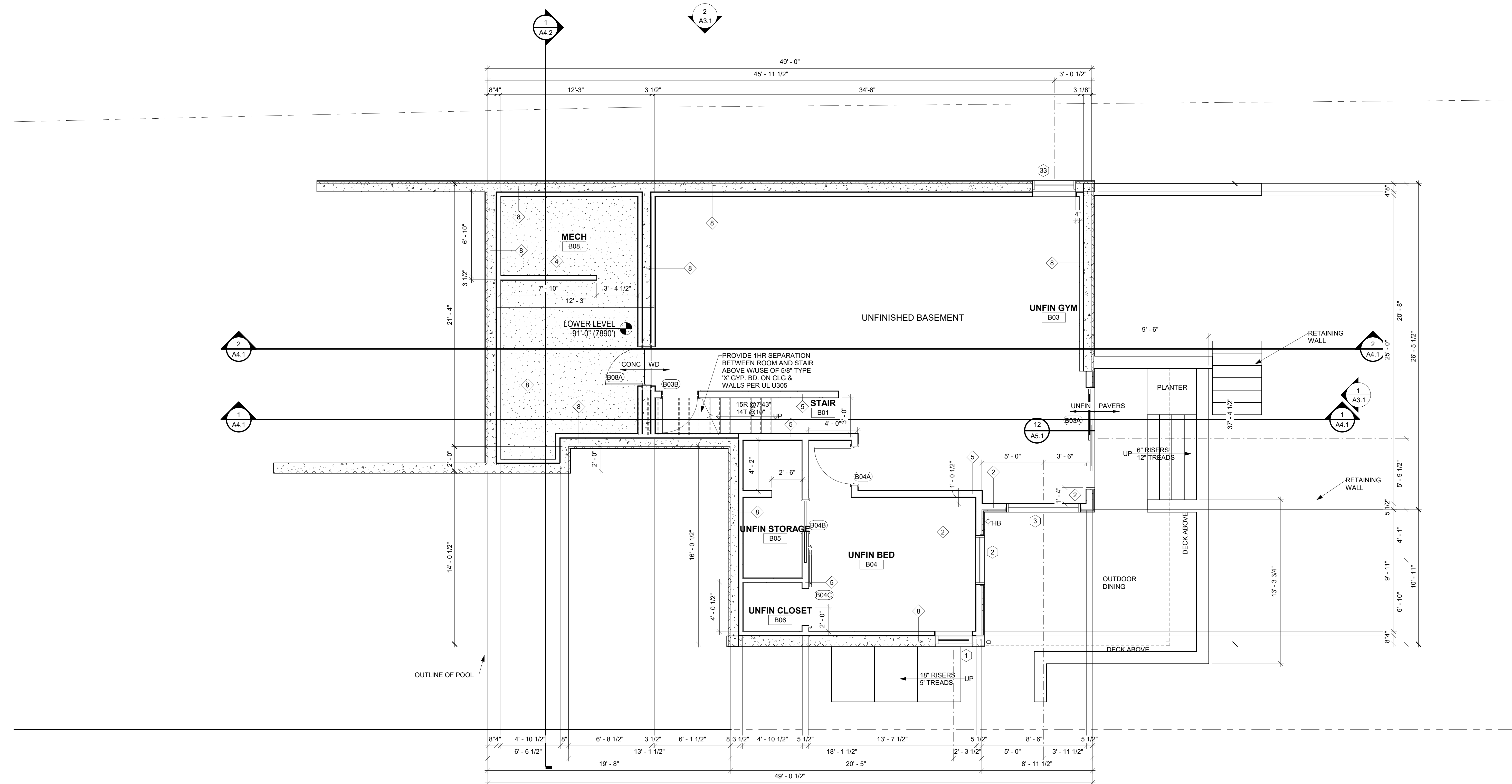
Revisions:		
No	Description	Date

Issue Dates:
 SD - 01/26/22
 CD - 05/04/22
 CD R1 - 06/07/22
 Rev3 - 08/31/22

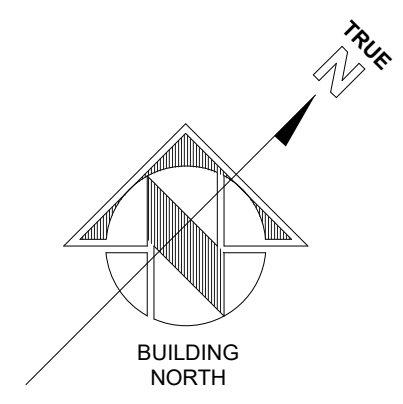
Sheet Title:
Lower Level Floor Plan

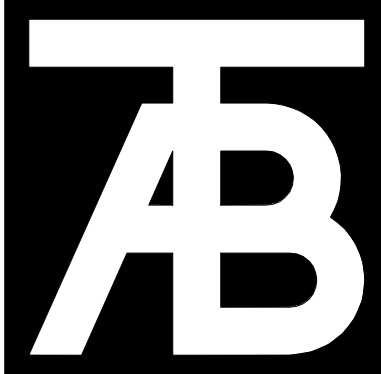
Project No:
 2120

Sheet No:
A2.1



1 BASEMENT
 1/4" = 1'-0"





TAB
Associates

The Architectural Balance
0050 Edwards Village Blvd.
Suite 210
Edwards, CO 81420
(970) 766-1470
fax: 970-766-4471
email: tab@tab.net
www.tabnet.com

Civil Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:		
No	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

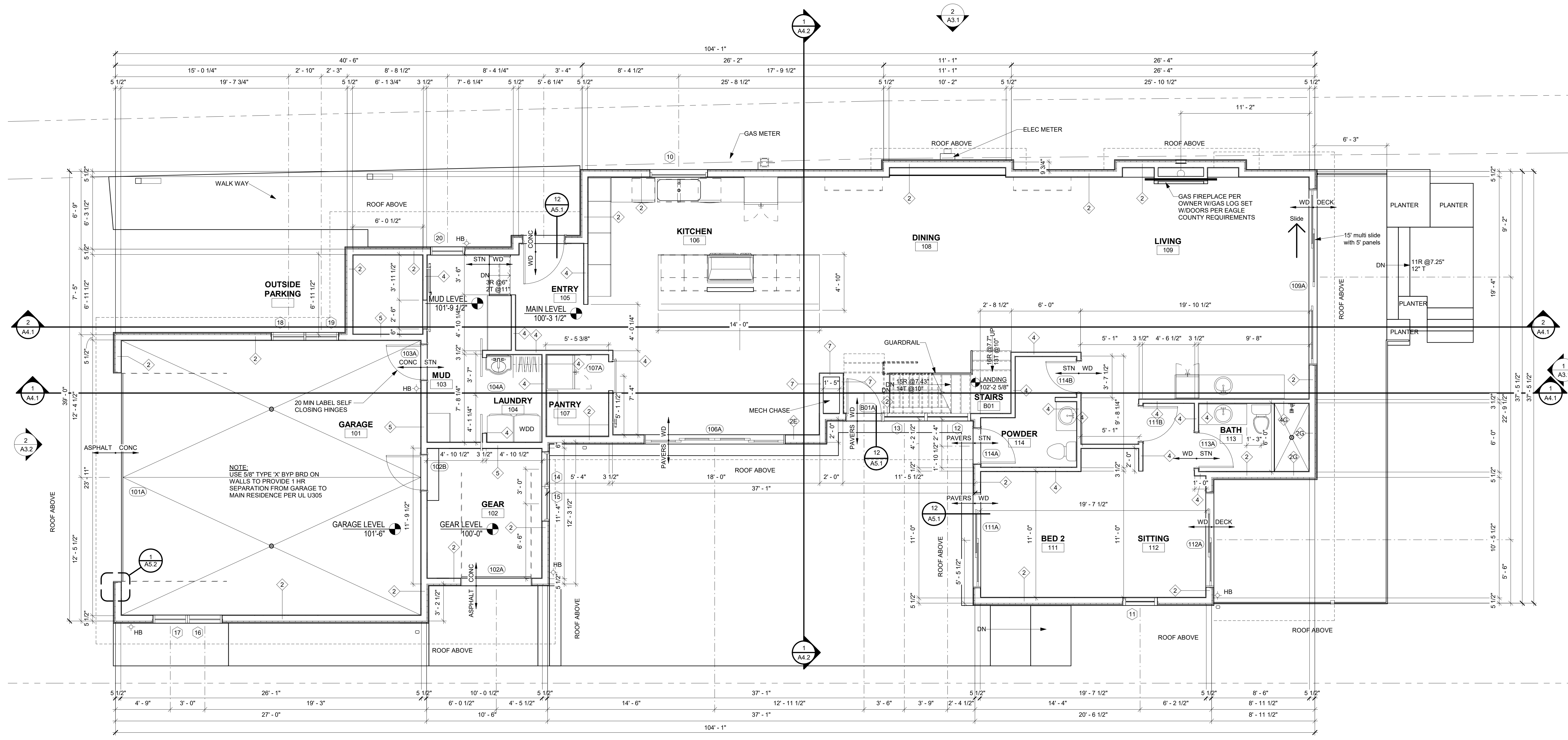
Sheet Title:
**Main Level
Floor Plan**

Project No:
2120

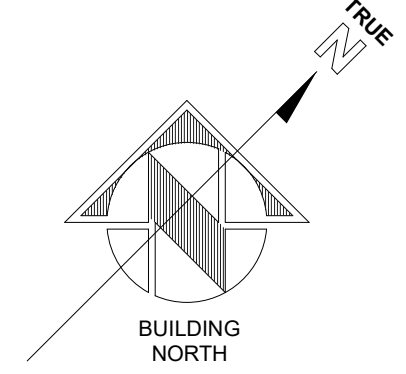
Sheet No:
A2.2

NOTES:

- FLOOR PLAN GENERAL NOTES:**
- PATCH EXISTING CONSTRUCTION SCHEDULED TO REMAIN. REPAIRED SURFACES TO BE FLUSH WITH ADJACENT FINISH SURFACES. TO SAME QUALITY AS NEW CONSTRUCTION PRIOR TO INSTALLING NEW FINISHES. REFER TO THE FINISH MANUFACTURER'S GUIDELINES FOR INSTALLATION.
 - PATCH EXISTING FIRE-RATED WALLS, FLOOR CEILINGS, ETC. SO AS TO MAINTAIN THE FIRE-RADIATING. ADD FIRE-SMOKE DAMPERS WHERE NEW DUCTS CROSS. ADD FIRE STOP AT ALL.
 - PATCH WALLS AT REMOVED RECEPTACLE OPENINGS SO AS TO RECEIVE SUBSEQUENT WORK.
 - PATCH AND LEVEL FLOOR SUBSTRATES TO RECEIVE NEW WORK AS SCHEDULED.
 - COORDINATE ALL FLOOR CORE DRILLING WITH EXISTING.
 - DO NOT SCALE DRAWINGS.
 - IN ROOMS WITH FLOOR DRAINS, SLOPE CONCRETE SURFACE WITHIN 18" RADIUS AT 1/4" PER FOOT TOWARD FLOOR DRAIN, UNLESS OTHERWISE INDICATED.
 - ALL SPOT ELEVATIONS SHOWN ON THE FLOOR PLANS OUTSIDE THE BUILDING RELATE TO USGS ELEVATIONS. ALL SPOT ELEVATIONS INSIDE THE BUILDING REFER TO BUILDING REFERENCE ELEVATIONS. NOTIFY ARCHITECT IMMEDIATELY SHOULD CONDITIONS BE FOUND CONTRADICTORY TO THESE DRAWINGS.
 - ALL ANGLES SHOWN ON THE FLOOR PLANS ARE 90 DEGREES UNLESS OTHERWISE NOTED.
 - ALL DIMENSIONS ARE TO GRID LINE, FACE OF CONCRETE OR MASONRY, OR FACE OF GYPSUM BOARD, UNLESS OTHERWISE NOTED.
 - ALL FLOOR PLAN DIMENSIONS TO MASONRY ARE NOMINAL DIMENSIONS, UNLESS NOTED AS ACTUAL.
 - "TB" NEW CORK TACKBOARDS OR "MB" NEW MARKERBOARDS
 - PROVIDE EXIT DOOR NUMBERS PER DOOR SIGNAGE SHEET AT ALL EXIT DOORS.



1 MAIN LEVEL
A2.2 1/4" = 1'-0"



NOTES:

FLOOR PLAN GENERAL NOTES:

- PATCH EXISTING CONSTRUCTION SCHEDULED TO REMAIN. REPAIRED SURFACES TO BE FLUSH WITH ADJACENT FINISH SURFACES. TO SAME QUALITY AS NEW CONSTRUCTION PRIOR TO INSTALLING NEW FINISHES. REFER TO THE FINISH MANUFACTURER'S GUIDELINES FOR INSTALLATION.
- PATCH EXISTING FIRE-RATED WALLS, FLOOR CEILING, ETC. SO AS TO MAINTAIN THE FIRE-RADIATING. ADD FIRE-SMOKE DAMPERS WHERE NEW DUCTS CROSS. ADD FIRE STOP AT ALL.
- PATCH WALLS AT REMOVED RECEPTACLE OPENINGS SO AS TO RECEIVE SUBSEQUENT WORK.
- PATCH AND LEVEL FLOOR SUBSTRATES TO RECEIVE NEW WORK AS SCHEDULED.
- COORDINATE ALL FLOOR CORE DRILLING WITH EXISTING.
- DO NOT SCALE DRAWINGS.
- IN ROOMS WITH FLOOR DRAINS, SLOPE CONCRETE SURFACE WITHIN 18" RADIUS AT 1/4" PER FOOT TOWARD FLOOR DRAIN, UNLESS OTHERWISE INDICATED.
- ALL SPOT ELEVATIONS SHOWN ON THE FLOOR PLANS OUTSIDE THE BUILDING RELATE TO USGS ELEVATIONS. ALL SPOT ELEVATIONS INSIDE THE BUILDING REFER TO BUILDING REFERENCE ELEVATIONS. NOTIFY ARCHITECT IMMEDIATELY SHOULD CONDITIONS BE FOUND CONTRADICTORY TO THESE DRAWINGS.
- ALL ANGLES SHOWN ON THE FLOOR PLANS ARE 90 DEGREES UNLESS OTHERWISE NOTED.
- ALL DIMENSIONS ARE TO GRID LINE, FACE OF CONCRETE OR MASONRY, OR FACE OF GYPSUM BOARD, UNLESS OTHERWISE NOTED.
- ALL FLOOR PLAN DIMENSIONS TO MASONRY ARE NOMINAL DIMENSIONS, UNLESS NOTED AS ACTUAL.
- "TB" NEW CORK TACKBOARDS OR "MB" NEW MARKERBOARDS
- PROVIDE EXIT DOOR NUMBERS PER DOOR SIGNAGE SHEET AT ALL EXIT DOORS.



TAB Associates
The Architectural Bureau

0558 Edwards Village Blvd.
Suite 210
Edwards, CO 81420
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabassociates.com

Civil Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

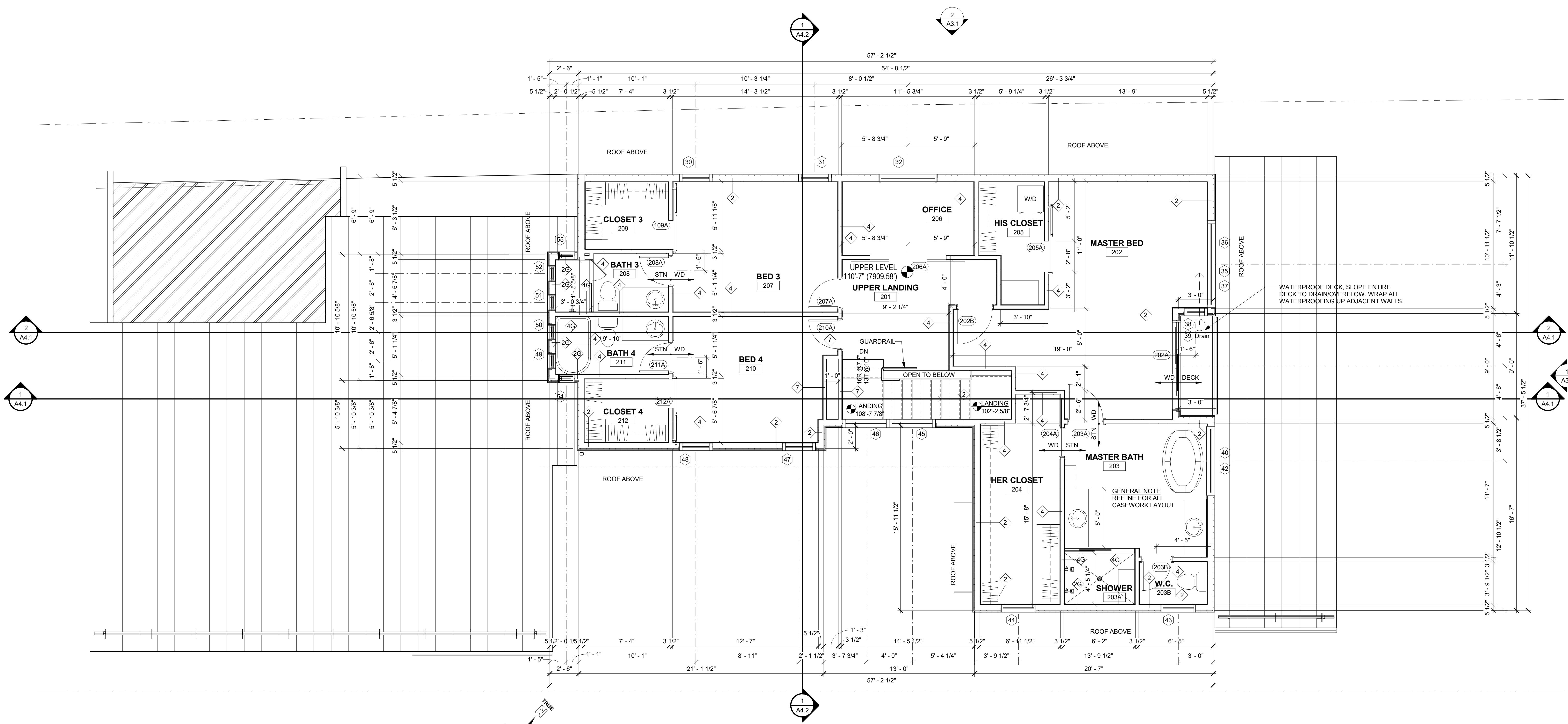
Revisions:		
No.	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

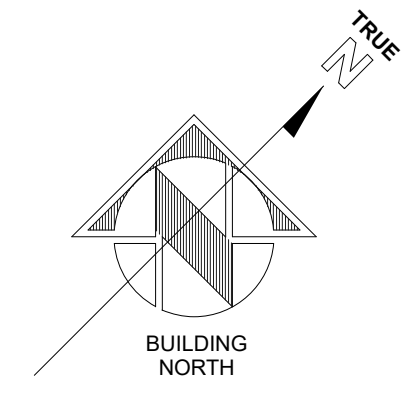
Sheet Title:
Upper Level Plan

Project No:
2120

Sheet No:
A2.3



1 UPPER LEVEL
A2.3 1/4" = 1'-0"



NOTES:

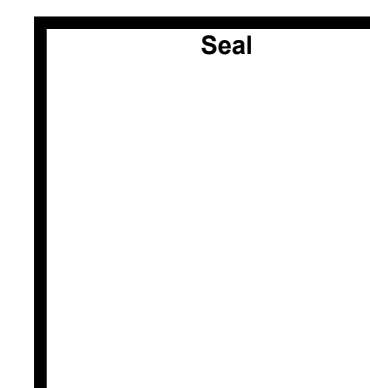
- ROOF FINISH LEGEND**
- R-1 COIL COATED STANDING SEAM ROOF
SEE SYSTEM NOTES SHEET A0.1
 - R-2 ASPHALT SHINGLES
- COIL COATED FLASHING, GUTTERS, AND DOWNSPOUTS
- OVERHANGS ARE 2'-0" FROM FACE OF FRAMING TYP. U.N.O.
- NOTES:
1. HATCHED AREAS INDICATE OVERBUILT ROOF & CRICKETS, RE: STRUCTURAL
 2. ALL GUTTERS & DOWNSPOUTS TO RECEIVE HEAT TAPE FOR ENTIRE LENGTH. RE: DIAGRAM ON ELECTRICAL PLANS
 3. T.O. RIDGE ELEVATIONS GIVEN AT TOP OF ROOF SHEATHING
 4. CONTRACTOR TO VERIFY CHIMNEY DIMENSIONS WITH FIREPLACE MANUFACTURERS' REQUIREMENTS



TAB Associates
The Architectural Balance

0050 Edwards Village Blvd.
Suite 210
Edwards, CO 8132
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabassociates.com

Chief Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer



962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

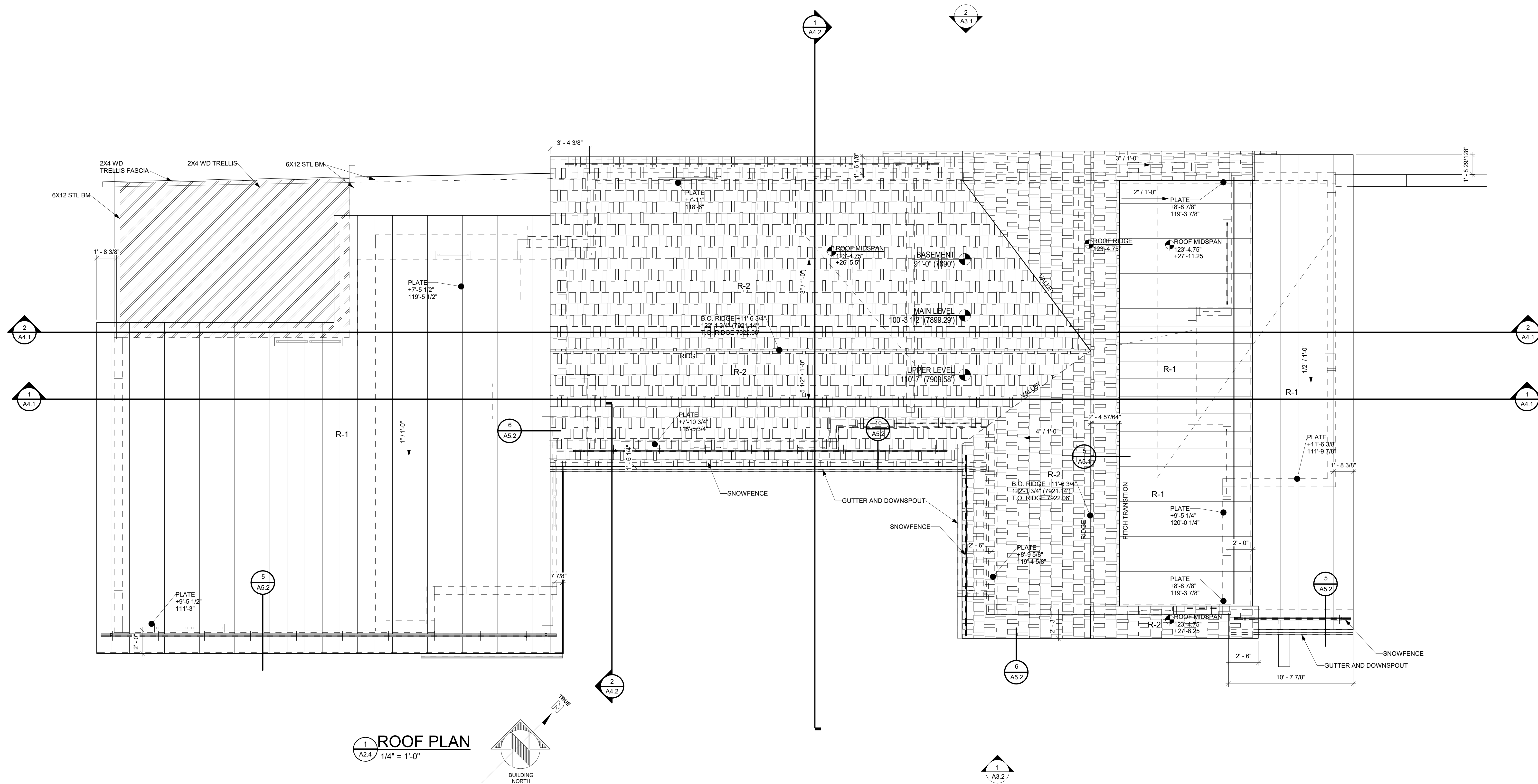
No	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

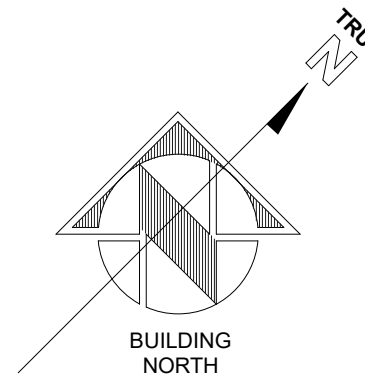
Sheet Title:
Roof Plan

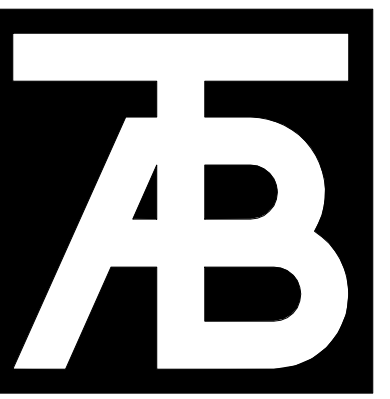
Project No:
2120

Sheet No:
A2.4



1
A2.4
ROOF PLAN
1/4" = 1'-0"





TAB Associates

The Architectural Balance
0066 Edwards Village Blvd.
Suite 210
Edwards, CO 8132
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabnet.com

Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

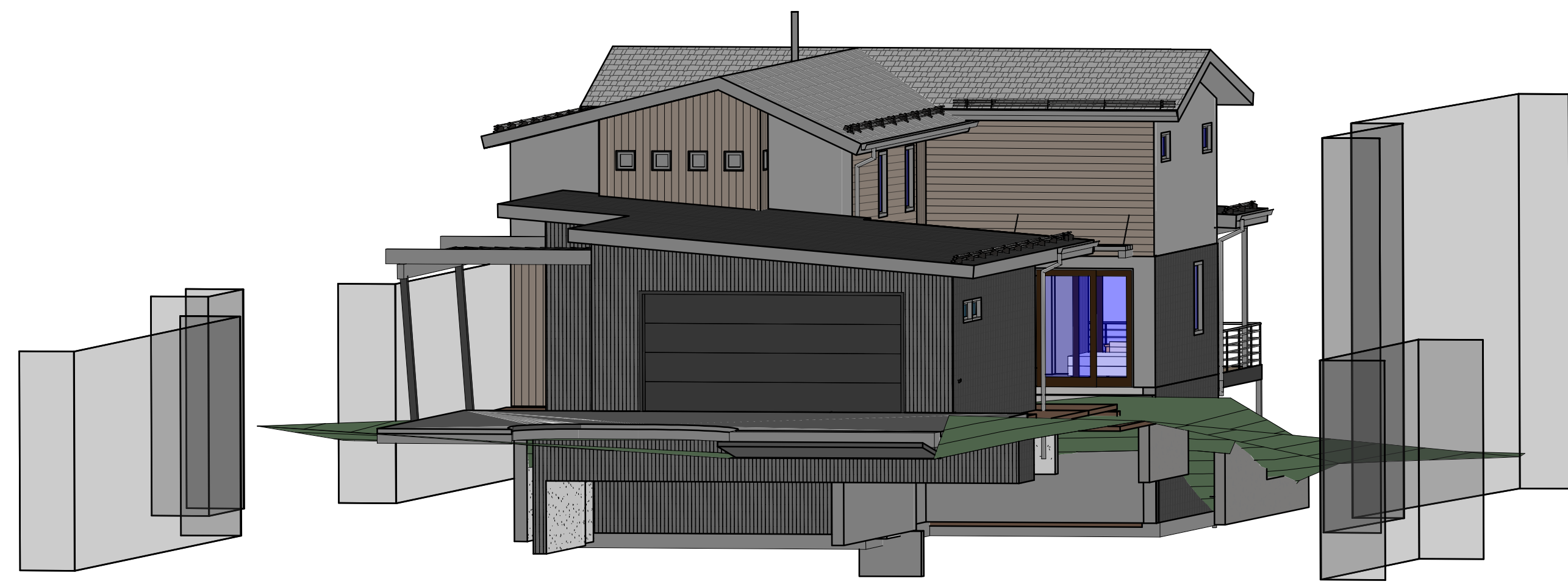
Revisions:		
No	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

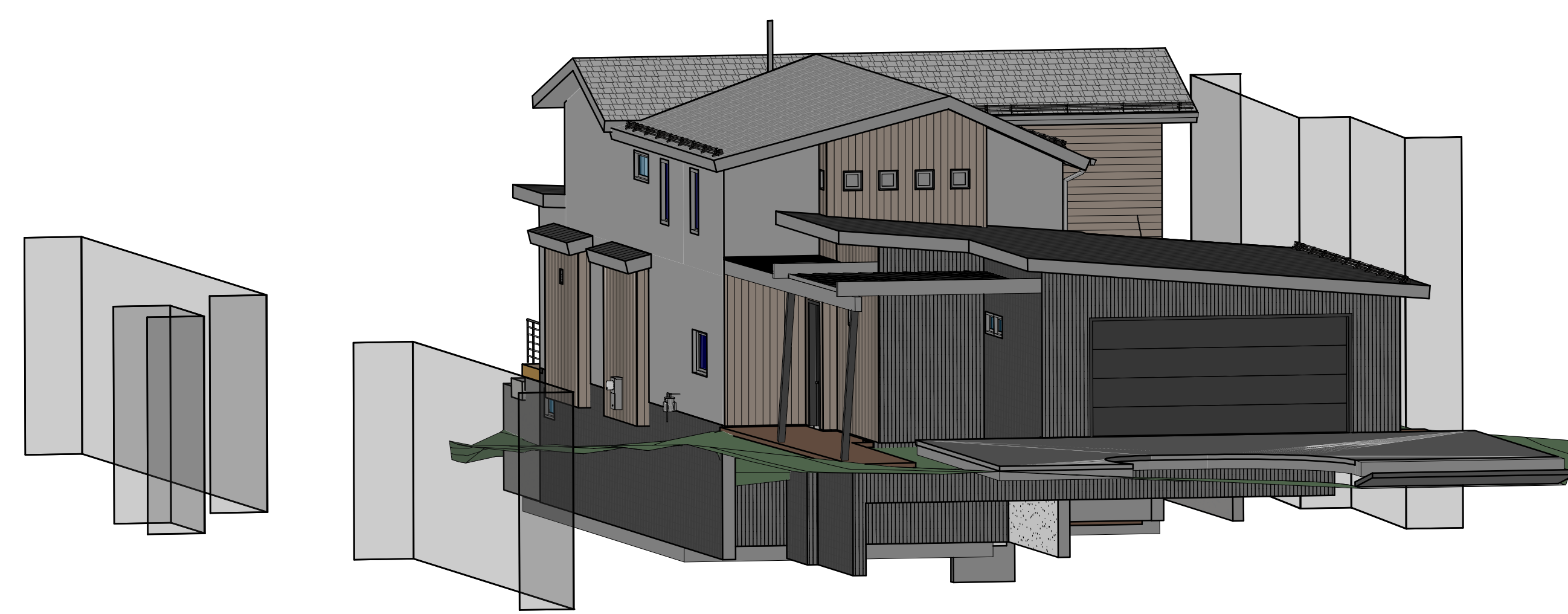
Sheet Title:
Initial 3D

Project No:
2120

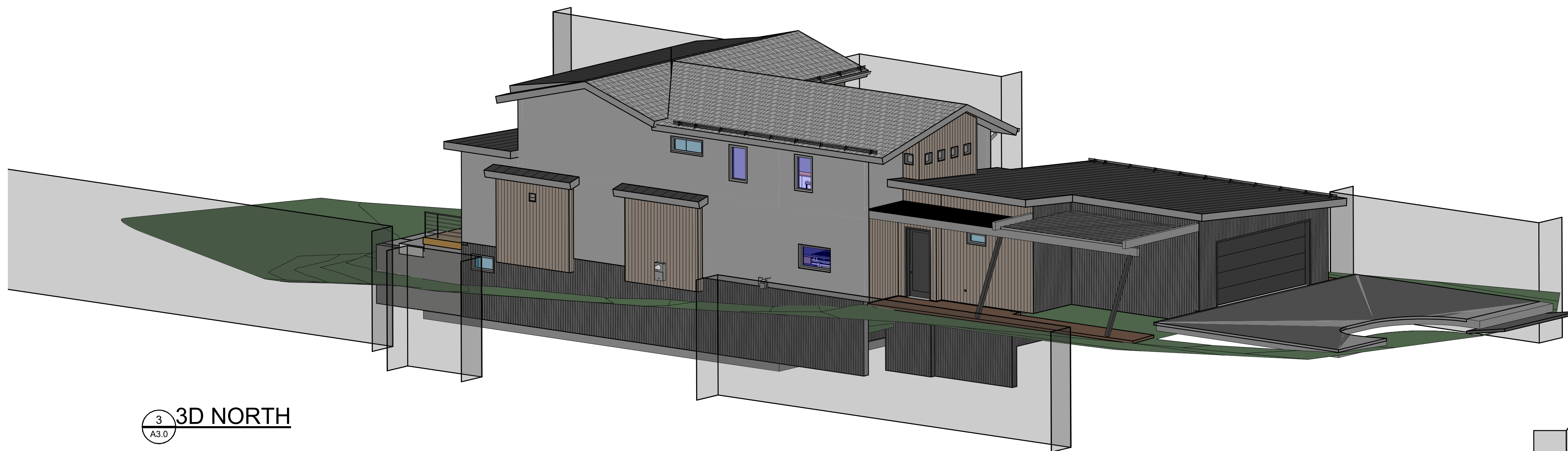
Sheet No:
A3.0



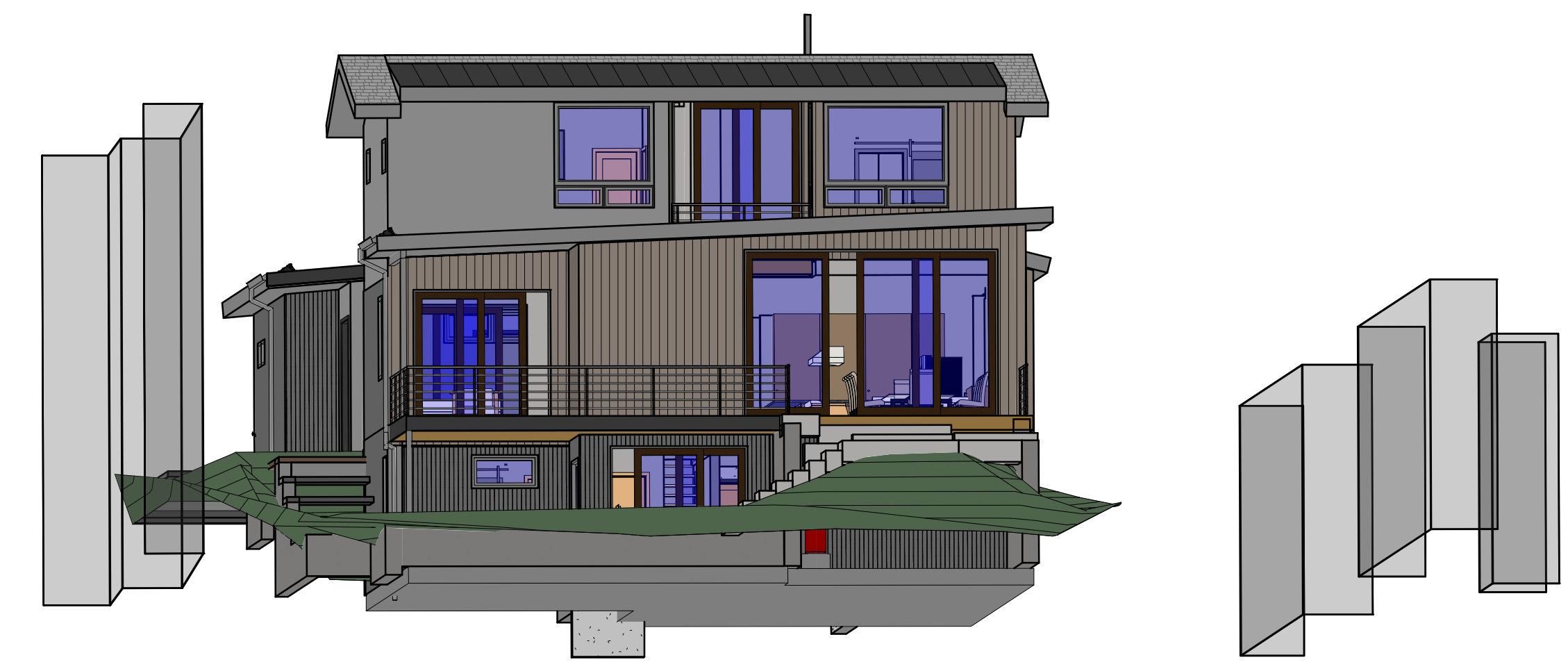
1 3D ROAD SOUTH
A3.0



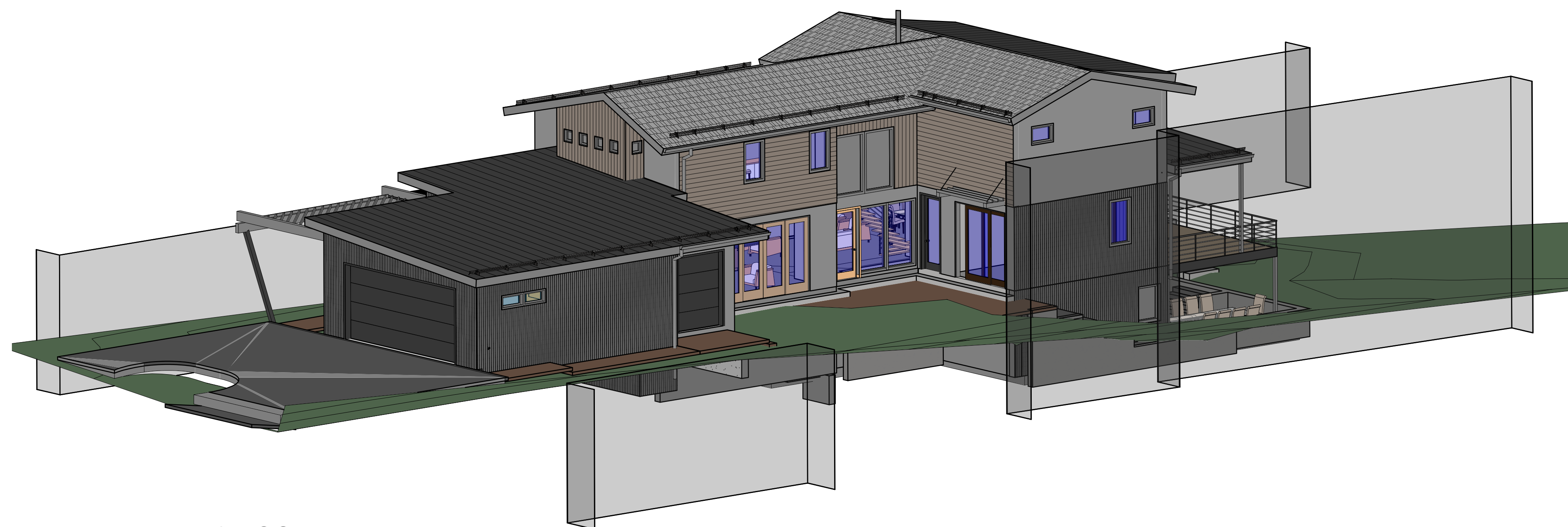
2 3D ROAD NORTH
A3.0



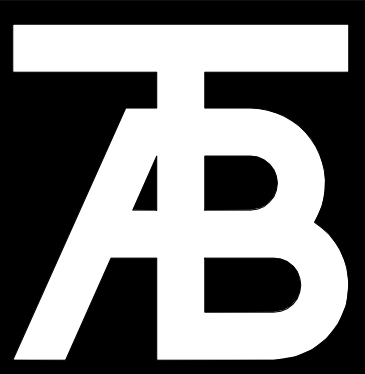
3 3D NORTH
A3.0



4 3D RIVER
A3.0



5 3D SOUTH
A3.0



TAB
Associates

The Architectural Balance
0068 Edwards Village Blvd.
Suite 210
Edwards, CO 8142
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabnet.com
Civil Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:		
No.	Description	Date

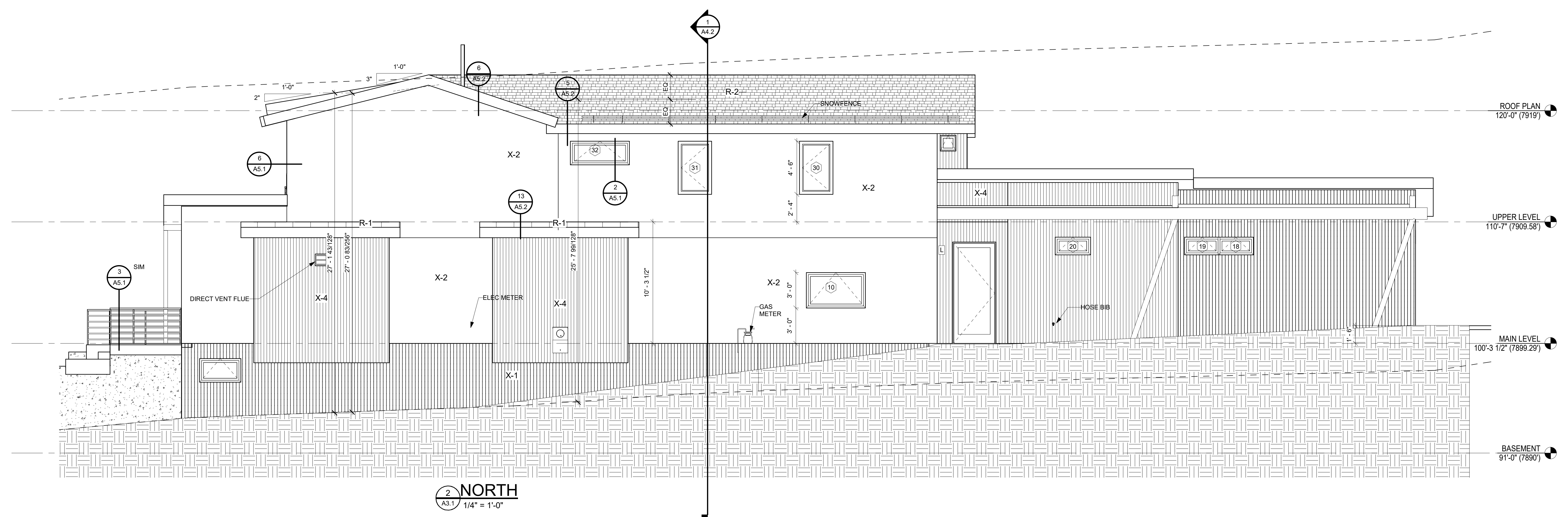
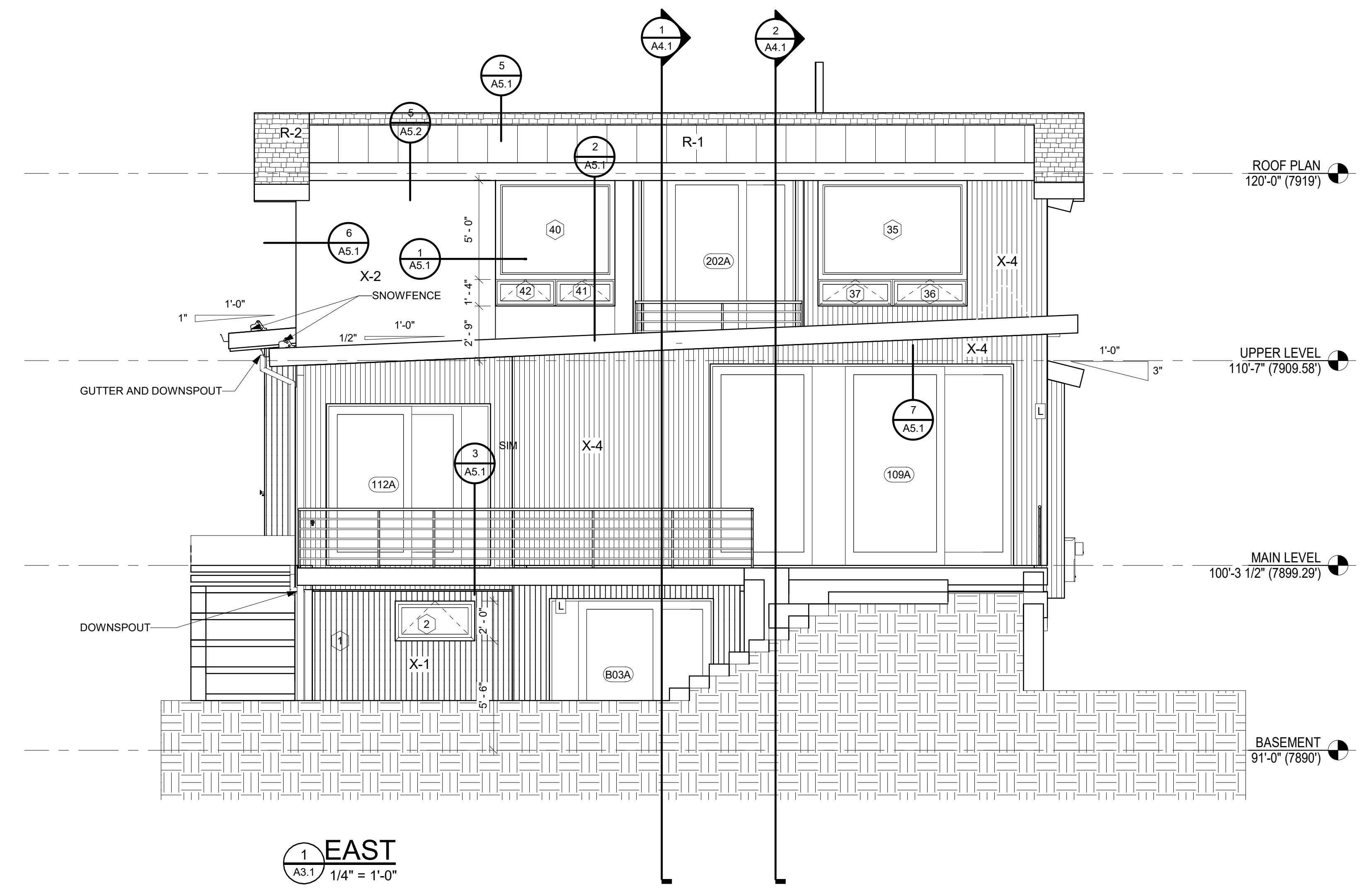
Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

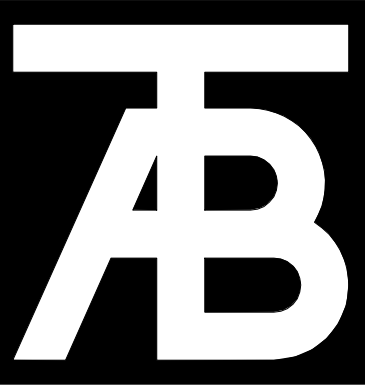
Sheet Title:
Exterior Elevations

Project No:
2120

Sheet No:
A3.1

- EXTERIOR MATERIAL LEGEND:**
- X-1 NEW CORRUGATED METAL/BLACK COLOR FINISH
 - X-2 NEW STUCCO W/ INTEGRAL COLOR FINISH
 - X-3 NEW HORIZONTAL HEMLOCK WOOD SIDING, COAT SW 7508 TAVERN TAUPE, SAND FINISH
 - X-4 NEW VERTICAL HEMLOCK WOOD SIDING, XX STAIN
 - R-1 NEW STANDING SEAM METAL ROOF, BERRIDGE DARK BRONZE KYNAR 500





TAB
Associates

The Architectural Balance
0050 Edwards Village Blvd.
Suite 210
Edwards, CO 8142
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabnet.com
Civil Engineer

Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:		
No	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

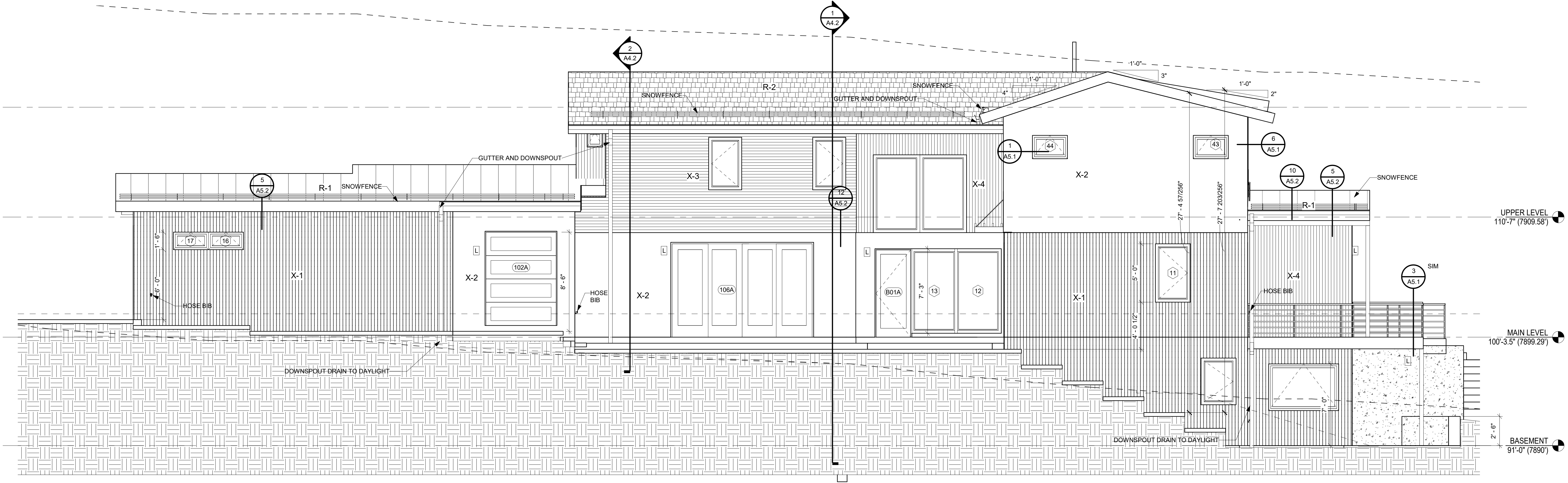
Sheet Title:
Exterior Elevations

Project No:
2120

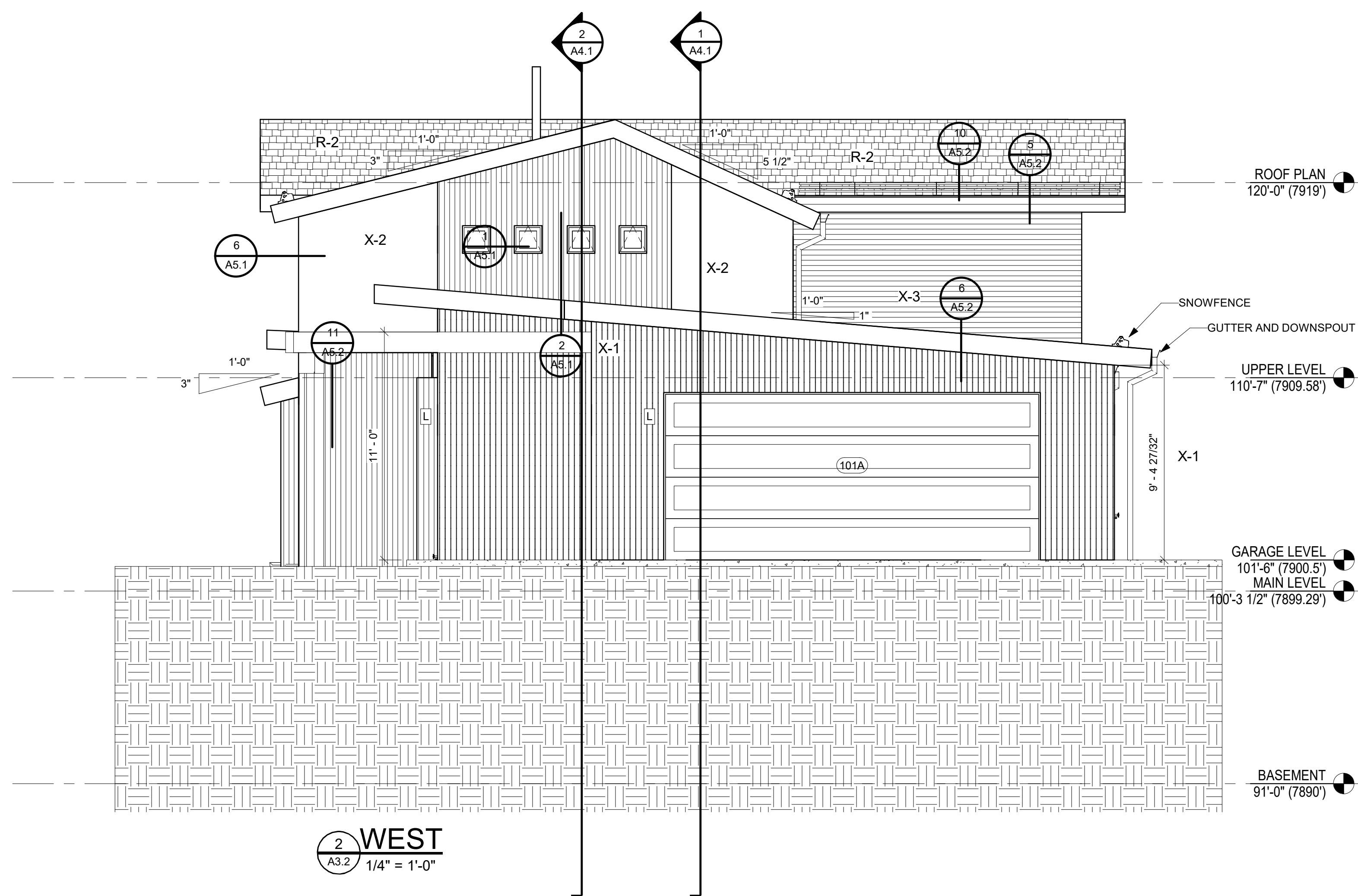
Sheet No:
A3.2

EXTERIOR MATERIAL LEGEND:

- X-1 NEW CORRUGATED METAL W/BLACK COLOR FINISH
- X-2 NEW STUCCO W/ INTEGRAL COLOR FINISH
COAT SW 7508 TAVERN TAUPE, SAND FINISH
- X-3 NEW HORIZONTAL HEMLOCK WOOD SIDING,
XX STAIN
- X-4 NEW VERTICAL HEMLOCK WOOD SIDING,
xx STAIN
- R-1 NEW STANDING SEAM METAL ROOF,
BERRIDGE DARK BRONZE KYNAR 500

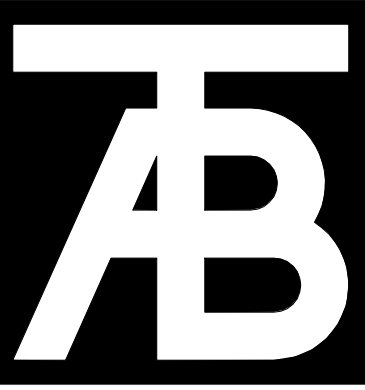


1 SOUTH
A3.2 1/4" = 1'-0"



P:\2120 Woodruff Residence - Minturn\01 Drawing Files\07 Revit Central Files\RDS Residence CDs Rev3.0221.rvt

8/31/2022 8:52:13 AM



TAB
Associates

The Architectural Balance
0556 Edwards Village Blvd.
Suite 210
Edwards, CO 81320
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabnet.com
Civil Engineer

Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

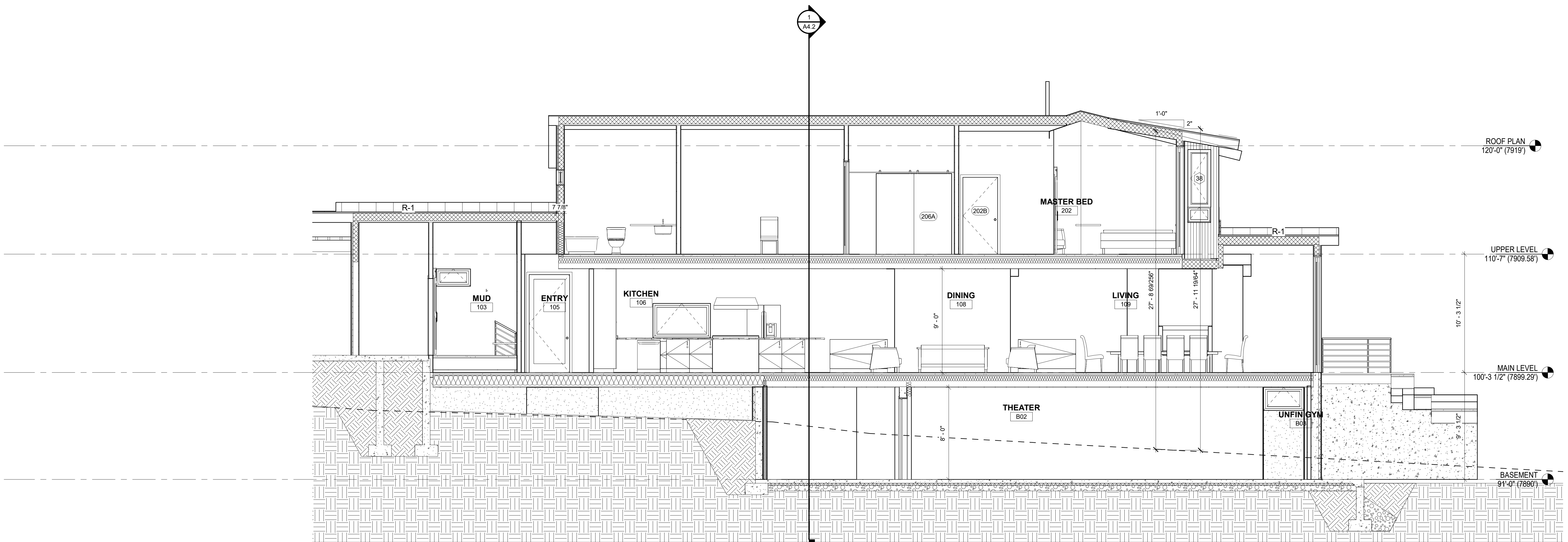
Revisions:		
No.	Description	Date

Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

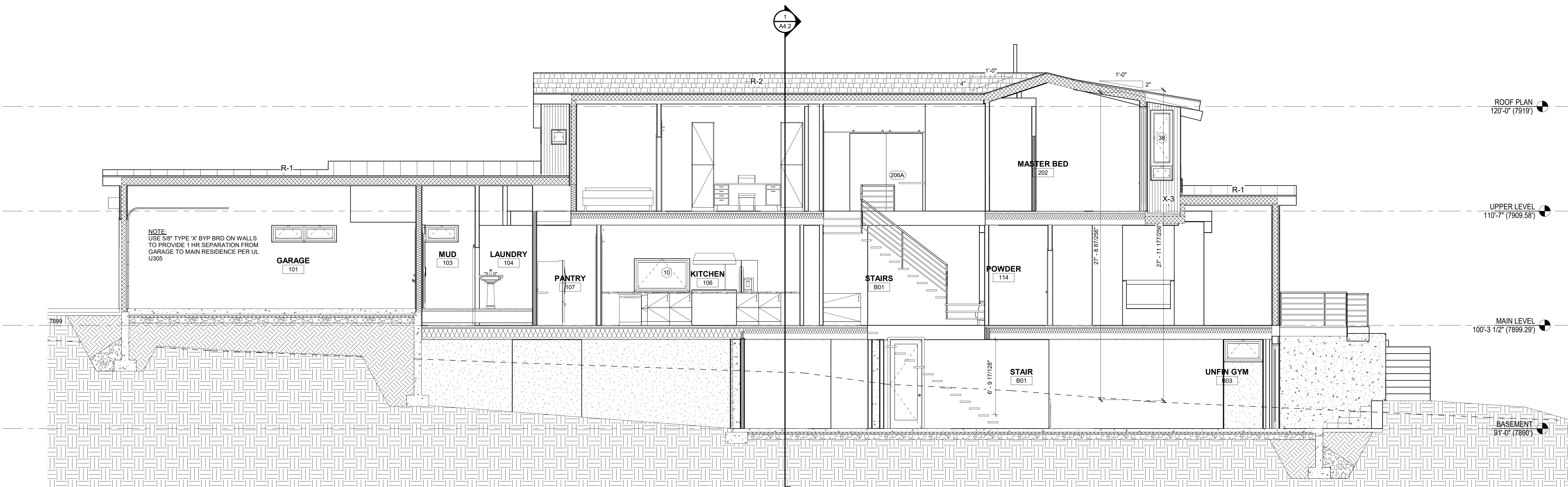
Sheet Title:
Building Sections

Project No:
2120

Sheet No:
A4.1

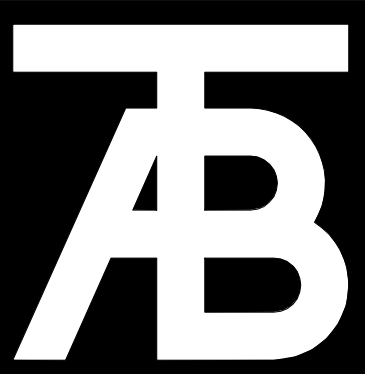


2 E/W BUILDING SECTION BH OVER BEDS
A4.1 / 1/4" = 1'-0"



1 E/W BUILDING SECTION BH OVER MASTER
A4.1 / 1/4" = 1'-0"

P:\2120 Woodruff Residence\Minturn\01 Drawing Files\07 Revit Central Files\RDS Residence CDs_Rev3_0827.rvt
8/31/2022 8:32:16 AM



TAB
Associates

The Architectural Balance
0050 Edwards Village Blvd.
Suite 210
Edwards, CO 81420
(970) 766-1470
fax: (970) 766-4471
email: tab@tab.net
www.tabnet.com
Civil Engineer
Structural Engineer
Mechanical Engineer
Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:		
No.	Description	Date

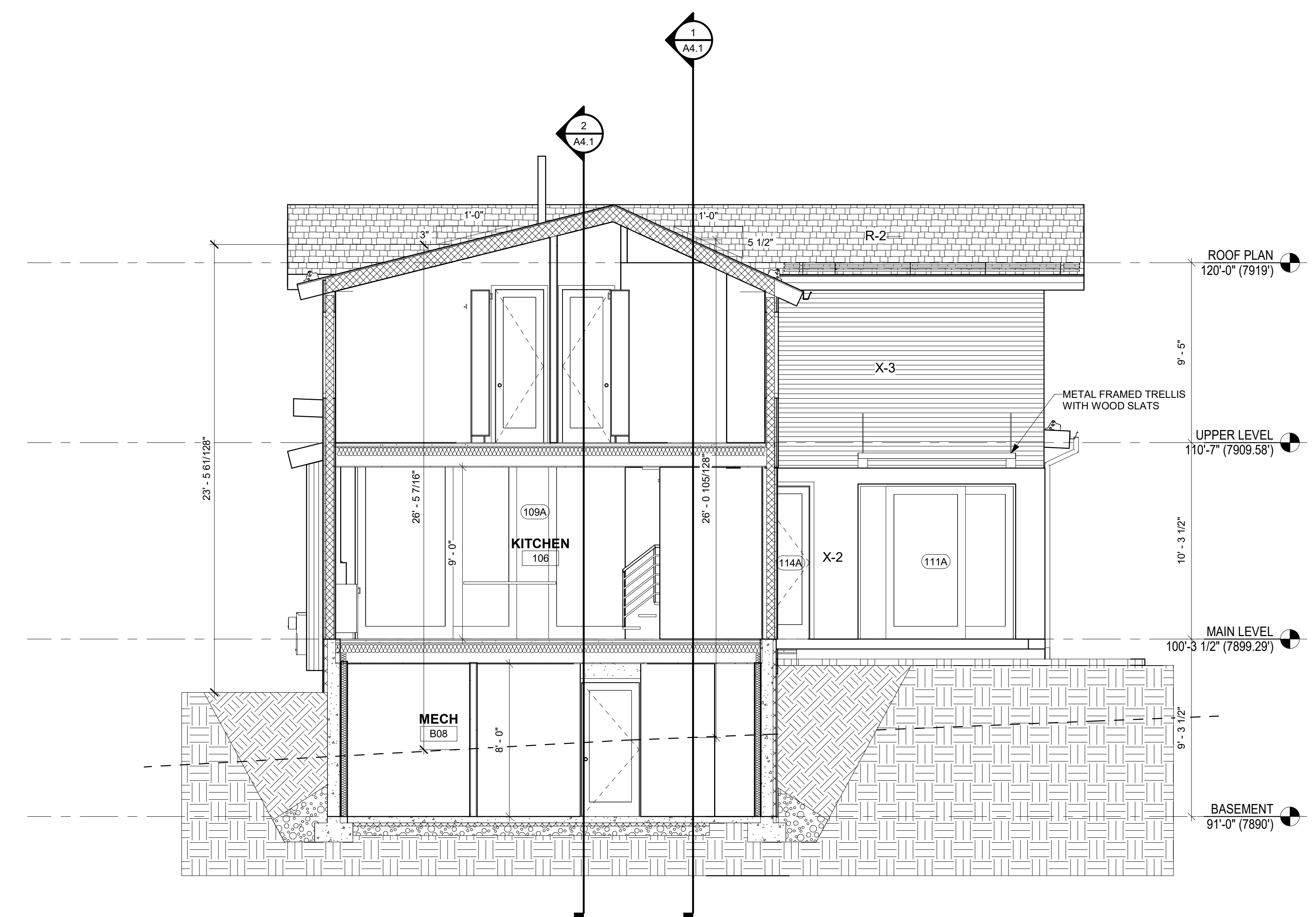
Issue Dates:
SD - 01/26/22
CD - 05/04/22
CD R1 - 06/07/22
Rev3 - 08/31/22

Sheet Title:
Building Sections

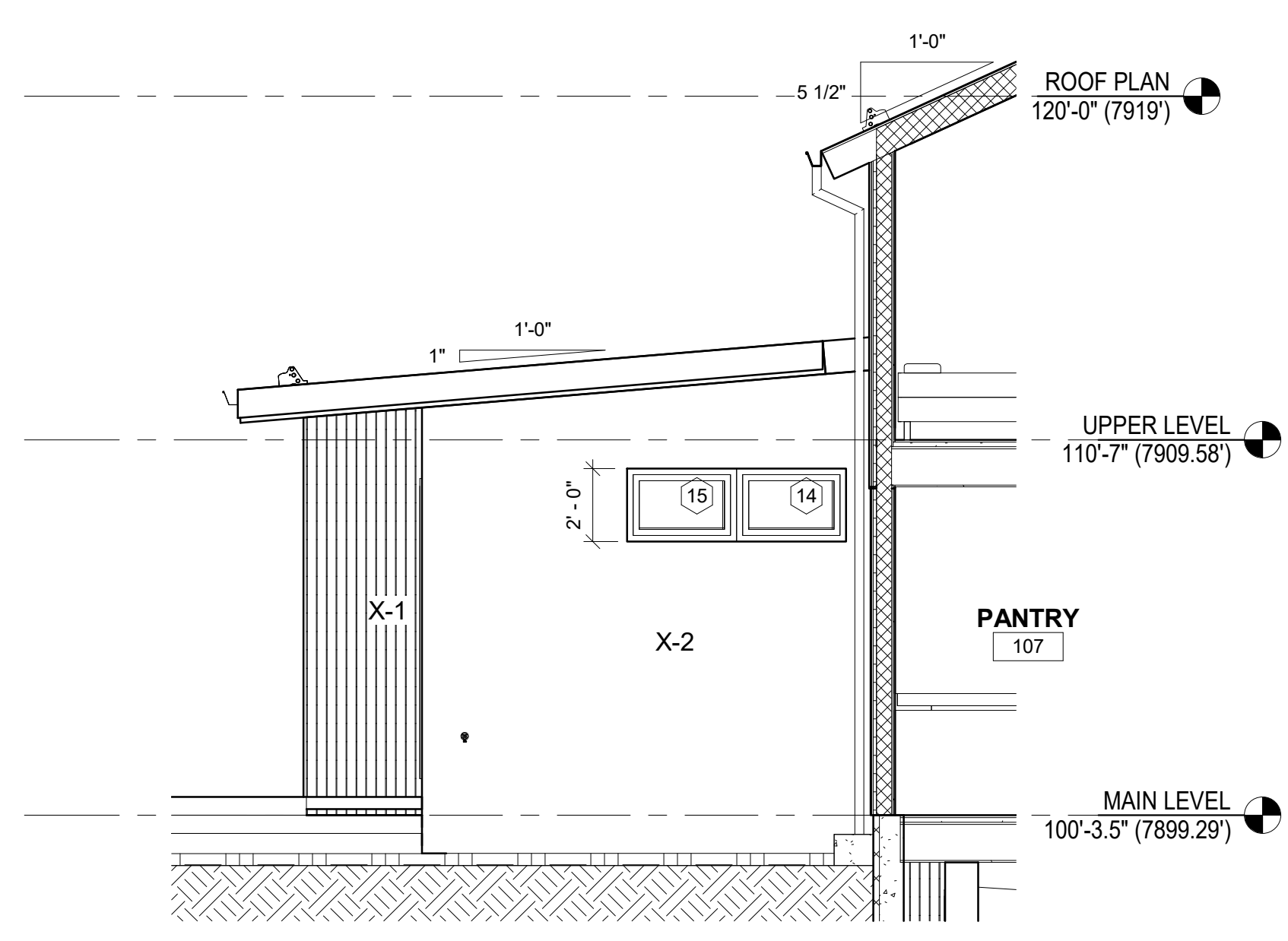
Project No:
2120

Sheet No:
A4.2

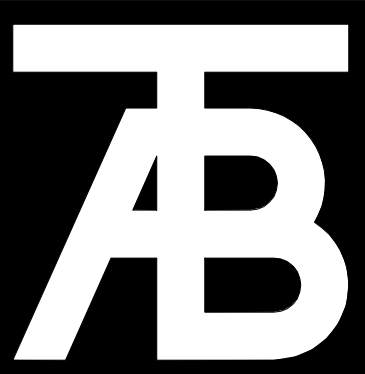
- EXTERIOR MATERIAL LEGEND:**
- X-1 NEW CORRUGATED METAL/BLACK COLOR FINISH
 - X-2 NEW STUCCO W/ INTEGRAL COLOR FINISH COAT SW 7508 TAVERN TAUPE, SAND FINISH, XX STAIN
 - X-3 NEW HORIZONTAL HEMLOCK WOOD SIDING, XX STAIN
 - X-4 NEW VERTICAL HEMLOCK WOOD SIDING, xx STAIN
 - R-1 NEW STANDING SEAM METAL ROOF, BERRIDGE DARK BRONZE KYNAR 500



1 N/S BUILDING SECTION THROUGH POOL
1/4" = 1'-0"



2 SIDE OF GEAR ROOM
1/4" = 1'-0"



TAB Associates
 The Architectural Balance
 0058 Edwards Village Blvd.
 Suite 210
 Edwards, CO 81420
 (970) 766-1470
 fax: (970) 766-4471
 email: tab@tab.net
 www.tabassociates.com
 Civil Engineer
 Structural Engineer
 Mechanical Engineer
 Electrical Engineer

Seal

962 Main Street
 Minturn, CO 81645
 South Minturn, CO

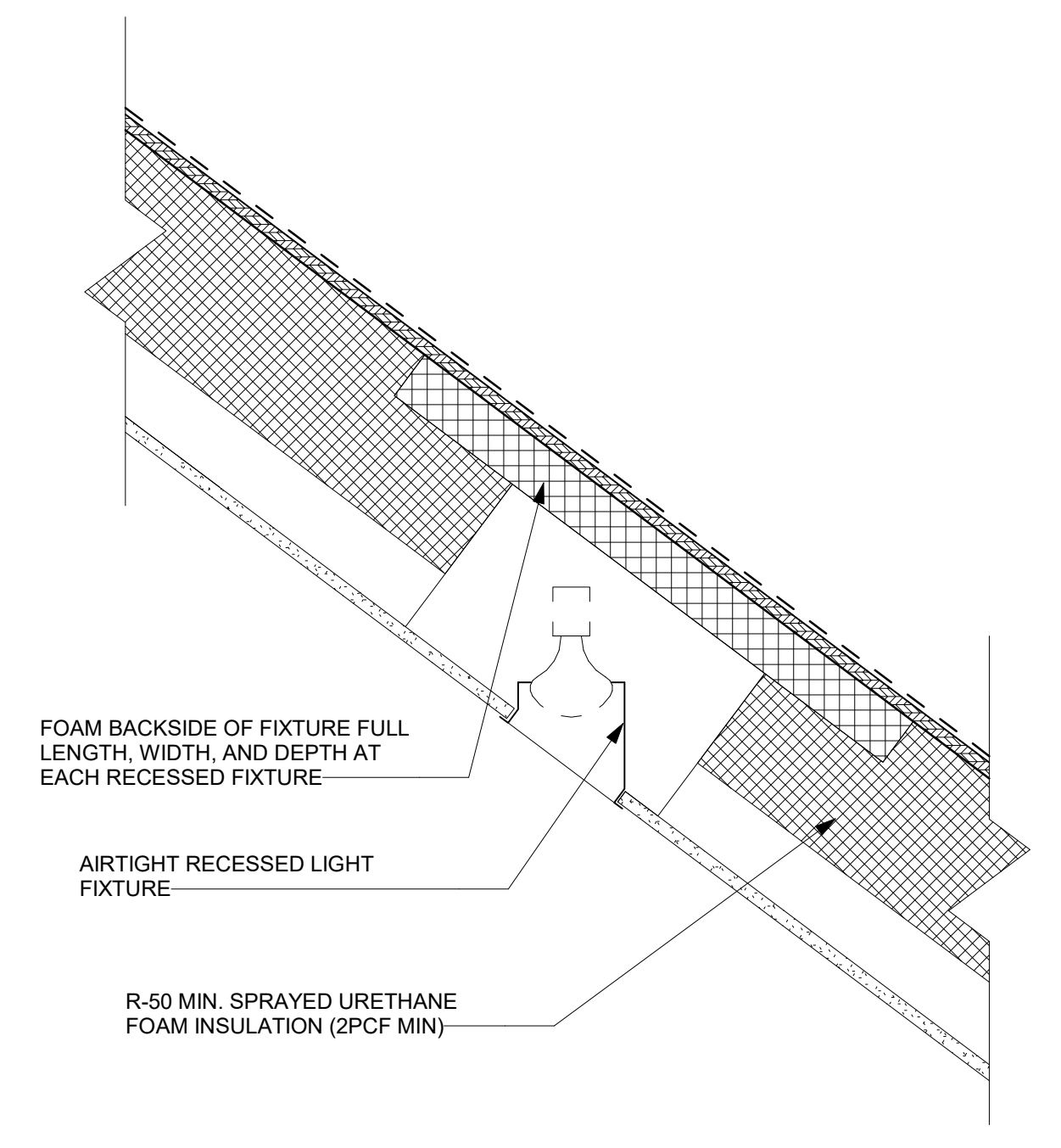
Revisions:		
No.	Description	Date

Issue Dates:
 SD - 01/26/22
 CD - 05/04/22
 CD R1 - 06/07/22
 Rev3 - 08/31/22

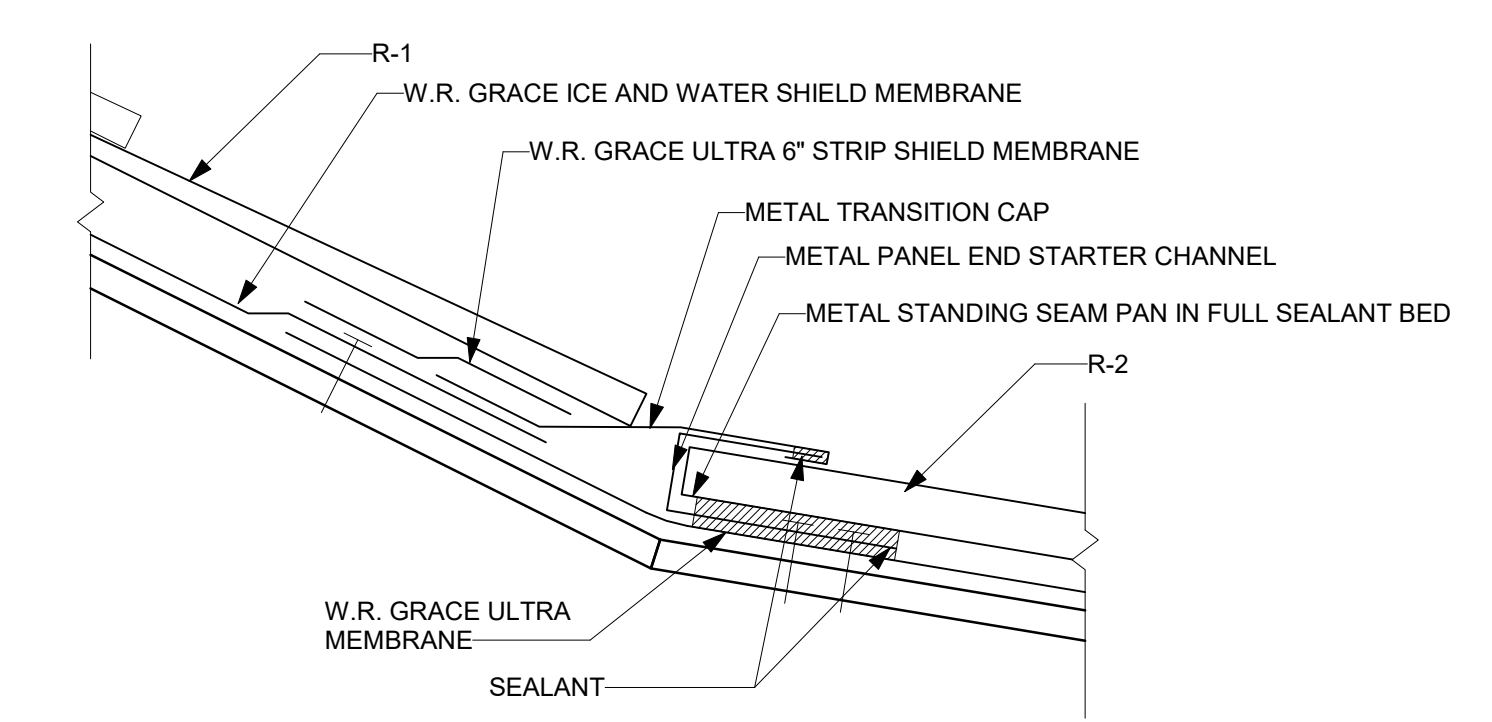
Sheet Title:
Details

Project No:
 2120

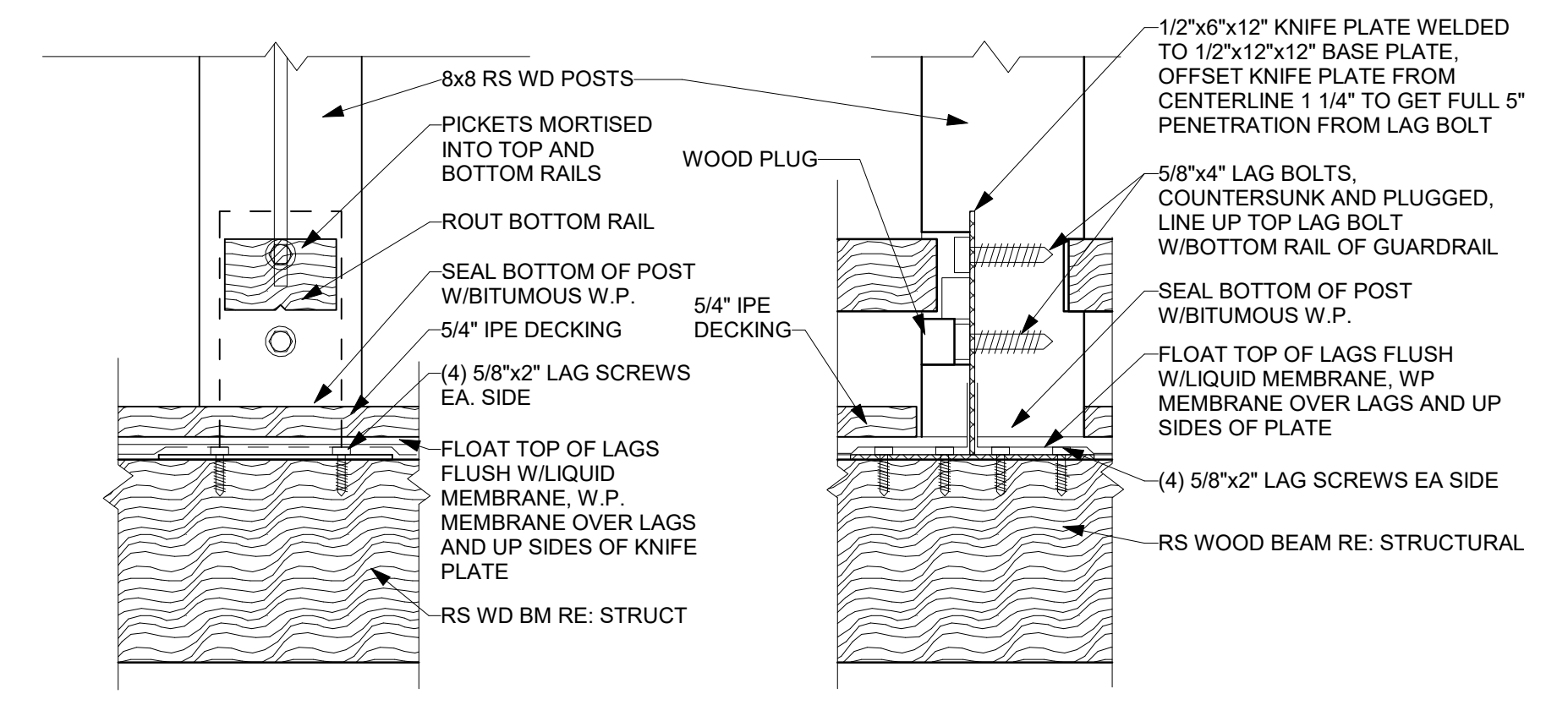
Sheet No:
A5.1



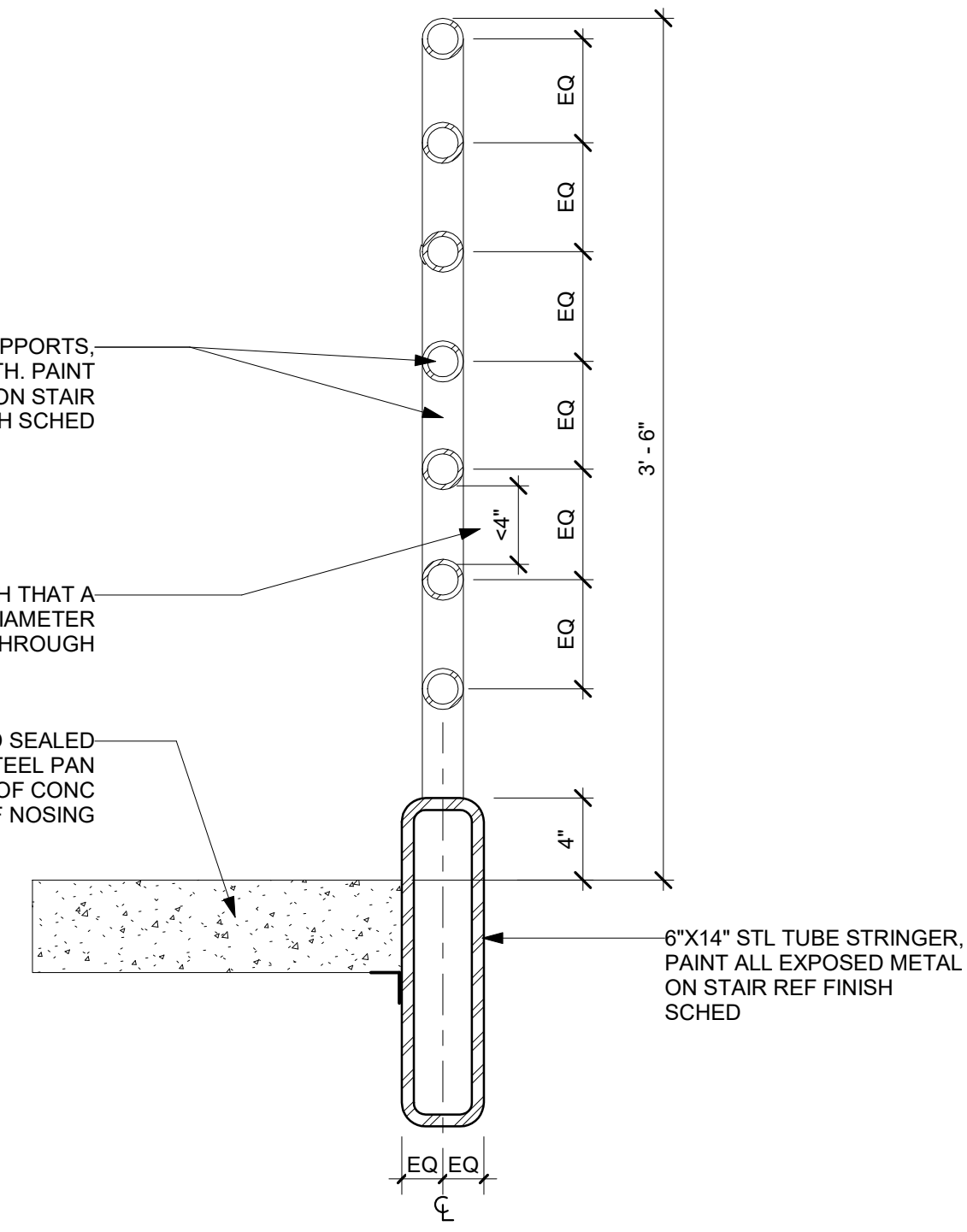
4 RECESSED LIGHT FIXTURE
 A5.1 1 1/2" = 1'-0"



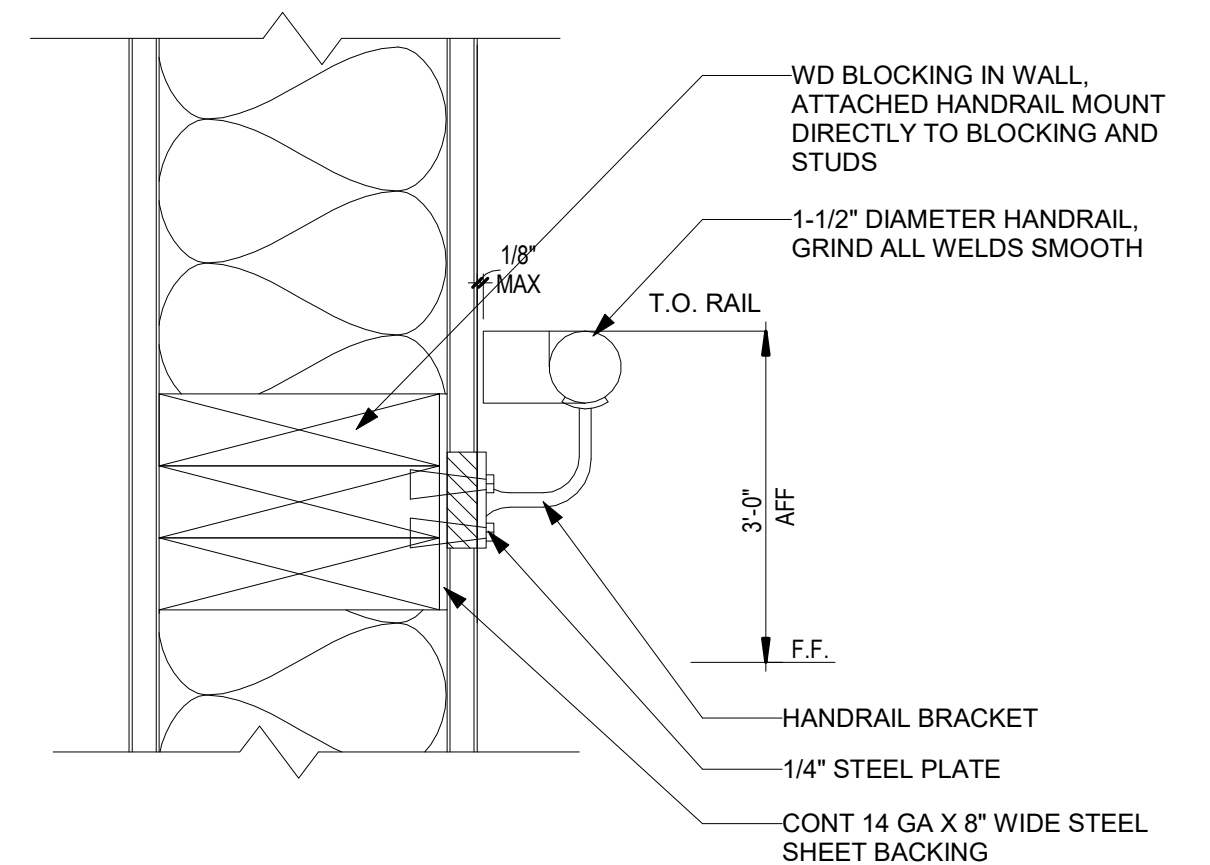
5 PITCH TRANSITION
 A5.1 3" = 1'-0"



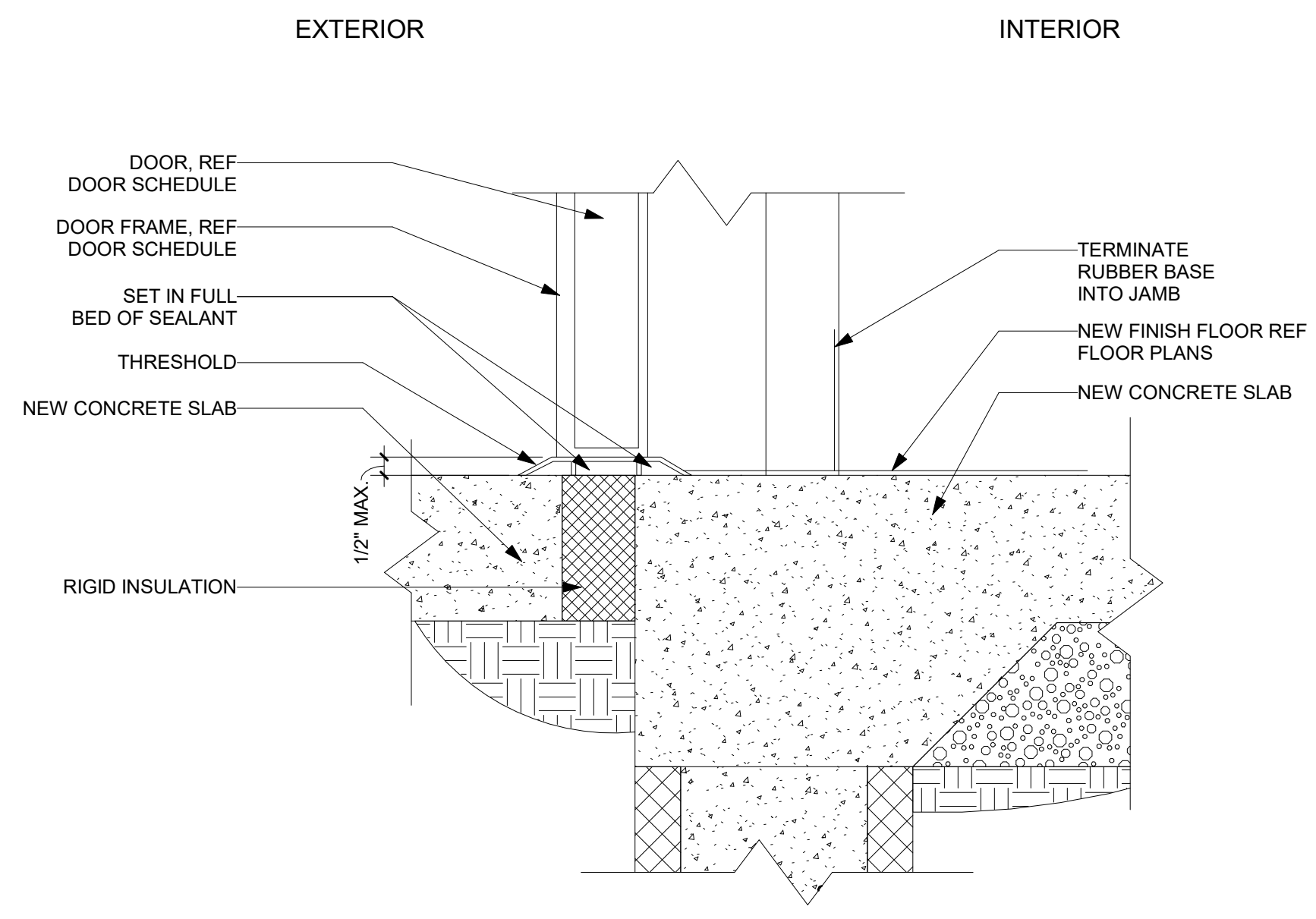
9 DECK POST KNIFE PLATE
 A5.1 1 1/2" = 1'-0"



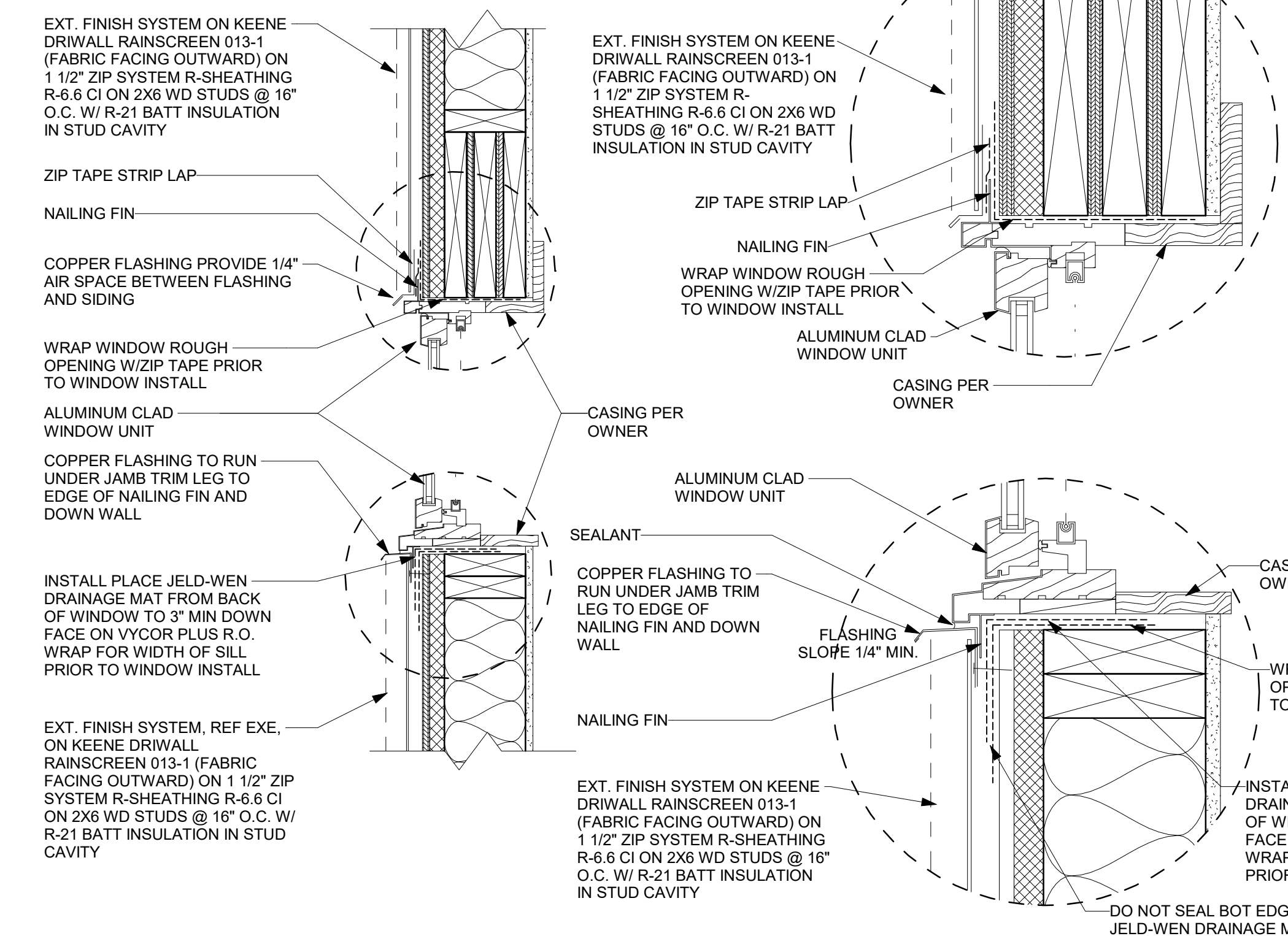
3 GUARDRAIL DETAIL
 A5.1 1 1/2" = 1'-0"



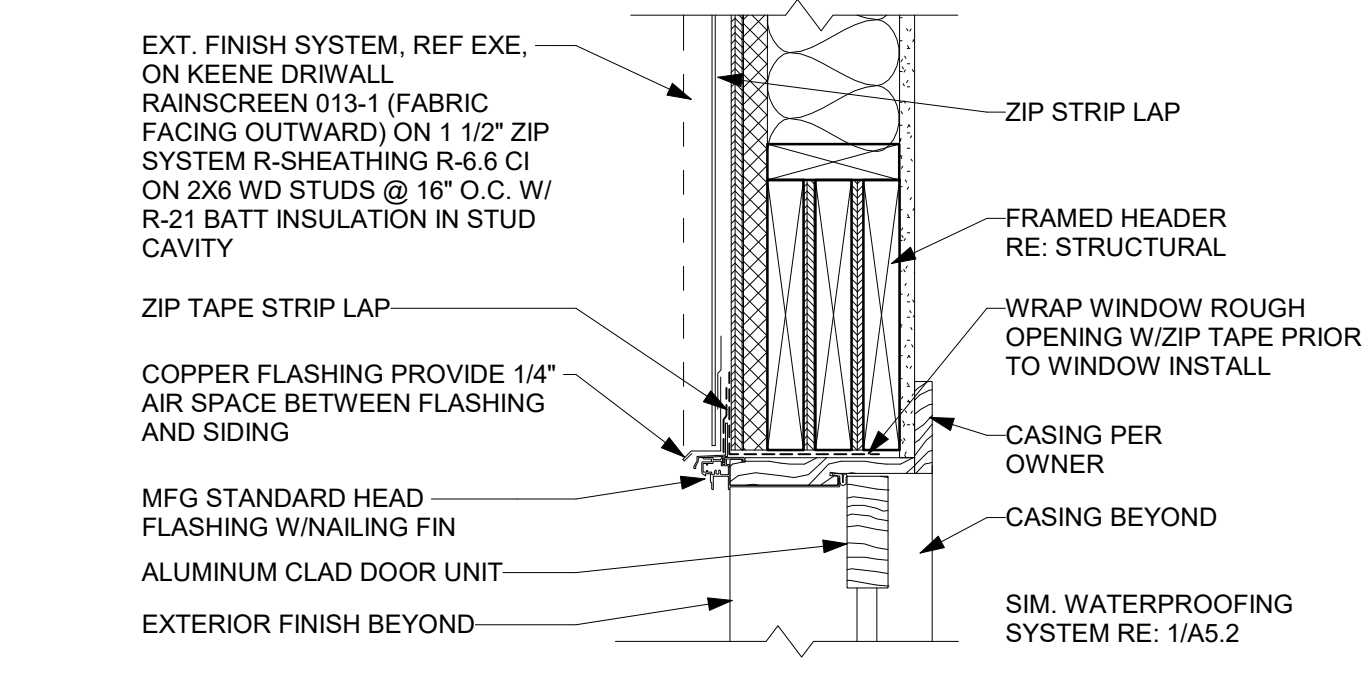
8 HANDRAIL TO WALL DETAIL
 A5.1 3" = 1'-0"



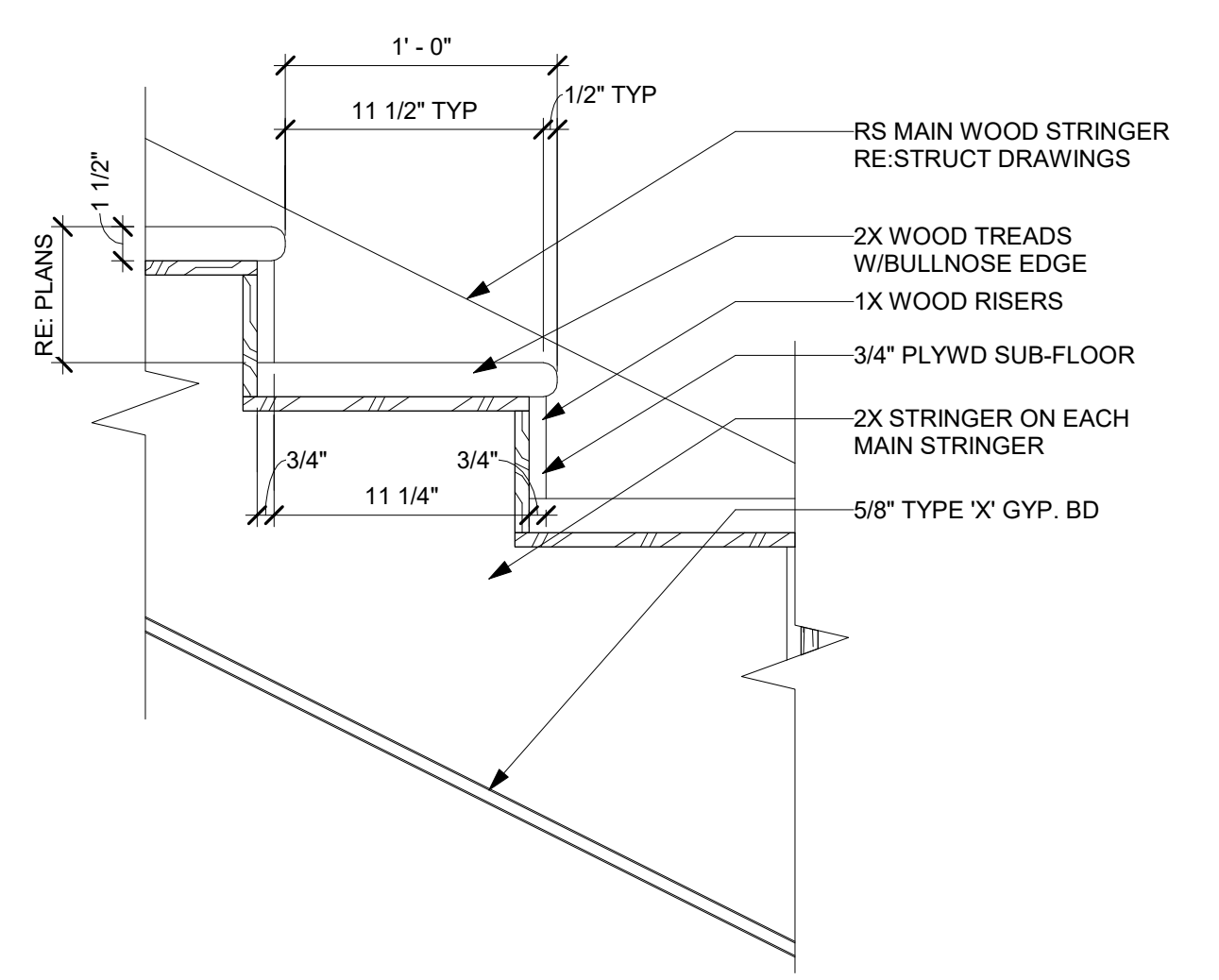
12 INT/EXT DOOR THRESHOLD
 A5.1 3" = 1'-0"



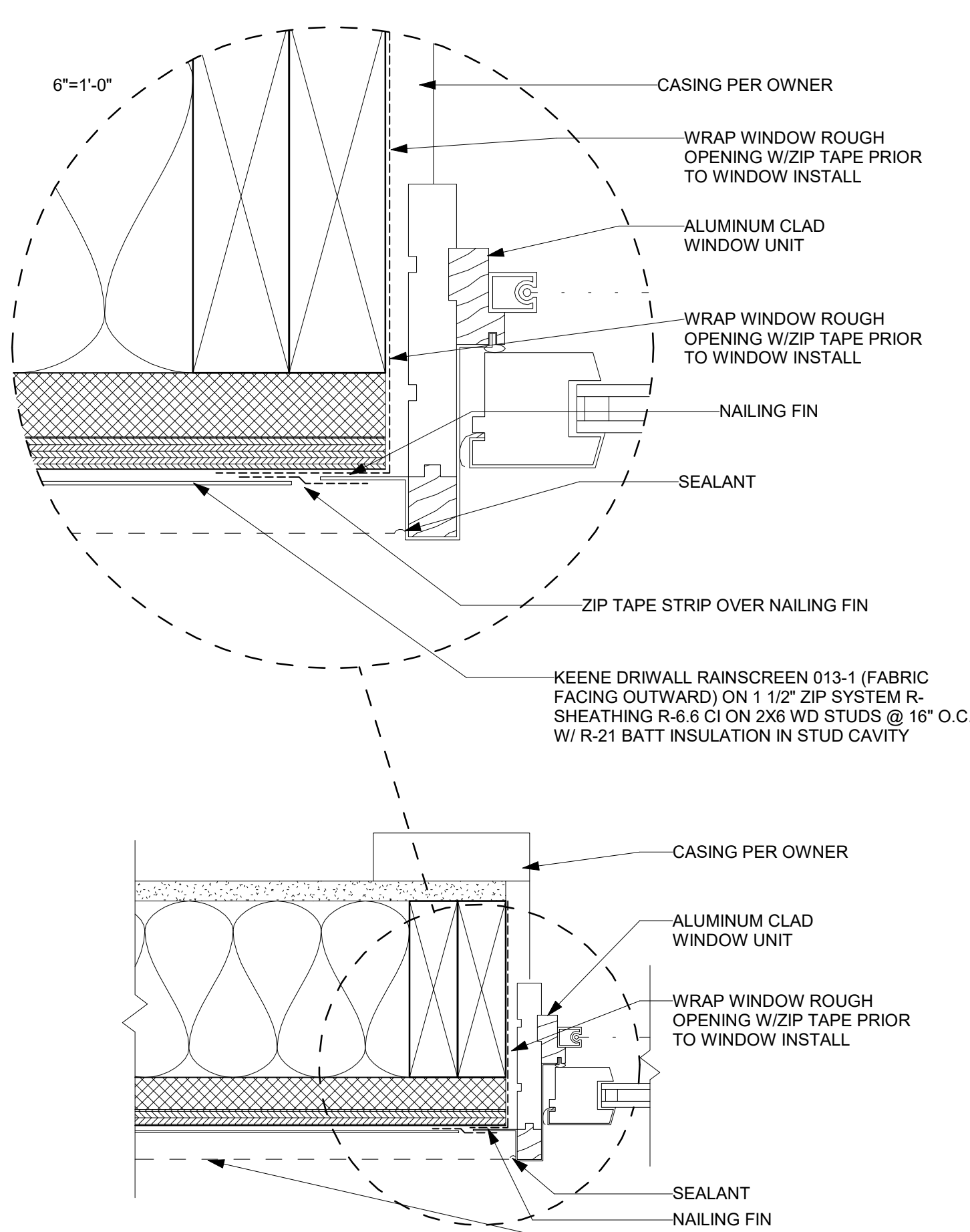
2 WINDOW HEAD/SILL WOOD
 A5.1 1 1/2" = 1'-0"



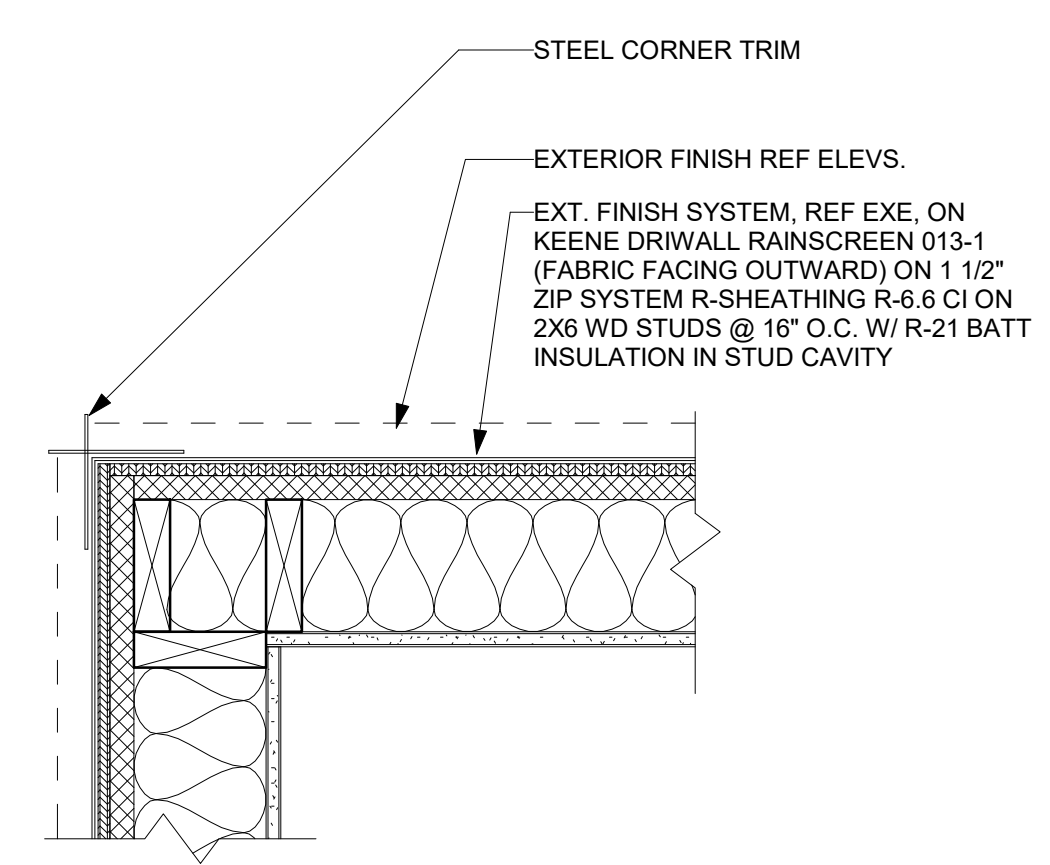
7 DOOR HEADER IN SIDING
 A5.1 1 1/2" = 1'-0"



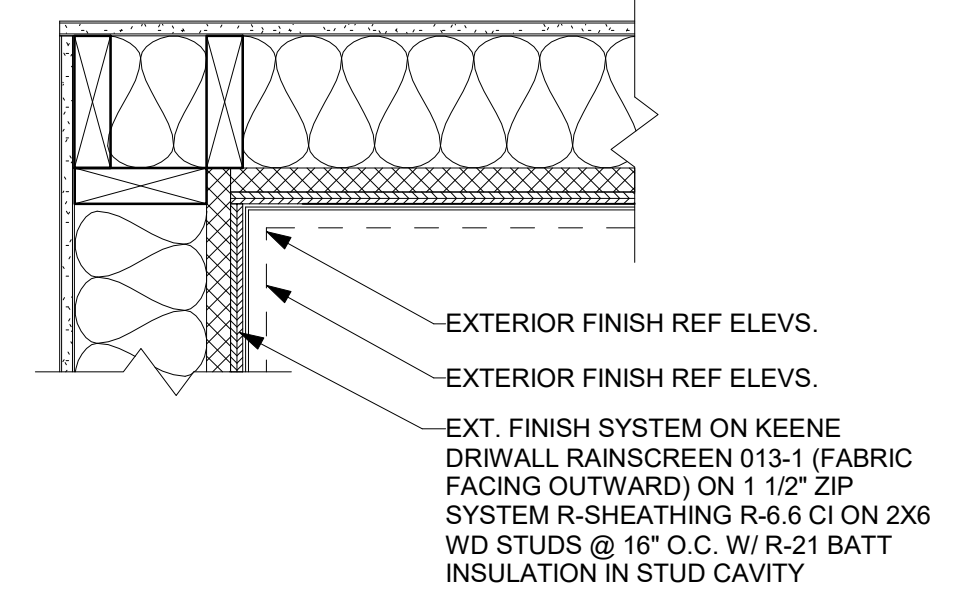
11 STAIR DETAIL WD
 A5.1 1 1/2" = 1'-0"



1 WINDOW JAMB WOOD
 A5.1 3" = 1'-0"

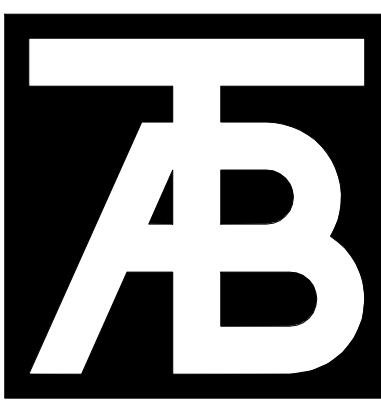


6 EXTERIOR CORNER
 A5.1 1 1/2" = 1'-0"



10 INTERIOR CORNER
 A5.1 1 1/2" = 1'-0"

P:\2120 Woodruff Residence - Minturn\01 Drawing Files\07 Revs Central Files\RDSS Residence CDs Rev3.0027.rvt



TAB Associates
 The Architectural Balance
 0056 Edwards Village Blvd.
 Suite 210
 Edwards, CO 81420
 (970) 766-1470
 fax: (970) 766-4471
 email: tab@tab.net
 www.tabassociates.com
 Civil Engineer
 Structural Engineer
 Mechanical Engineer
 Electrical Engineer

Seal

962 Main Street
Minturn, CO 81645
 South Minturn, CO

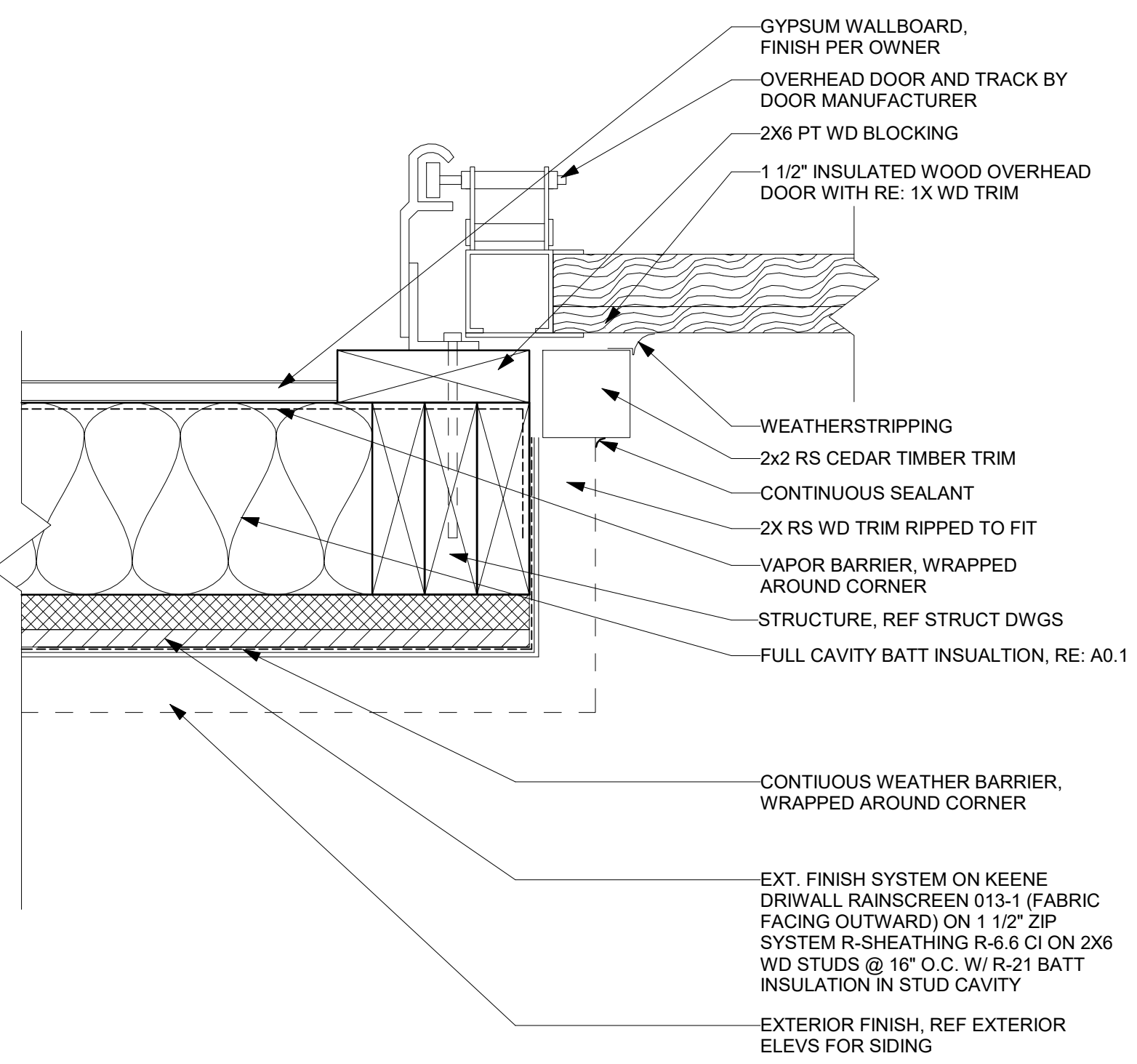
Revisions:		
No	Description	Date

Issue Dates:
 SD - 01/26/22
 CD - 05/04/22
 CD R1 - 06/07/22
 Rev3 - 08/31/22

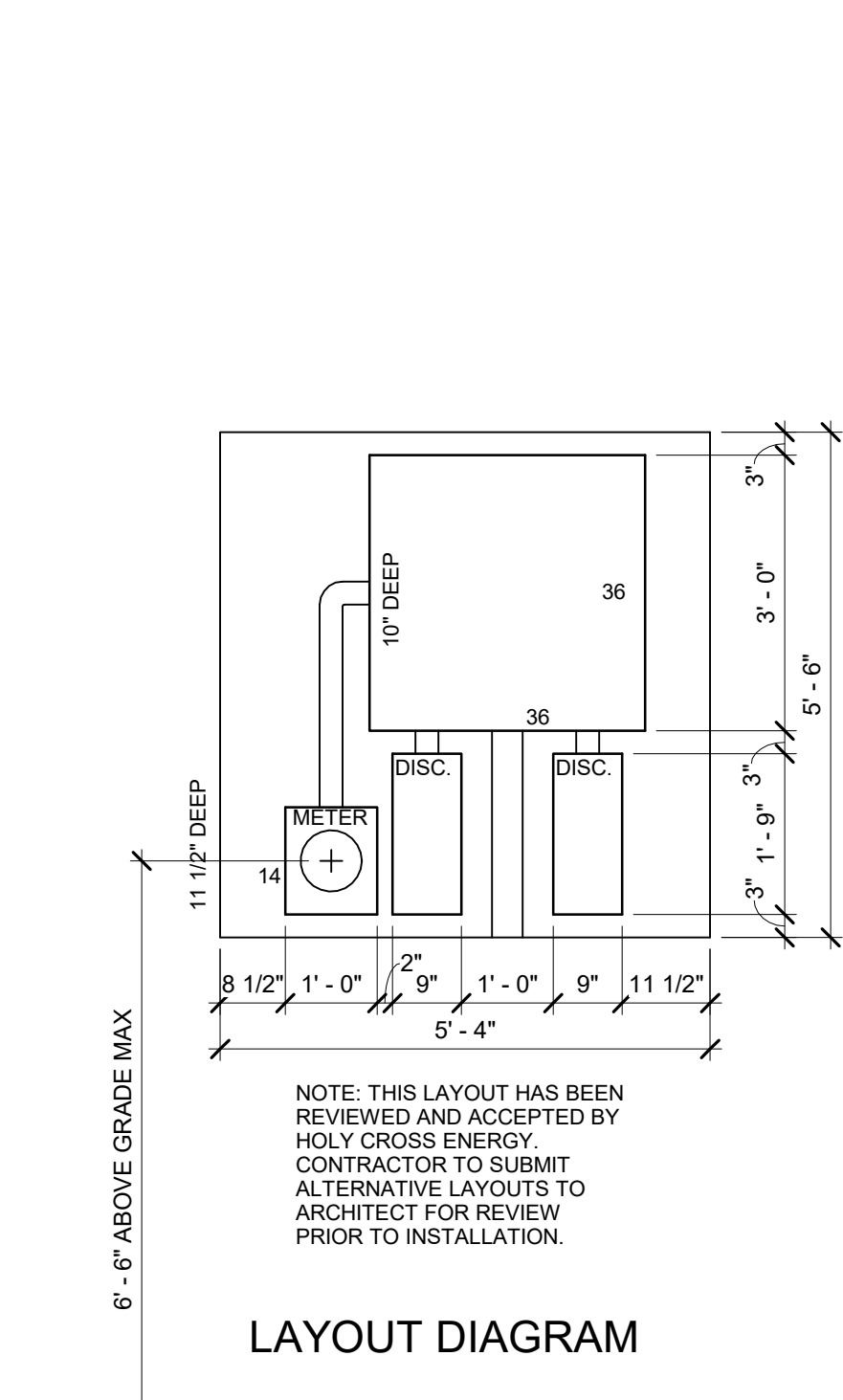
Sheet Title:
Details

Project No:
 2120

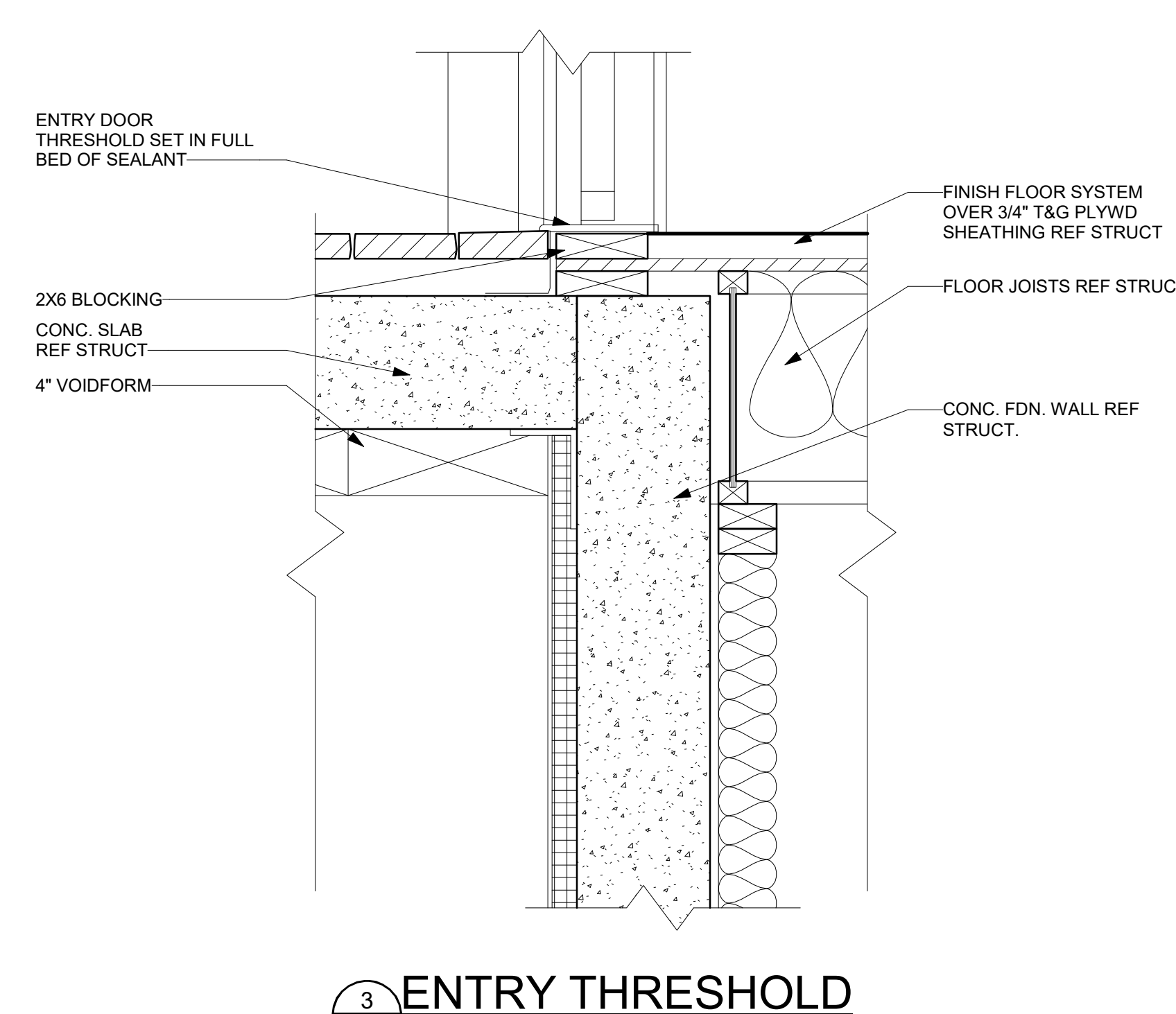
Sheet No:
A5.2



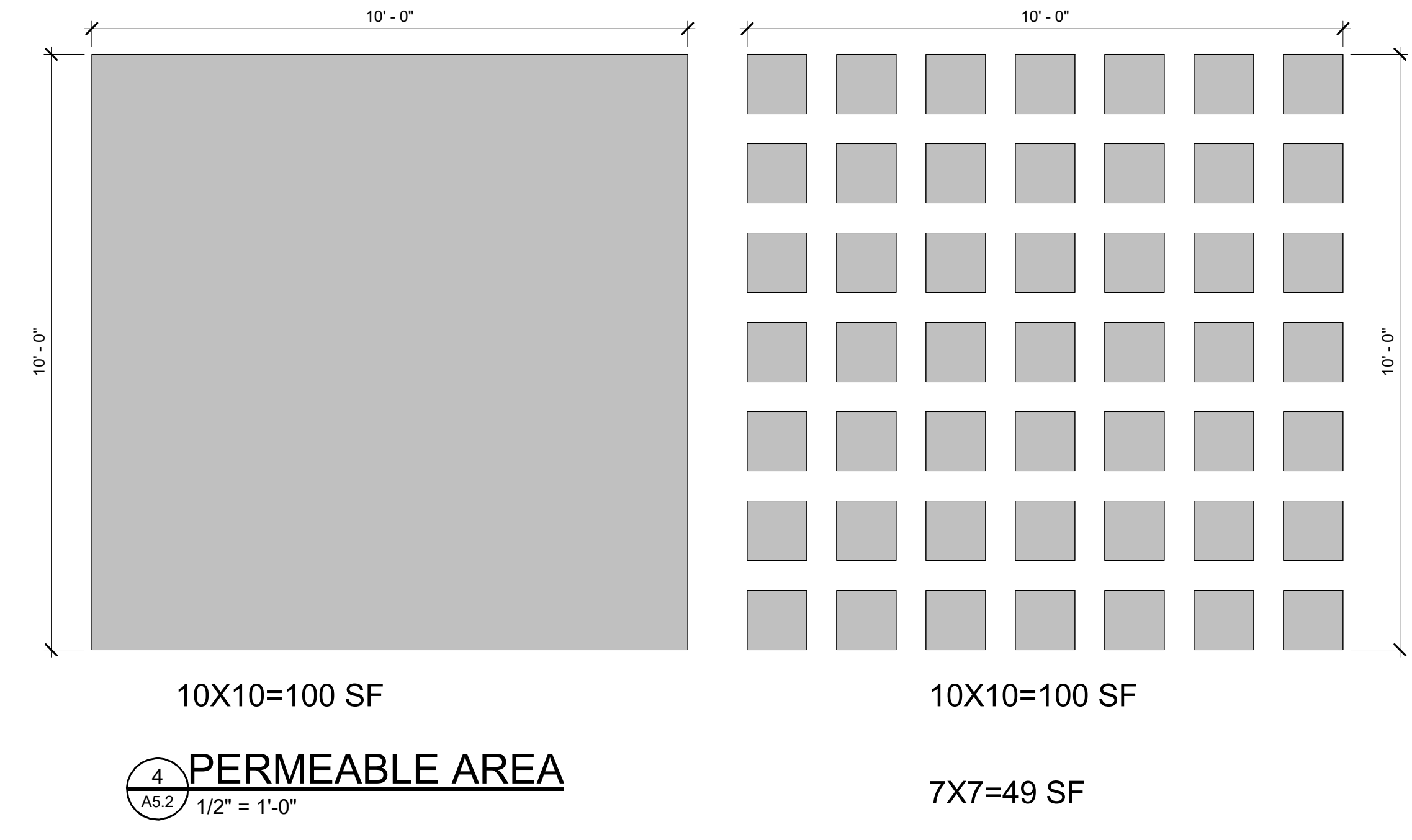
1 GARAGE DOOR IN SIDING
 A5.2 / 3" = 1'-0"



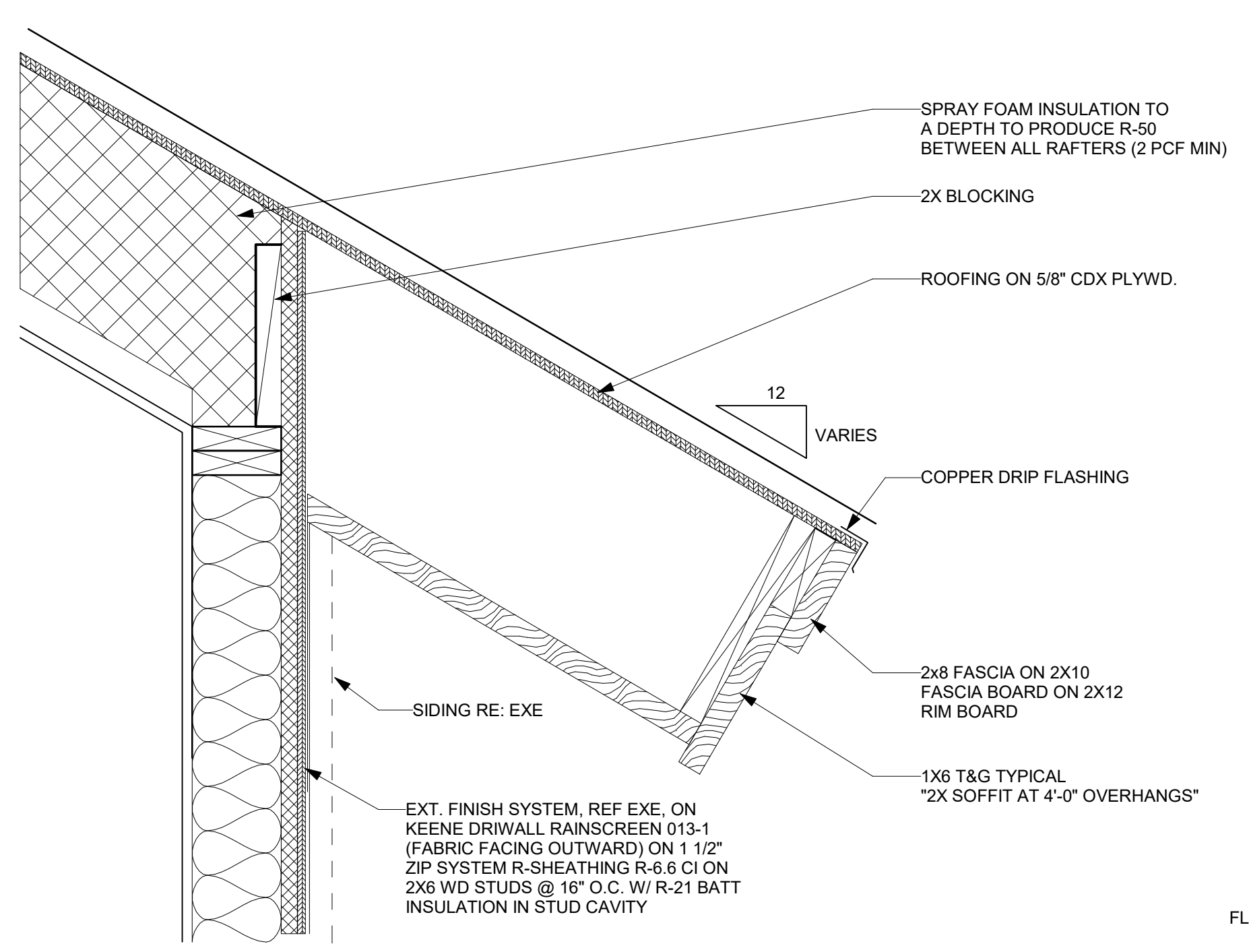
2 ELEC PANEL LAYOUT
 A5.2 / 1/2" = 1'-0"



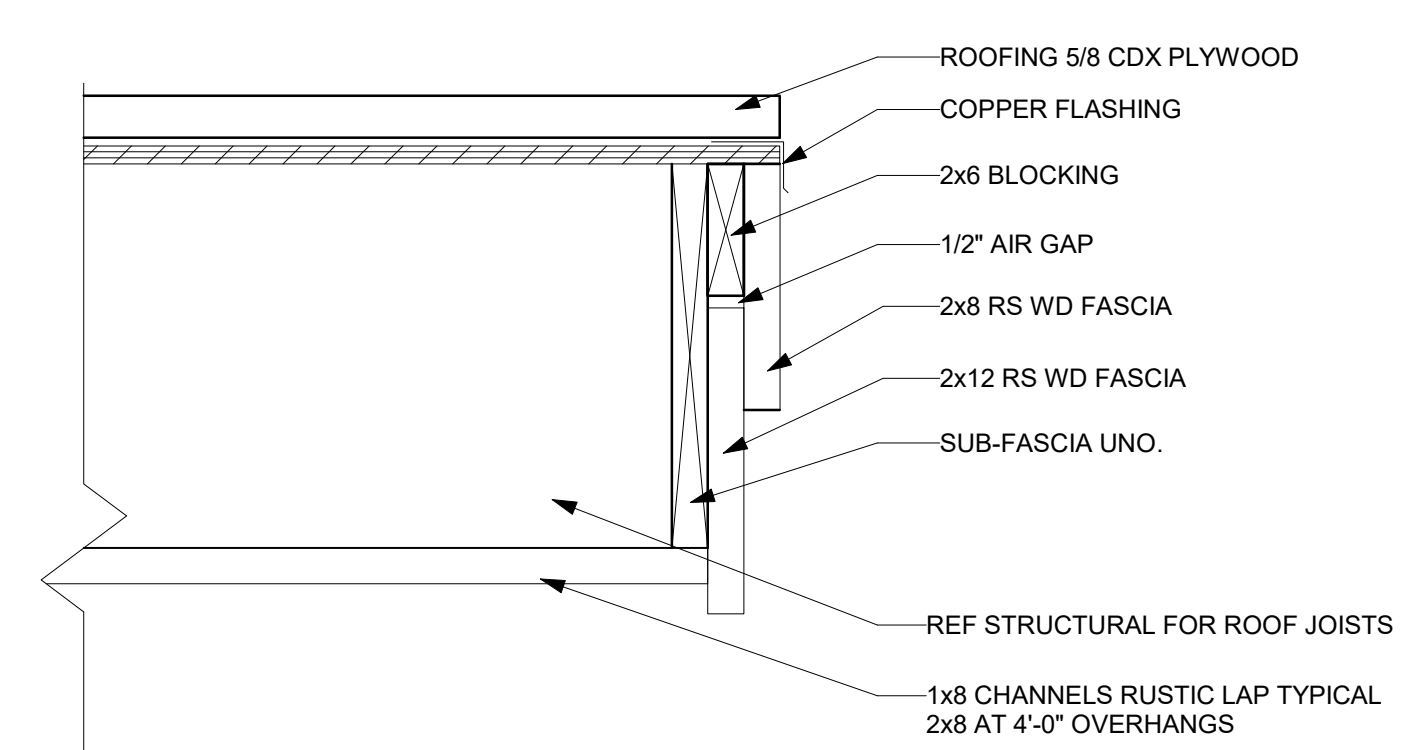
3 ENTRY THRESHOLD
 A5.2 / 1/2" = 1'-0"



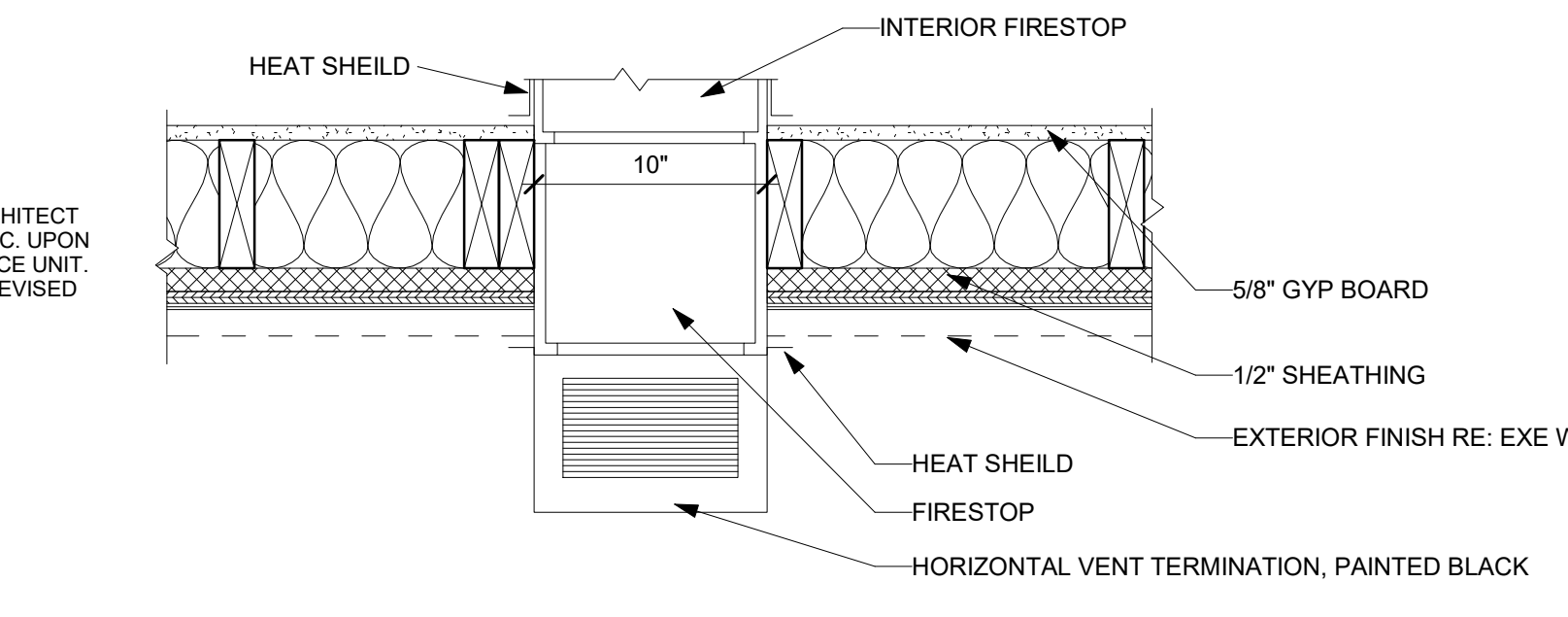
4 PERMEABLE AREA
 A5.2 / 1/2" = 1'-0"



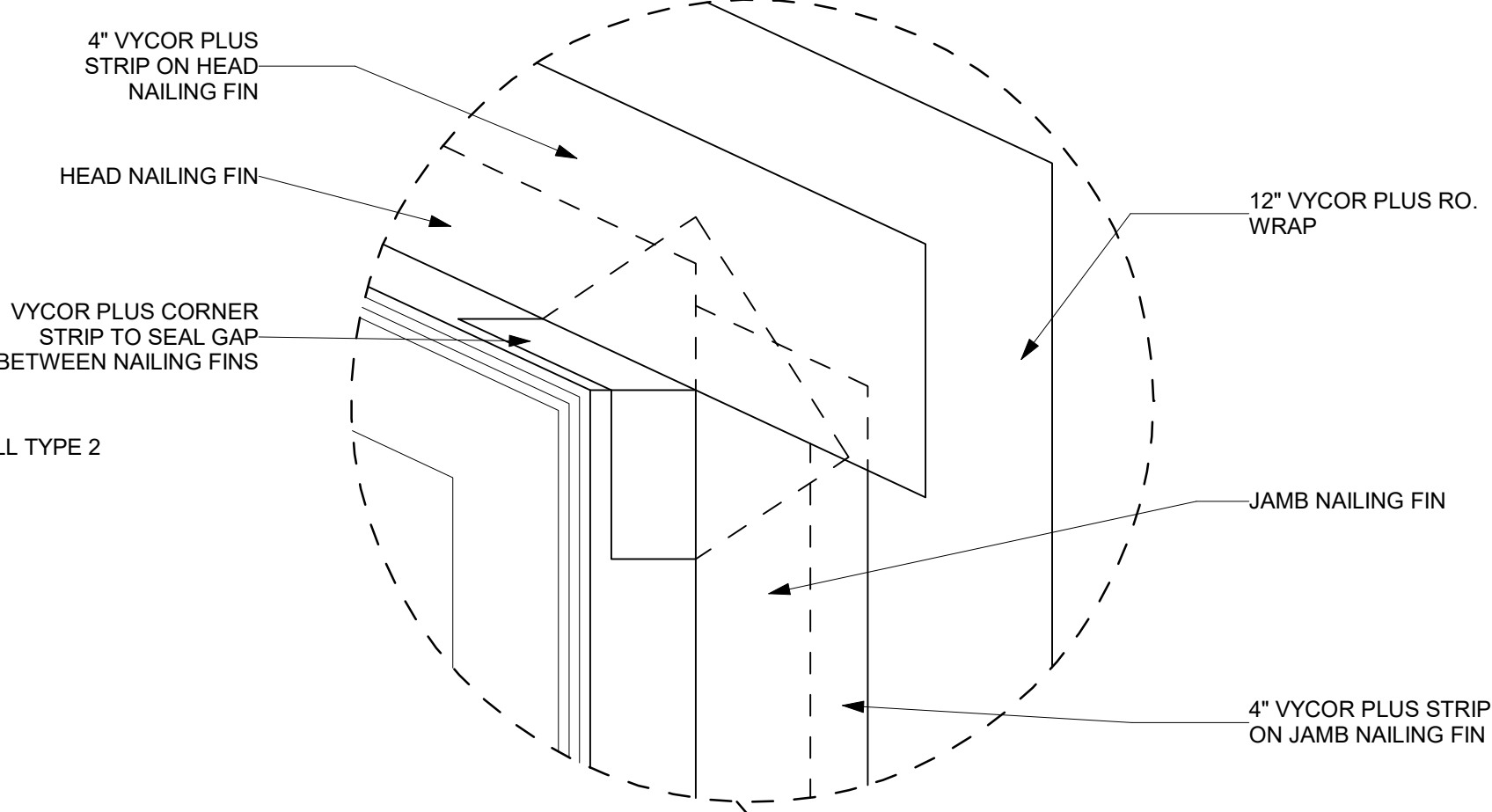
5 ROOF FASCIA
 A5.2 / 1 1/2" = 1'-0"



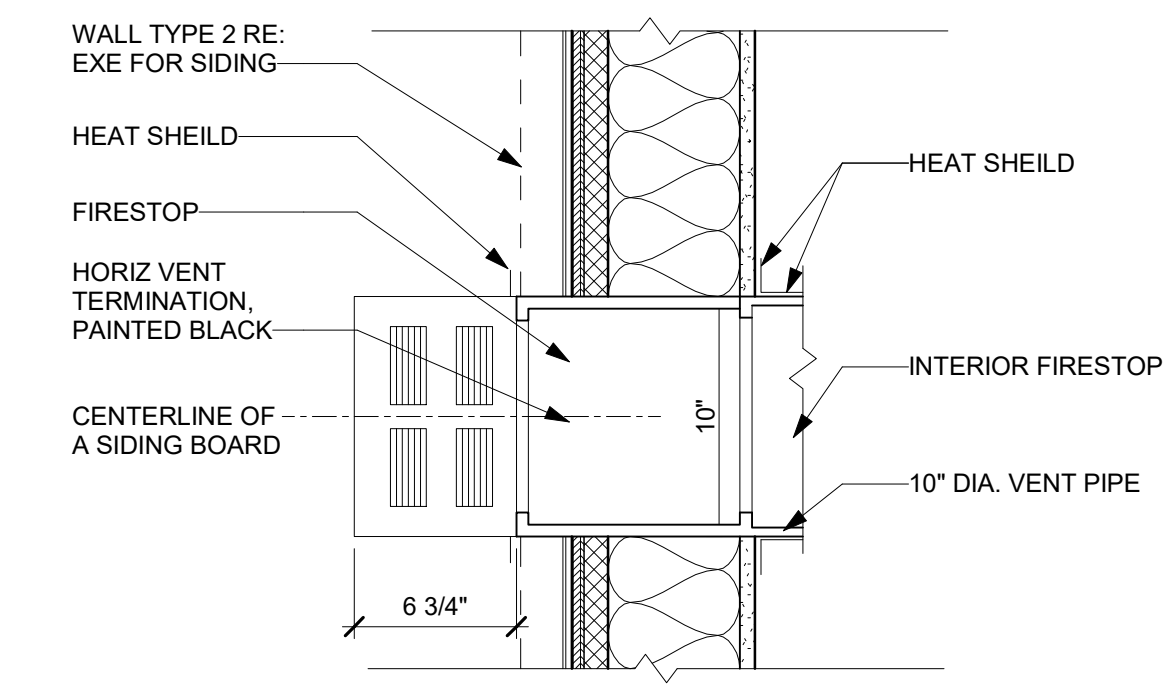
6 ROOF EAVE
 A5.2 / 1 1/2" = 1'-0"



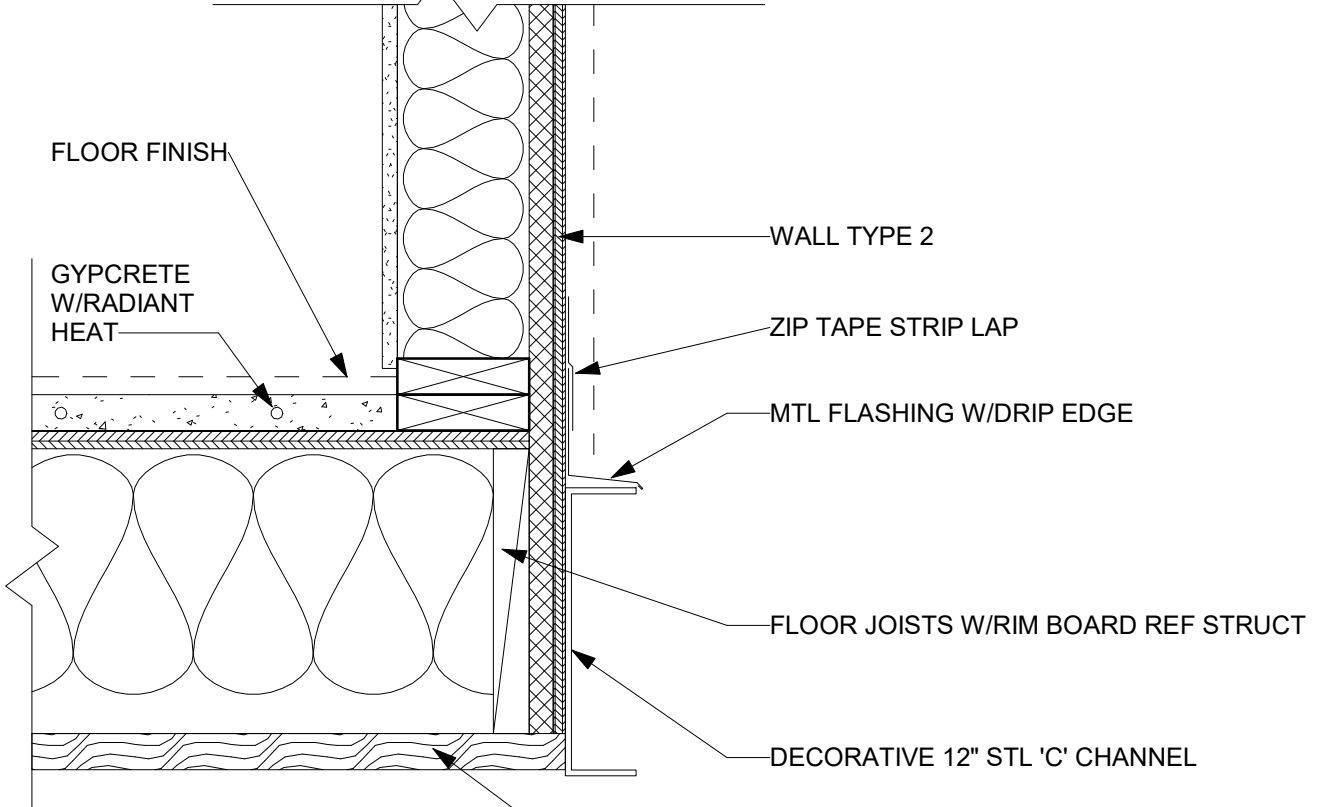
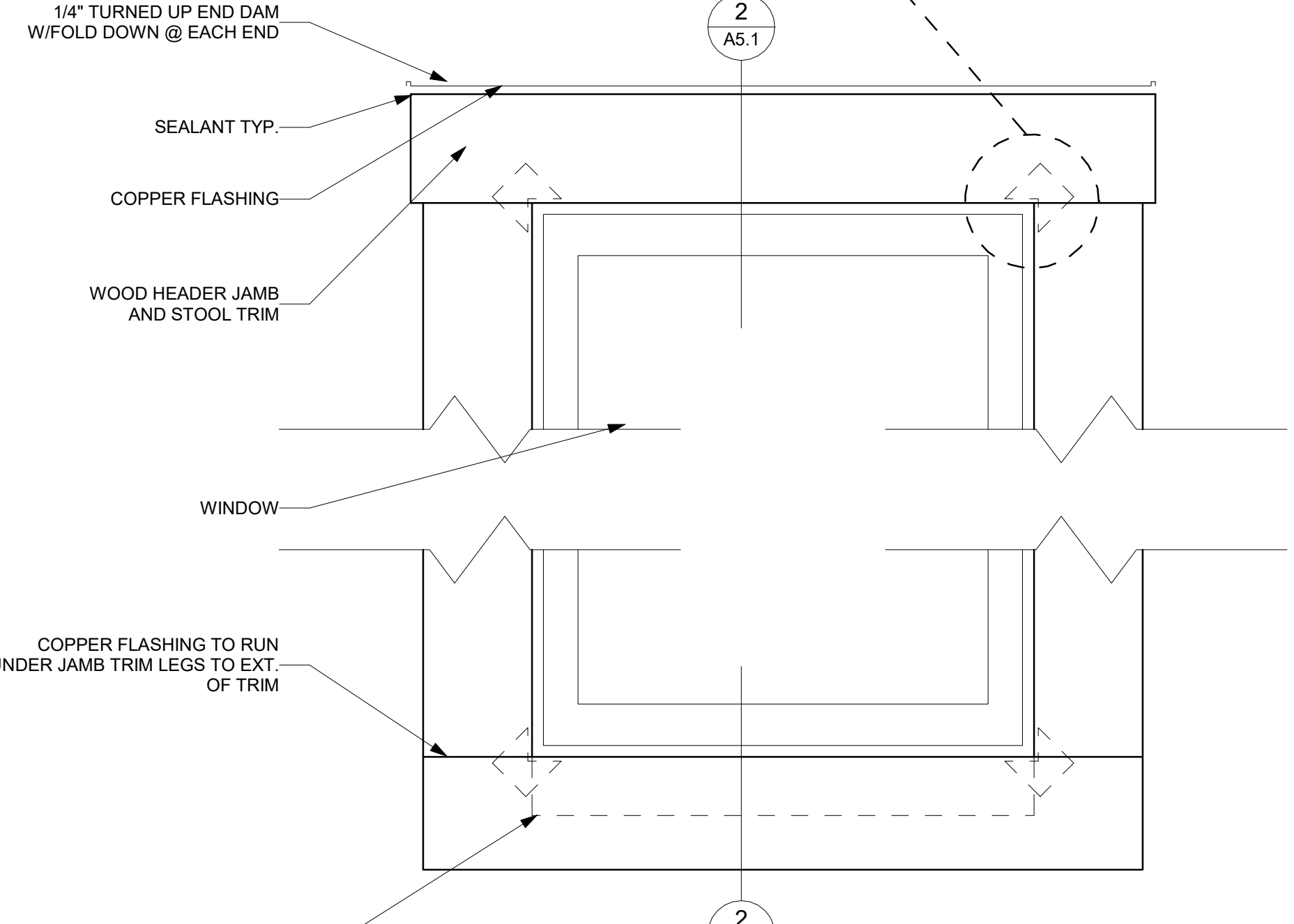
7 VENT TERMINATION PLAN
 A5.2 / 1 1/2" = 1'-0"



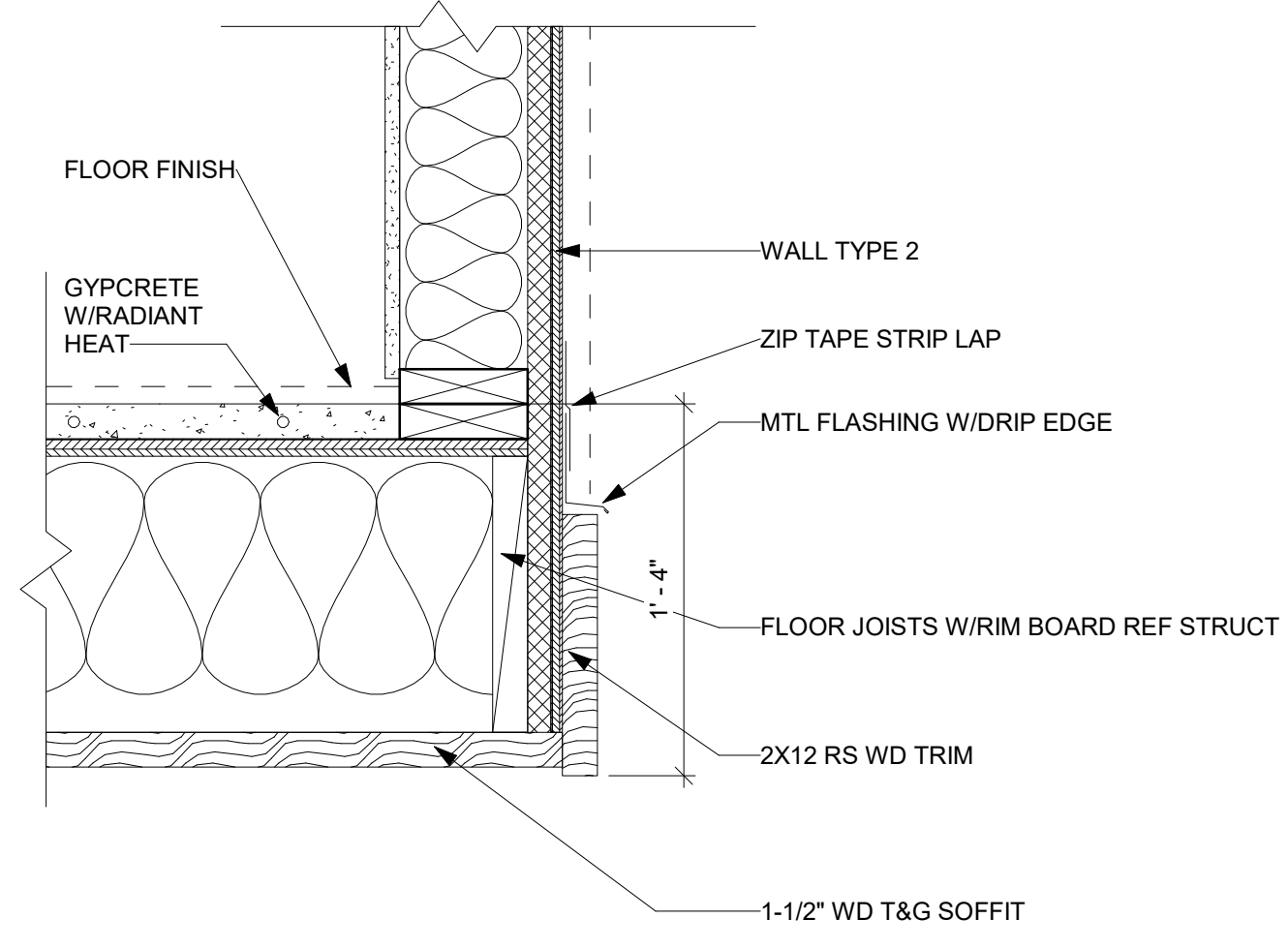
9 WINDOW WATERPROOFING
 A5.2 / 1 1/2" = 1'-0"



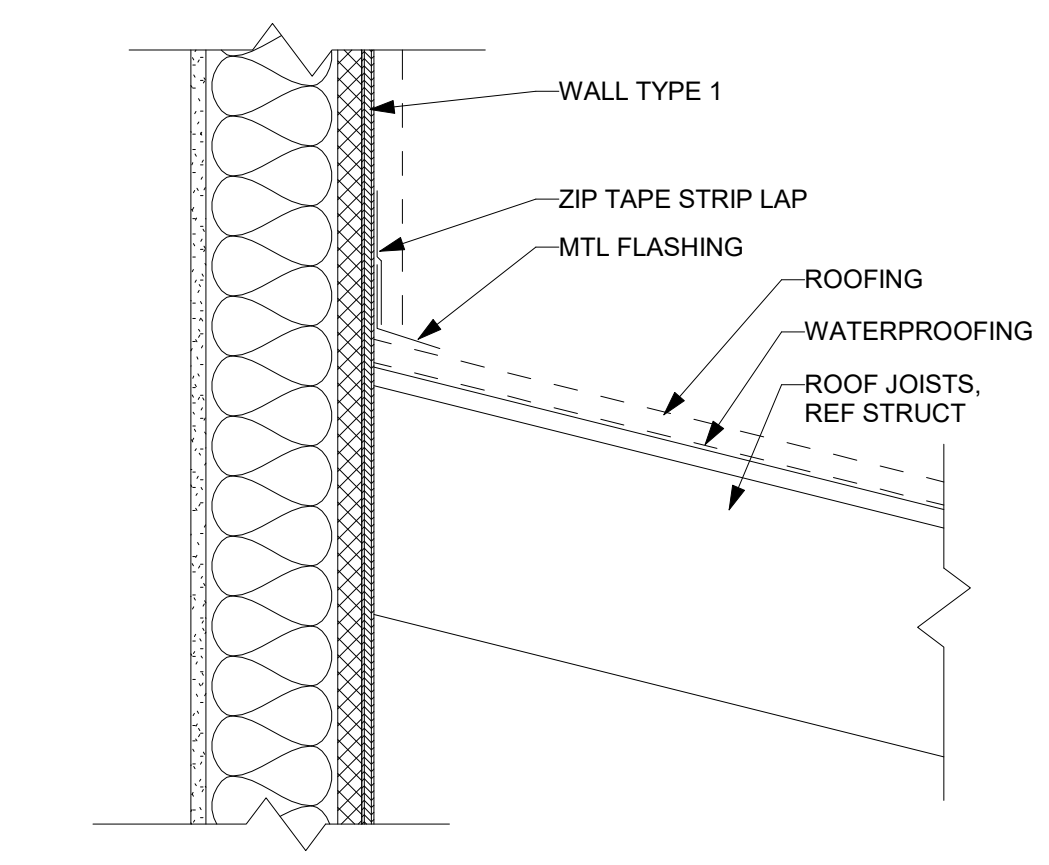
8 VENT TERMINATION SECTION
 A5.2 / 1 1/2" = 1'-0"



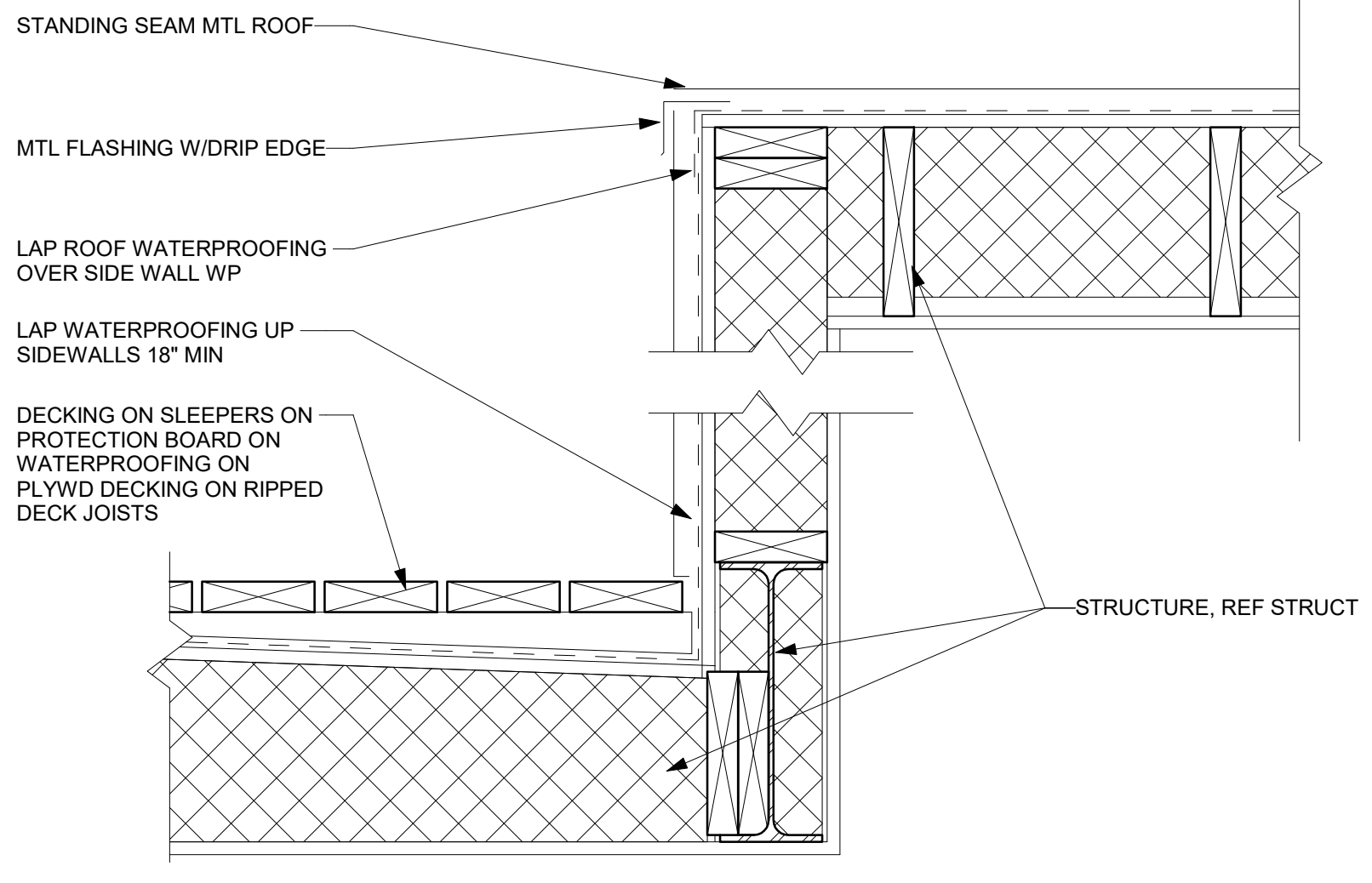
11 ENTRY OVERHANG
 A5.2 / 1 1/2" = 1'-0"



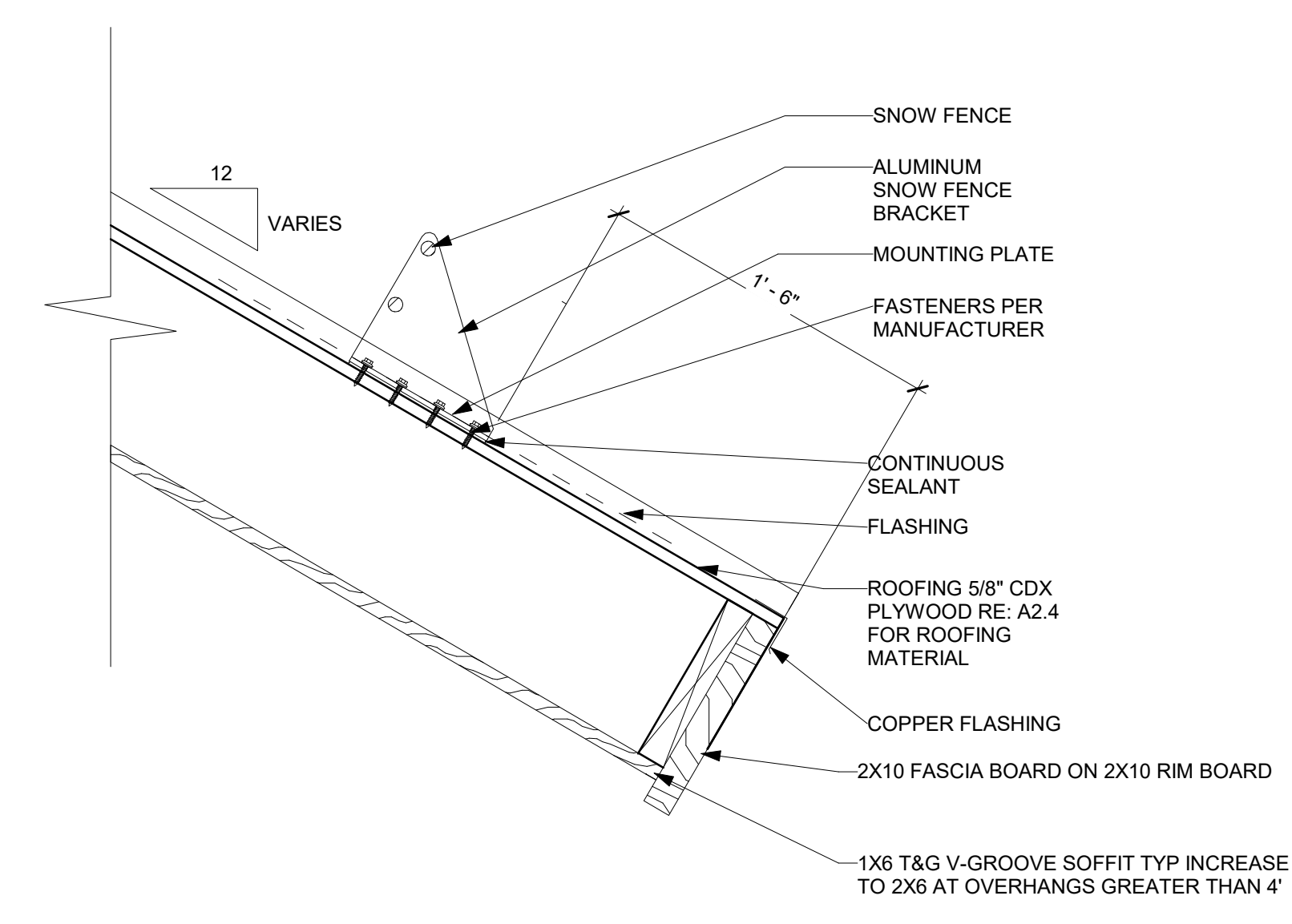
12 FLOOR CANTILEVER
 A5.2 / 1 1/2" = 1'-0"



13 ROOF TO SIDEWALL
 A5.2 / 1 1/2" = 1'-0"

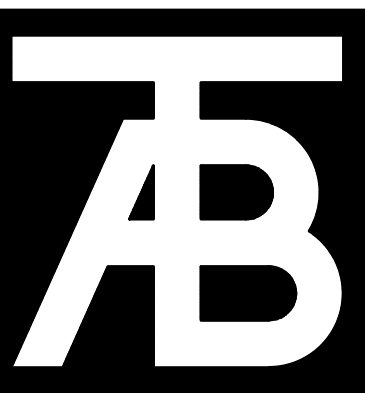


14 MASTER DECK SIDEWALL
 A5.2 / 1 1/2" = 1'-0"



10 SNOW FENCE
 A5.2 / 1 1/2" = 1'-0"

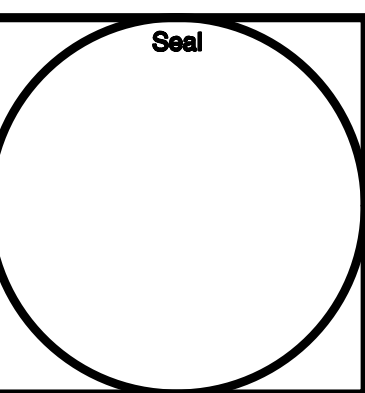
P:\2120 Woodruff Residence - Minturn\01 Drawing Files\07 Revet Central Files\RDSS Residence CDs - Rev3.0321.rvt
 8/31/2022 8:30:21 AM



TAB Associates
The Architectural Balance

0096 Edwards Village Blvd.
Edwards, CO 81632
(970) 766-1470
fax: (970) 766-1471
email: tab@vall.net
www.tabassociates.com

Civil Engineer:
Structural Engineer:
Mechanical Engineer:
Electrical Engineer:



962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

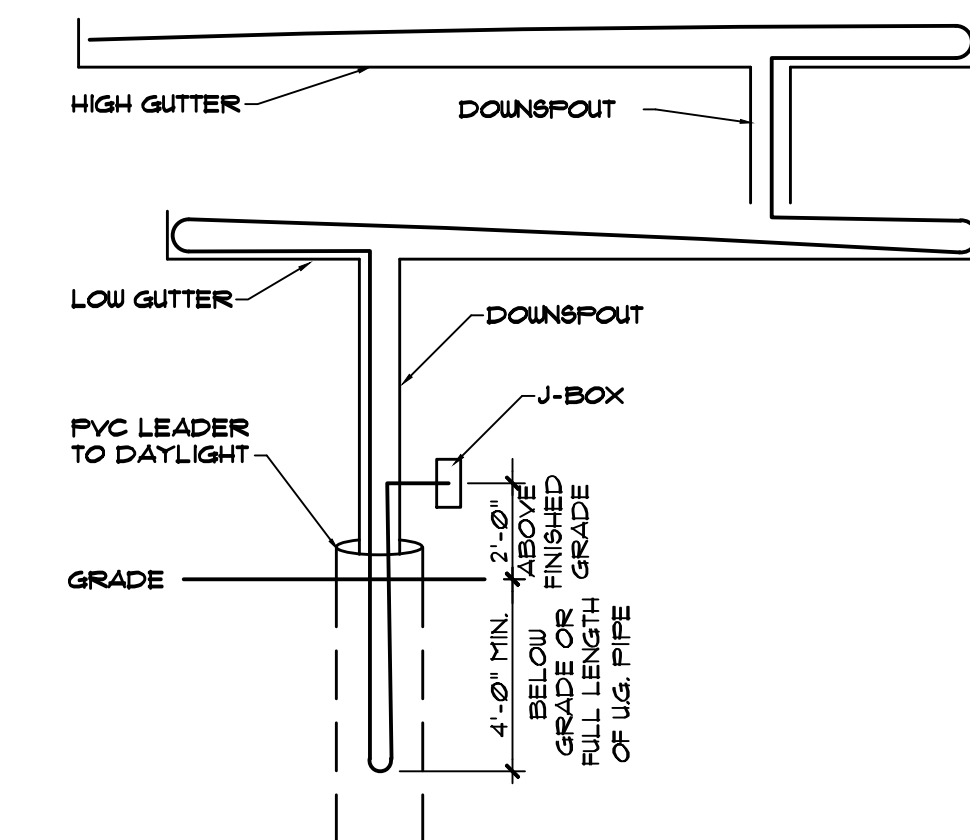
Issue Dates:
CD's - 5/4/22
Rev 3 - 8/31/22

Sheet Title:
Lower Level Power and Lighting Plan

Project No:
2120
Sheet No:
E2.1

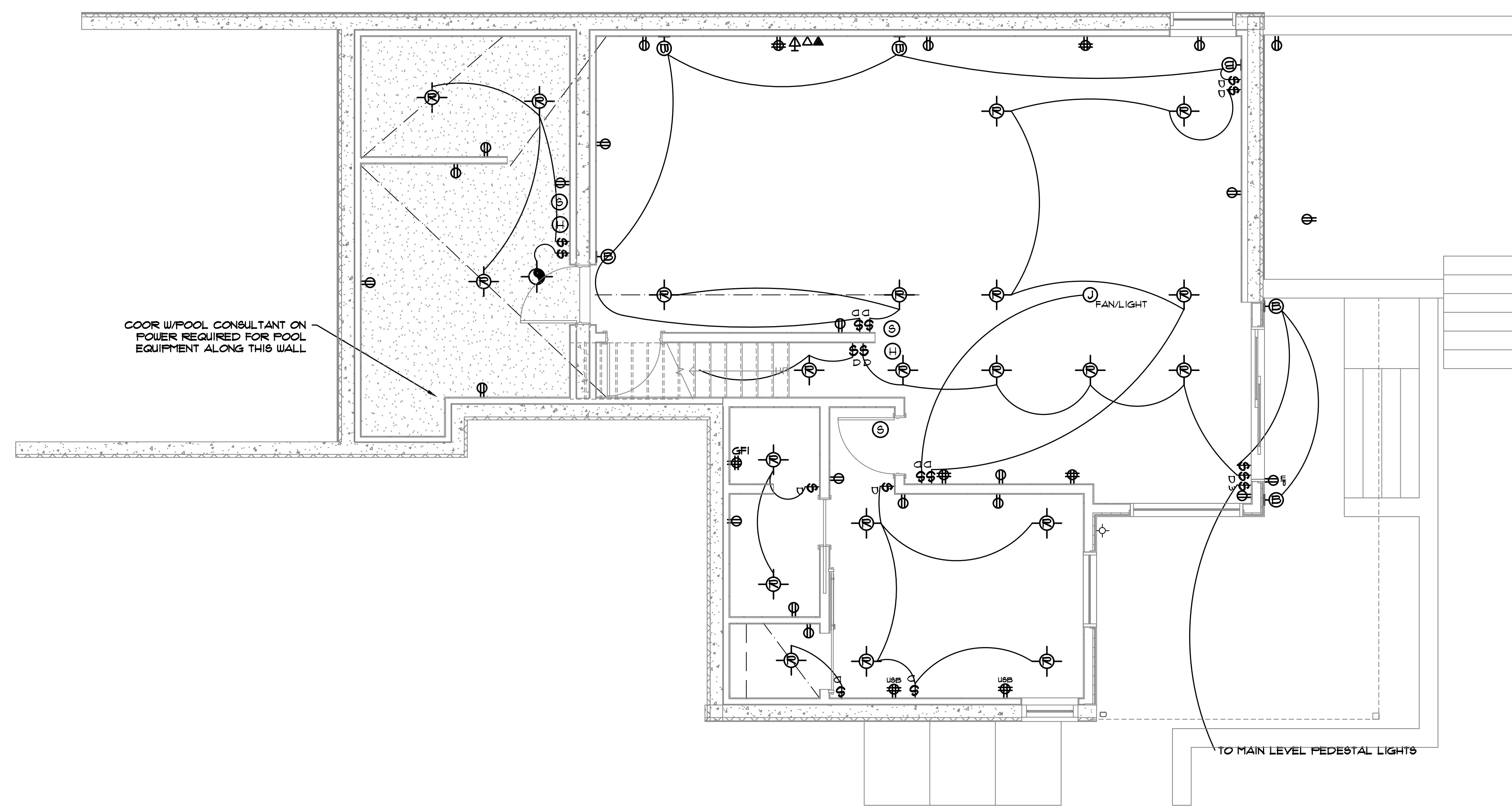
HEAT TAPE DIAGRAM

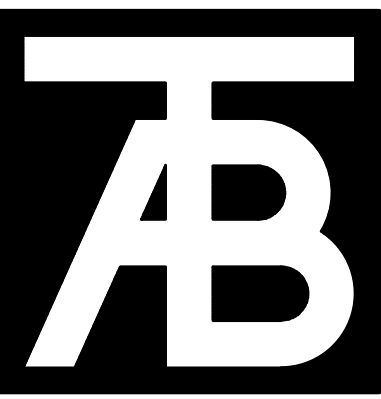
NOTE: ALL GUTTERS, DOWNSPOUTS AND LEADERS TO RECEIVE HEAT TAPE FOR FULL LENGTH.



ELECTRICAL LEGEND

- | | | | |
|---|--|---|---|
| ⊕ | WALL MTD. LIGHT FIXTURE | ⋯ | LED TAPE LIGHTING |
| ⊖ | PENDANT LIGHT FIXTURE | ⊕ | SURFACE MOUNTED FLUORESCENT LIGHT FIXTURE |
| ⊙ | RECESSED LIGHT FIXTURE | ⊕ | RADIANT HEAT UNIT |
| ⊕ | SURFACE MTD. LIGHT FIXTURE | ⊕ | SURFACE MTD. LOW-VOLTAGE FRAMING PROJECTOR |
| ⊕ | RECESSED CEILING SPOTLIGHT | ⊕ | RECESSED LOW-VOLTAGE SPOTLIGHT |
| ⊕ | WALL MOUNTED SPOTLIGHT | ⊕ | WALL MTD. LOW-VOLTAGE FRAMING PROJECTOR |
| ⊕ | UNDER CABINET SURFACE MOUNTED HALOGEN OR LED LIGHT FIXTURE | ⊕ | FLOOR MTD. UP LIGHTS |
| ⊕ | SWITCH | ⊕ | KEY OPERATED SWITCH |
| ⊕ | 3-WAY SWITCH | ⊕ | MANUAL START SWITCH |
| ⊕ | 4-WAY SWITCH | ⊕ | PILOT LIGHT SWITCH |
| ⊕ | DIMMER SWITCH | ⊕ | LOW VOLTAGE SWITCH |
| ⊕ | GFI SWITCH | ⊕ | VARIABLE SPEED SWITCH |
| ⊕ | TIMED SWITCH | ⊕ | THERMAL OVERLOAD SWITCH |
| ⊕ | WATERPROOF SWITCH | ⊕ | MOMENTARY CONTACT SWITCH |
| ⊕ | ELECTRIC OPERATOR | ⊕ | THERMOSTAT |
| ⊕ | DUPLEX OUTLET | ⊕ | BELL |
| ⊕ | SINGLE OUTLET | ⊕ | GARAGE OPENER/ BELL BUTTON |
| ⊕ | SWITCHED DUPLEX OUTLET | ⊕ | TELEPHONE |
| ⊕ | GFI OUTLET | ⊕ | COMPART. CONNECT W/ 1" CONDUIT, WORKS IN FROM TELEPHONE BOX TO OFFICE |
| ⊕ | WATERPROOF OUTLET | ⊕ | TELEVISION |
| ⊕ | FLOOR OUTLET | ⊕ | PANEL |
| ⊕ | SWITCHED FLOOR OUTLET | ⊕ | MOTOR DISCONNECT |
| ⊕ | FOUR PLEX OUTLET | ⊕ | EXHAUST FAN |
| ⊕ | DUPLEX OUTLET WITH TWO USB/DC PORTS | ⊕ | STEP LIGHT |
| ⊕ | JUNCTION BOX | ⊕ | SPEAKERS |
| ⊕ | JUNCTION BOX FOR HEAT TAPE | ⊕ | MOTOR |
| ⊕ | REINFORCED JUNCTION BOX W/ BLOCKING FOR FAN | ⊕ | JUNCTION BOX FOR UNDERCABINET FLUSHMOLD |
| ⊕ | 220V SPECIAL OUTLET | ⊕ | |
| ⊕ | SMOKE DETECTOR | | |
| ⊕ | RATE OF RISE/HEAT DETECTOR | | |
| ⊕ | READING LIGHT | | |
| ⊕ | GFI UNDERCABINET STRIP OUTLETS | | |
| ⊕ | UNDERCABINET STRIP OUTLETS | | |
| ⊕ | FLUORESCENT | | |





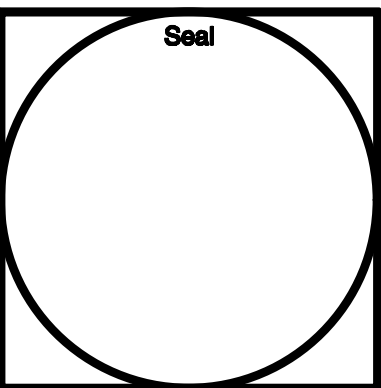
TAB Associates
The Architectural Balance

0056 Edwards Village Blvd.
Edwards, CO 81622
(970) 708-1470
fax: (970) 708-1471
email: tab@tab.net
www.tabassociates.com
Civil Engineer:

Structural Engineer:

Mechanical Engineer:

Electrical Engineer:



962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

Issue Date:
CD's - 5/4/22
Rev 3 - 8/31/22

Sheet Title:
**Main Level
Power
and Lighting
Plan**

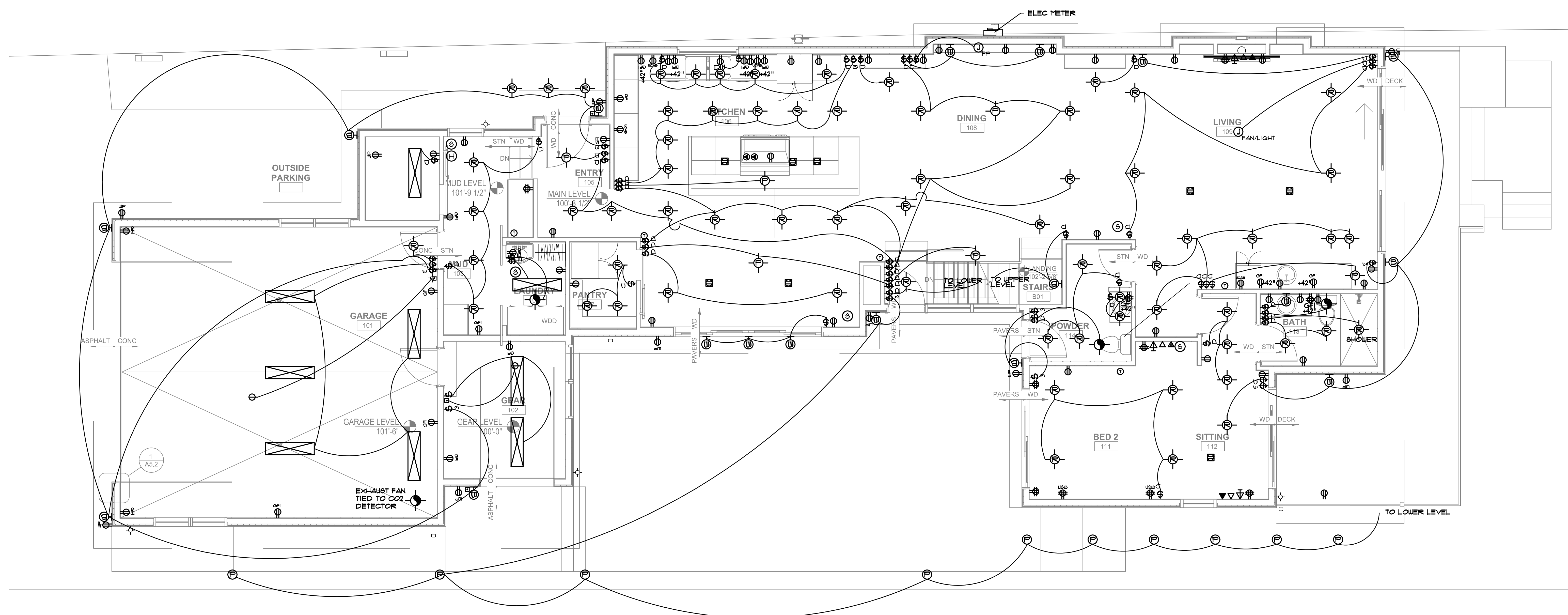
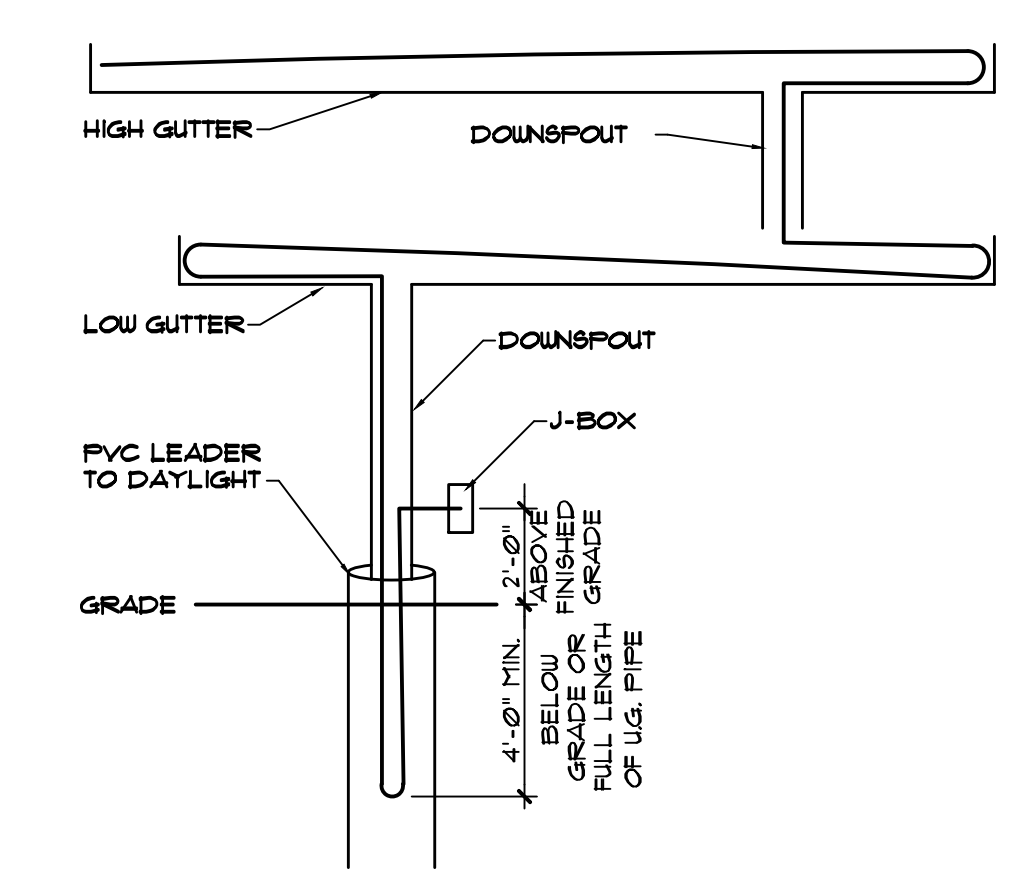
Project No:
2120
Sheet No:
E2.2

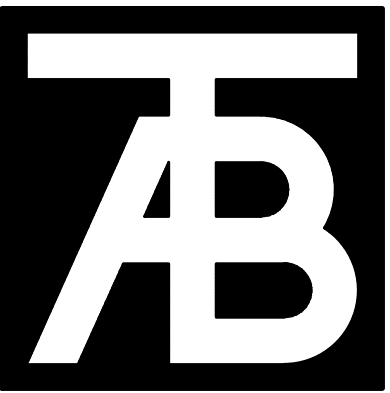
ELECTRICAL LEGEND

- | | | | |
|--|--|--|---|
| | WALL MTD. LIGHT FIXTURE | | LED TAPE LIGHTING |
| | PENDANT LIGHT FIXTURE | | SURFACE MOUNTED FLUORESCENT LIGHT FIXTURE |
| | RECESSED LIGHT FIXTURE | | RADIANT HEAT UNIT |
| | SURFACE MTD. LIGHT FIXTURE | | SURFACE MTD. LOW-VOLTAGE PRATING PROJECTOR |
| | RECESSED CEILING SPOTLIGHT | | RECESSED LOW-VOLTAGE SPOTLIGHT |
| | WALL MOUNTED SPOTLIGHT | | FLOOR MOUNTED PEDESTAL EXTERIOR LIGHT |
| | UNDER CABINET SURFACE MOUNTED HALOGEN OR LED LIGHT FIXTURE | | FLOOR MTD. UP LIGHTS |
| | SWITCH | | KEY OPERATED SWITCH |
| | 3-WAY SWITCH | | MANUAL START SWITCH |
| | 4-WAY SWITCH | | PILOT LIGHT SWITCH |
| | DIMMER SWITCH | | LOW VOLTAGE SWITCH |
| | GFI SWITCH | | VARIABLE SPEED SWITCH |
| | TIMED SWITCH | | THERMAL OVERLOAD SWITCH |
| | WATERPROOF SWITCH | | MOMENTARY CONTACT SWITCH |
| | ELECTRIC OPERATOR | | THERMOSTAT |
| | DUPLEX OUTLET | | BELL |
| | SINGLE OUTLET | | GARAGE OPENER/ BELL BUTTON |
| | SWITCHED DUPLEX OUTLET | | TELEPHONE |
| | GFI OUTLET | | COMFORT-CONNECT 1/2" CONDUIT, HOPIERUN FROM TELEPHONE BOX TO OFFICE |
| | WATERPROOF OUTLET | | TELEVISION |
| | FLOOR OUTLET | | PANEL |
| | SWITCHED FLOOR OUTLET | | MOTOR DISCONNECT |
| | FOUR PLEX OUTLET | | EXHAUST FAN |
| | DUPLEX OUTLET WITH TWO USB PORTS | | STEP LIGHT |
| | JUNCTION BOX | | SPEAKERS |
| | JUNCTION BOX FOR HEAT TAPE | | MOTOR |
| | REINFORCED JUNCTION BOX 1/2" BLOCKING FOR FAN | | JUNCTION BOX FOR UNDERCABINET PLUGMOLD |
| | FAN/LIGHT | | FLUORESCENT |
| | 220V SPECIAL OUTLET | | |
| | SMOKE DETECTOR | | |
| | RATE OF RISE/ HEAT DETECTOR | | |
| | READING LIGHT | | |
| | GFI UNDERCABINET STRIP OUTLETS | | |
| | UNDERCABINET STRIP OUTLETS | | |

HEAT TAPE DIAGRAM

NOTE: ALL GUTTERS, DOWNSPOUTS AND LEADERS TO RECEIVE HEAT TAPE FOR FULL LENGTH.

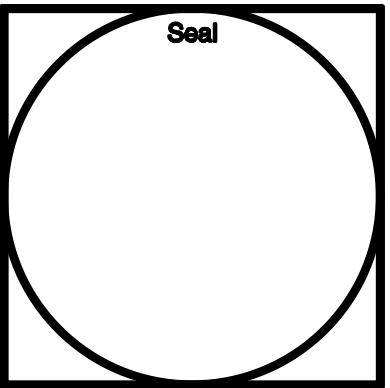




TAB Associates

The Architectural Balance
0059 Edwards Village Blvd.
Erieville, CO 81628
(970) 798-1470
fax: (970) 798-1471
email: tab@tab.net
www.tabassociates.com
Civil Engineer:

Structural Engineer:
Mechanical Engineer:
Electrical Engineer:



962 Main Street
Minturn, CO 81645
South Minturn, CO

Revisions:

Issue Date:
CD's - 5/4/22
Rev 3 - 8/31/22

Sheet Title:
Upper Level Power and Lighting Plan

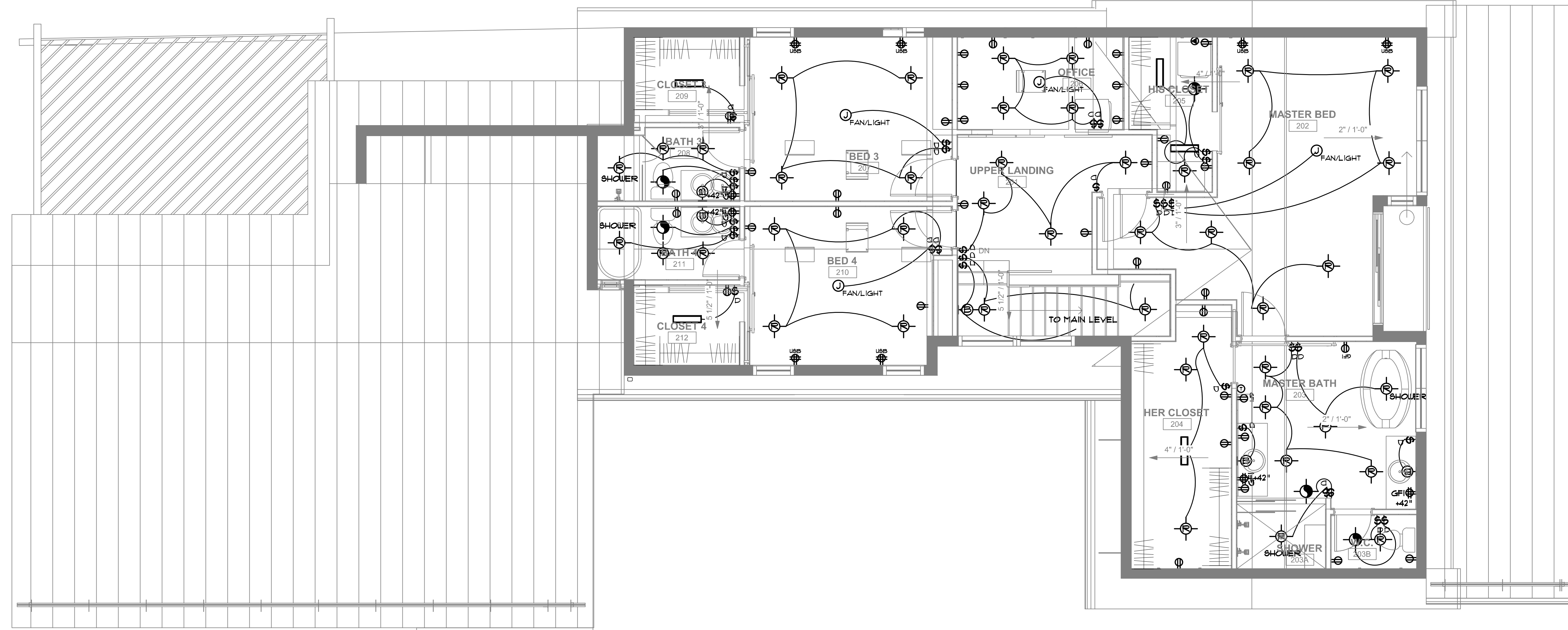
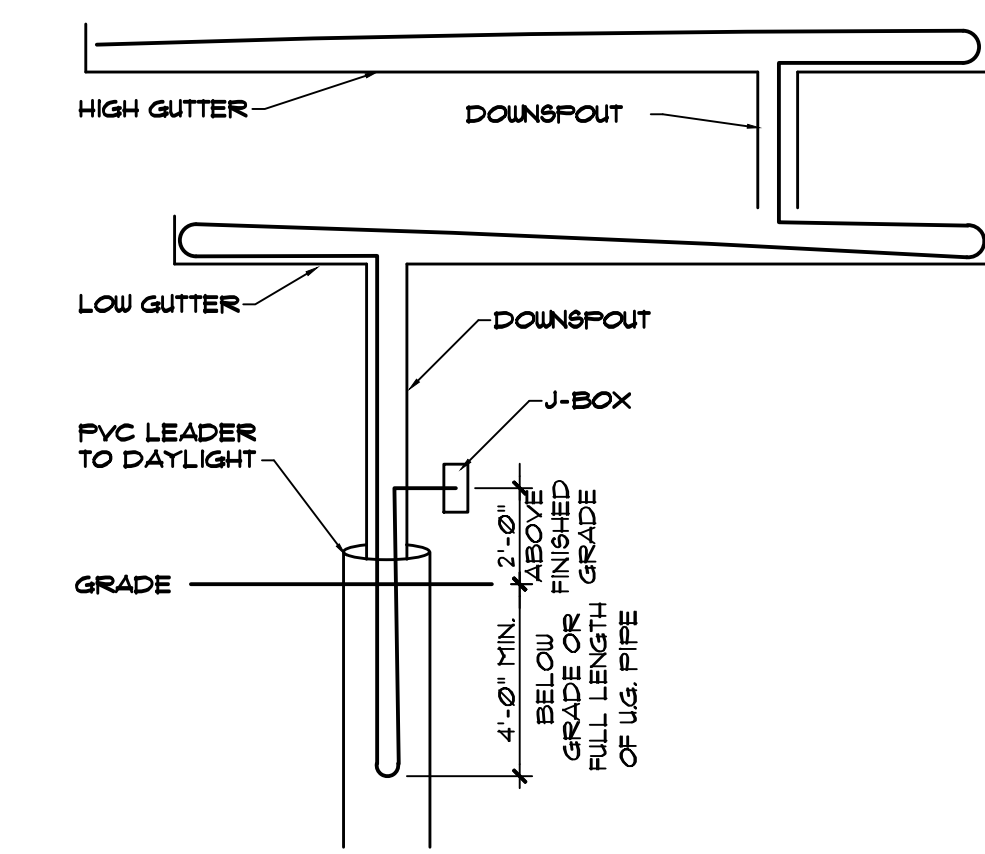
Project No:
2120
Sheet No:
E2.3

ELECTRICAL LEGEND

	WALL MTD. LIGHT FIXTURE		LED TAPE LIGHTING
	PENDANT LIGHT FIXTURE		SURFACE MOUNTED FLUORESCENT LIGHT FIXTURE
	RECESSED LIGHT FIXTURE		RADIANT HEAT UNIT
	SURFACE MTD. LIGHT FIXTURE		SURFACE MTD. LOW-VOLTAGE FRAYING PROJECTOR
	RECESSED CEILING SPOTLIGHT		RECESSED LOW-VOLTAGE SPOTLIGHT
	WALL MOUNTED SPOTLIGHT		WALL MTD. LOW-VOLTAGE FRAYING PROJECTOR
	UNDER CABINET SURFACE MOUNTED HALOGEN OR LED LIGHT FIXTURE		FLOOR MTD. UP LIGHTS
	SWITCH		KEY OPERATED SWITCH
	3-WAY SWITCH		MANUAL START SWITCH
	4-WAY SWITCH		PILOT LIGHT SWITCH
	DIMMER SWITCH		LOW VOLTAGE SWITCH
	GFI SWITCH		VARIABLE SPEED SWITCH
	TIMED SWITCH		THERMAL OVERLOAD SWITCH
	WATERPROOF SWITCH		MOMENTARY CONTACT SWITCH
	ELECTRIC OPERATOR		THERMOSTAT
	DUPLX OUTLET		BELL
	SINGLE OUTLET		GARAGE OPENER/ BELL BUTTON
	SWITCHED DUPLX OUTLET		TELEPHONE
	GFI OUTLET		COMFORT- CONNECT W/ 1" CONDUIT, HOVER IN FROM TELEPHONE BOX TO OFFICE
	WATERPROOF OUTLET		TELEVISION
	FLOOR OUTLET		PANEL
	SWITCHED FLOOR OUTLET		MOTOR DISCONNECT
	FOUR PLEX OUTLET		EXHAUST FAN
	DUPLX OUTLET WITH TWO USB/UBC PORTS		STEP LIGHT
	JUNCTION BOX		SPEAKERS
	JUNCTION BOX FOR HEAT TAPE		MOTOR
	REINFORCED JUNCTION BOX W/ BLOCKING FOR FAN		JUNCTION BOX FOR UNDERCABINET PUGHOLD
	FAN/LIGHT		FLUORESCENT
	220V SPECIAL OUTLET		
	SMOKE DETECTOR		
	RATE OF RISE/ HEAT DETECTOR		
	READING LIGHT		
	GFI UNDERCABINET STRIP OUTLETS		
	UNDERCABINET STRIP OUTLETS		

HEAT TAPE DIAGRAM

NOTE: ALL GUTTERS, DOWNSPOUTS AND LEADERS TO RECEIVE HEAT TAPE FOR FULL LENGTH.



Glenwood Springs – Main Office

201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen

0133 Prospector Rd.
Suite 4102J
Aspen, CO 81611

Montrose

1544 Oxbow Drive
Suite 224
Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

[**Direct Mail to Glenwood Springs*](#)

DATE: October 13, 2022
TO: Minturn Mayor and Council
FROM: Karp Neu Hanlon, P.C.
RE: Updating Council Procedures and Code of Conduct

The fair and effective management of Town Council and Board meetings is an issue that all local governments must address at some point. Minturn addressed this in Resolution 41, Series 2008 that sets forth procedures for Town Council meetings and is attached hereto for reference. Upon review of that resolution, we have provided a revised resolution that will replace the existing procedures. Meeting procedures are a legally important consideration due to the Colorado Rule of Civil Procedure 106(a)(4) that provides for appeals of quasi-judicial decisions such as land use and liquor licensing determinations. While the Rule 106 “abuse of discretion” standard is relatively deferential to the deciding body like the Town Council, many cases turn on whether the body followed procedures to ensure that a fair hearing of the matter occurred and due process rights were protected.

The new resolution before Council is intended to maintain existing traditions of open and robust debate while implementing best practices such as those recommended by the Town’s insurance carrier, CIRSA. There is also a new “Code of Conduct” that provides guidance for interactions between Council members and Town staff.

Some of these changes include:

- Specific times during a public hearing for Council questions to staff and applicants;
- Time limitations on Council Members’ turns for questions and debate, including during executive session;
- Limitations on Council debate until after a motion has been made;
- Time limitations on public comment including a prohibition on “pooling time”;
- Limitations on taking action on agenda items added during the meeting;
- Adoption of CML’s Bob’s Rules, instead of Roberts’ Rules for more complex parliamentary procedure questions.

Additionally, there are some issues that Council may wish to consider such as:

- Whether individual speakers should be allowed to return to the podium after an initial comment has been presented;
- The length of the public comment component of the agenda item;
- Any additional decorum matters that should be added to the “Code of Conduct” section.

**TOWN OF MINTURN, COLORADO
RESOLUTION NO. 35 – SERIES 2022**

A RESOLUTION ESTABLISHING PROCEDURES TO GOVERN ACTIONS OF THE TOWN COUNCIL FOR THE TOWN OF MINTURN IN THE GENERAL CONDUCT OF BUSINESS AND TO SERVE AS A REFERENCE IN SETTLING PARLIAMENTARY DISPUTES.

WHEREAS, the Home Rule Charter for the Town of Minturn provides at Section 4.8 that the Town Council shall determine the rules of procedure governing meetings; and

WHEREAS, by Resolution No. 41, Series 2008 the Town Council established Procedures to govern actions of the Town Council in the general conduct of business and as a reference in settling parliamentary disputes; and

WHEREAS, Town Council wishes to update Resolution No. 41, Series 2008 and add provisions on the appropriate conduct of Town Council members; and

WHEREAS, the Town Council has determined that it is in the best interest of the Town Council of the Town of Minturn to have established procedures for the general conduct of its business and to serve as a reference to settle parliamentary disputes.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

- Section 1.** The foregoing recitals are incorporated herein as if set forth in full.
- Section 2.** Resolution No. 41, Series 2008 is hereby repealed and replaced by this Resolution.
- Section 3.** Adoption of Policy.

CONDUCT OF COUNCIL MEETINGS

The Town Council hereby adopts the following procedures for conduct of business at Town Council Meetings. This procedure shall govern the conduct of all Town Council Meetings, however, in handling routine business, the Council may, by general consent, use a more informal procedure than that set forth in this procedure.

- I. **Code of Conduct.** Council Members shall follow this code of conduct to ensure safe, orderly, and professional atmosphere during all business conducted by the Town. Violation of this code of conduct may result in censure by the Town Council.
 - A. Town Council Members shall at all times conduct themselves in a professional manner. Member comments shall be constructive and not be attacks on the Public, Staff, or other Council Members. Belligent, personal, impertinent, slanderous,

threatening, abusive, or disparaging comments will not be tolerated. Members shall respect the floor, not interrupt, and follow orders of the presiding officer during meetings.

- B. Town Council Members acknowledge that Town Code Sec. 2-3-30 provides only for direction of staff, the Town Attorney, or Town consultants by and through the Town Administrator. All communications with staff, the Town Attorney, and Town consultants shall go through the Town Administrator.
- C. To the greatest extent practicable, all communications with the Town Manager shall be in written form via text message or electronic mail. When necessary, telephone calls, videoconferences, and in-person meetings shall be arranged by these same modes of communication.
- D. Any meeting requested by a Town Council Member with subordinate staff shall be arranged through the Town Manager, who shall be present at such meeting. Town Council Members shall not be alone with a subordinate staff person, or in individual offices at Town Hall.

II. **Presiding Officer.** The Mayor is responsible for conducting meetings in an orderly and democratic manner and assuring that minority opinion may be expressed and that the majority is allowed to rule. At the same time, the Mayor retains all of the prerogatives of a duly elected council member; the Mayor may make and second motions and take part in discussions and must vote on all matters not involving the Mayor's personal financial interest or the Mayor's official conduct.

III. **Agenda.**

A. Items are placed on the agenda by the staff in consultation with the Mayor. Council members who have items for the agenda should present agenda requests at work sessions or regular meetings. A consensus of the majority of the members present at the work session or regular meeting is necessary for a Council member to place a matter on the agenda.

B. **Urgent items, time budget, and order of agenda.** The staff and Town Council may designate urgent new agenda items, for which delay is not possible or advisable, so that the Town Council can deal with such items prior to adjournment. The staff, in consultation with the Mayor, will set the order of the agenda, which shall be generally as follows:

1. Call to order by the Mayor.
2. Determination of quorum. Roll Call and Pledge of Allegiance.
3. Approval of consent agenda and minutes of preceding meetings. Items in the consent agenda may be called up for review by the full Council.
4. Approval of regular agenda. This provides opportunity to amend the agenda. No

items may be added to the regular agenda that require public notice under the Code or the laws of the State of Colorado.

5. Declaration of Conflicts of Interest. Opportunity for Council members to declare any known conflicts of interest pursuant to Charter Section 4.9 and Code Chapter 2 Article 4.
6. Public Comment (5 minute limit per person, on a first come first served basis with a total time of 20 minutes unless extended by a majority vote of Council). Citizen participation is a time set aside for citizens to address the Council concerning Town business not otherwise on the agenda. The Council reviews citizen participation and assures that an appropriate response is given if the Council determines that a response is required. Such review is usually immediately following the citizen participation. Staff and Council responses are discouraged at the meeting, except for referral to the staff for further analysis and reports and ultimate Council decisions on a future agenda. Mayor may ask Council if direction shall be given to staff.
7. Special Presentations. Government officials, community organizations, and similar interests may be invited to present on topics of interest to Town Council. These presentations are limited to 5 minutes unless prior arrangements are made with the Clerk and approved by a majority of Council.
8. Consideration of Ordinances, Resolutions and Motions. Expected substantial public comment items are generally placed first on the agenda, but critical short items or items of extreme public interest may be placed first when deemed appropriate by the Town Council.

Although second readings of ordinances are generally calendared last on the agenda, the Town Manager may request that a particular second reading be scheduled earlier on the agenda when Council/Public/staff interaction on the item is important on second reading.
9. Discussion/Direction. Council may discuss items where staff is requesting direction that does not require a majority vote of the Council.
10. Reports from Town Administrator, Town Clerk, Department Heads and Town Attorney.
11. Council Comments. At this point, any Council member may place before the Council matters which are not included in the formal agenda. This item is generally limited to responses to citizen participation, appointments to boards and commissions, sharing of information and requests for advice concerning matters pending before other bodies, requests for staff work. No decision may be made based on a Council Comment.

Matters requiring a formal Council vote, such as motions to sponsor an event or to allocate funds are normally placed on the agenda through the regular agenda review process, rather than dealt with under this item.

12. Concluding statement by Mayor;
13. Future agenda items.
14. Adjournment. The Council's goal is that all meetings be adjourned by 10:30 p.m. An agenda check will be conducted at or about 10:00 p.m. Generally, absent a deadline which the Council cannot affect, no new substantial item will be addressed after 10:30 p.m. unless two-thirds of the Council members in attendance at that time agree. All Council meetings shall be adjourned at or before 11:00 p.m. unless two-thirds of the Council members in attendance, by motion duly adopted, extend that deadline. Items not completed prior to adjournment will be continued to a date certain.

IV. **Rules of Speaking.**

- A. To obtain the floor, a Council member or staff member addresses the Mayor.
- B. To assign the floor, the Mayor recognizes by calling out the person's name. Only one person may have the floor at a time. A person shall not speak while another has the floor. The Mayor generally next recognizes the person who first asks for the floor after it has been relinquished.
- C. During citizen participation or public hearings, members of the public are recognized by the Mayor. No person, other than staff, applicant, or invited presenter shall make a presentation (not including Council questions) longer than 5 minutes, unless given permission by majority direction of the Council to extend the time limit.
- D. All Council members, staff members and members of the public shall direct their remarks to the Council action that they are requesting. Speakers engaging in personal attacks shall be gavelled out of order by the Mayor. The staff and the Mayor will attempt to focus discussion of agenda items in accordance with the materials which should contain a proposed outline of decisions.
- E. Staff presentations shall occur first and not be subject to any time limitations.
- F. Applicant presentations in a quasi-judicial proceeding shall occur after staff presentation and shall not exceed 15 minutes unless provided for by majority vote of the Council. Additional support from applicant's positions may come from additional witnesses during public comment.
- G. Council Members will not speak during staff and applicant presentations. Council

Members may ask questions of the Staff and the Applicant after their presentations.

- H. The Mayor shall open the public comment of the public hearing. Speakers shall not exceed 5 minutes each and are not permitted to “pool” their time. All comments shall be directed to the Mayor. Council Members shall not engage directly with members of the public except to request clarification from members of the public.
- I. After public comment is closed, the Applicant shall have the opportunity to respond to points made during the public comment and shall not exceed 15 minutes.
- J. After the Applicant, Staff, and Public Comment are finished, Council Members shall have the opportunity to present questions to the Applicant and Staff. Questioning shall be rotated so that to the extent practicable, a different Council member goes first on each agenda item. Each Council Member shall have 5 minutes during each turn.
- K. Council members shall not debate matters prior to a motion being presented on the matter under consideration. The Mayor may intervene to avoid extended debate prior a motion being presented. Council members may also request intervention by making a point of order.
- L. Tabling or continuing motions are generally discussed before they are made, in order to allow for a reasonable amount of Council discussion prior to making a nondebatable motion.
- M. The Mayor may intervene in Council debate in order to determine whether Council wishes to postpone Council action if more information or staff work appears warranted to facilitate a Council decision.

V. **Procedure in Handling Motions.**

- A. A Council member, after obtaining the floor, makes a motion. (If long or involved, the motions should be in writing). The Council member may state reasons briefly before making the motion; but may argue the motion only after it has been seconded.
- B. Another Council member seconds the motion. All motions require a second, to indicate that more than one member is interested in discussing the question. The person seconding the motion does not, however, have to favor the motion in order to second it, and may both speak and vote against it. If there is no second the Mayor shall not recognize the motion.
- C. The Mayor states the motion and asks for discussion.

- D. General debate and discussion follow, if desired. Each Council Member shall have 5 minutes in which to make their remarks. The Council Member who made the motion may not speak again until Council Members who wish to be heard had the opportunity to speak. Council Members, the Town Administrator, or the Town Attorney, when wishing to speak, follow the rules of speaking outlined above. Remarks should be addressed to the Mayor.
- E. The Mayor restates the motion and puts the question. Negative as well as affirmative votes are taken. In the case of a tie vote, the motion is lost.
- F. The Mayor announces the result. The motion is not completed until the result is announced.

VI. **Procedure in Handling Ordinances and Important Motions.**

- A. All ordinances, with the exception of an emergency ordinance, require at least two readings, and the Town Charter requires publication of an ordinance prior to second reading.
- B. On first reading, the Mayor reads the title in full of the item set forth on the agenda, followed by the staff presentation, applicant presentation (where applicable) and then the Council has an opportunity to ask questions of the staff and applicant. Thereafter, the Mayor opens a public hearing and supervises the public hearing. The Mayor then requests an appropriate motion. Once seconded, the Mayor restates the question, followed by discussion by the Council, the Town Administrator, and the Town Attorney and dialogue with staff in response to questions raised by the Council, followed by debate, proposal of amendments, if any, in consideration thereof in the form of motions. After debate, the Mayor restates the questions and requests a vote. After conclusion of the vote, the Mayor declares the ordinance adopted or defeated. If an ordinance is approved on first reading, it shall be published as provided for in the Town Charter. The Council shall set a day, hour and place at which the Council shall hold a public hearing on the ordinance and notice of such day, hour and place shall be included in the first publication. If the ordinance is tabled, it shall be reconsidered at subsequent meetings until it is approved with or without amendment or rejected by vote of the Council.
- C. The ordinance shall be introduced a second time at the meeting at which the public hearing on the ordinance is held. The ordinance may be read by title only on second reading. The ordinance may be amended before final approval or rejection by vote of the Council, provided the text or any such amendment or amendments shall be read in full. An ordinance, if amended in substance, shall be published in full after final passage. If not amended in substance, it may be published by title or in full, as the Council may determine after final passage.

VII. **Voting.**

Voting ultimately decides all questions. A roll-call vote shall be taken upon the passage of all ordinances. For other matters the Council may use any one of the following methods of voting.

- A. Voice Vote: All in favor say “AYE”, and all opposed say “NO”. If the Mayor is in doubt of the result of a voice vote the Mayor may call for a roll call vote. If any Council member is in doubt of the result of a voice vote, the Council member may obtain a roll call vote by calling for it (without the need to be recognized by the Mayor).
- B. Roll Call: The Mayor (or Clerk at the Mayor’s request) calls the roll of the Council members and each member presents votes “aye” or “no” as each name is called.

VIII. **Research and Study Sessions.**

- A. Information/Research Requests. Requests for information or for a briefing should be directed to the Town Administrator who shall direct the request to the appropriate staff member or the Town Attorney. A single council member may request the Town Administrator to provide available information or to answer any question concerning an agenda item. A majority vote of Council members is required to assign a matter for research by staff, an attorney, or consultant.
- B. Work Sessions. Material for work sessions generally will be made available to the Council and the public at least twenty-four hours before the date of the work session. Notice will be given as for other Council meetings. Work Sessions are open to the public. Testimony of persons other than staff or invited guests is not permitted. The Council will give direction to staff at work sessions for the presentation of action items at future regular Council meetings. Summaries of works sessions are placed on the Council agenda for approval, including the direction given, any remaining issues, and any staff reaction or proposed plan in response to the work session.

IX. **Parliamentary Procedure.**

Except as otherwise provided herein, all matters of procedure are governed by Bob’s Rules of Order, Simplified Parliamentary Rules of Order for Colorado Local Governments (2020), as amended.

X. **Executive Sessions.**

All executive sessions shall comply with the provisions of the Colorado Open Meetings Law. Additionally, Council Members shall each have the floor during an executive session for 5 minutes before the Mayor calls on the next Member for comment.

INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this 21st day of October, 2022.

TOWN OF MINTURN

By: _____
Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk



OCTOBER 19, 2022

TOWN COUNCIL

MEMORANDUM

Below is a list of final decisions for the 100-Block Design Guidelines and Standards and Chapter 16 Code Update and their reasoning:

Williams and Eagle River Streets (Circulation and Right-of-Way):

- For the time being, **Williams Street is presumed to remain a one-way southbound street.** Converting it to northbound direction was considered to help solve the bottlenecking situation that occurs on Nelson Avenue but due to CDOT not allowing a left turn from Williams to Highway 24, this solution was thought too complicated to solve at this time and should be further studied at another time.
- CM Sullivan had asked that the **town require a 5' land dedication/easement** for new development on Williams Street to provide more space in the right-of-way. After discussing this with the town attorney, engineer, and planners – it was determined that a “rational nexus” for legally requiring this is not warranted (i.e. there hasn't been sufficient documentation or complaints about the road's safety). Rather, the primary concern for additional space was for parking access and loading which has been addressed in the new required rear setbacks and parking requirements. Loading for businesses is recommended to occur on Main Street in dedicated spots as to not clog Williams Street (and Eagle River Street.)
- It is presumed that the Town will take necessary next steps (planning, design, funding, construction) of the **Williams and Eagle River roadways to make improvements** that are suggested (i.e. undergrounding power lines, new paving, drainage, lighting, and other design features) to create a “woonerf” pedestrian-scaled shared street.
- *Refer to p. 14 of DSGs “Woonerf” Design description and future rendering of Williams Street (forthcoming – to be included in the Community Plan)*

Parking Configuration along Williams and Eagle River:

- Originally, 30-degree parking was proposed. Discussion was held about 90-degree parking instead of 30-degree parking because it may allow one more space per lot. Council was split on this decision. After discussion with the town attorney, engineer, and planners – it has been decided to **remain at 30-degree**. This will help highlight these streets as one-way streets and seek to not confuse drivers or invite wrong-way traffic. It will also create more of a “street-like” environment, as opposed to feeling like a parking lot.
- For **100 Block: A properties south of Nelson Avenue, 90-degree parking will be required** due to the fact that the street is two-way with currently no way out.
- *Refer to SD.5 Parking/Loading (p. 16 of DSGs)*

Parking Requirements:

- Parking requirements have been simplified to require **one parking space per residential unit with no in-lieu fees.**

- Parking will be required to be provided in the **100 Block: A rear setbacks** as outlined above (30-degree configuration). Parking shall be dedicated to residential uses (one per unit) if residential uses are on-site, otherwise those spaces may be used for other uses.
- *Refer to 16-16-150 and Illustration 16-16.*

Setbacks:

- Rear setbacks for 100 Block: A were kept at 25-feet.
- For 100 Block: A south of Nelson Avenue, where 90-degree parking is required due to the configuration of the roadway, the **rear setback was changed to 30-feet**. This is due to the fact that 90-degree parking configurations need more rear back up space than 30-degree parking.
- *Refer to Table 16-A, Illustration 16-6, and 16-16*

Allowable Uses:

- **Professional activities and Professional offices, business offices, and studios at street level were changed from “not allowed” to “conditional uses”** with a note stating that these uses may be allowed fronting Williams and Eagle River Streets in the 100 Block, with conditional approval from Town Council depending on the use and parking demand.
- **Residential uses on the second floor and above in the 100-Block A and B were changed from needing a conditional use permit review to a permitted use ‘by right.’** Similar to staff recommendations regarding the lack of a rational nexus to require or exact additional 5’ easements or land dedication along Williams Street and/or Eagle River Street on a project by project basis in the future; and based upon further discussion with attorneys, engineer, and planners, staff strongly recommends that residential uses in the 100-Block A & B be permitted ‘by right’ specifically because concerns over parking and maneuverability (two potential reasons to require CUP review for residential uses) have been addressed by design guideline and regulatory provisions (setbacks and parking requirements; one space per residential unit). Simply, there would be no basis (parking concerns, or other impacts) to require additional scrutiny or review via the CUP process for residential uses in the 100-Block or to justify the time and resources required to process additional CUP requests.
- *Refer to Sec. 16-6-70 – Old Town Character Area Use Table.*

Active Uses:

- **Active Uses have been defined** *(see definitions in Chapter 16 code update)*
- Active uses are required for a minimum of **60% of the street level** of a building. *(refer to BD.2.D. of DSGs)*
- A minimum active use of **50% of frontage** along Williams and Eagle River Streets is listed as one of the optional requirements to allow a bonus floor. *(refer to 16-2-65.b.iii)*

Other:

- **Section-cut diagram on pgs. 24-25** of DSGs was updated to reflect the updated rear setback requirements.

Staff is requesting that Council approve the 100 Block Chapter 16 updates and 100 Block Design Standards and Guidelines (Appendix B Insert) at this time.

Minturn 100 Block

Chapter 16 Proposed Amendments

Chapter 16; Article 2: Definitions, Illustrations, and Lot Standards

Sec. 16-2-20 – Definitions.

Half stories means habitable space that is located within the pitched roof portion of a structure or where the majority of the habitable space is below-grade. Habitable space within a half story shall have a minimum floor to ceiling height of 5 feet at the lowest point. See Sec. 16-2-65.

Incentive floor means an additional floor of development that is allowed only when additional requirements for the development are met. See Sec. 16-2-65.

Active use means a building space at the ground level of a building that is designed for retail or other customer-oriented commercial use. Such space shall not include vehicle parking, service areas, utility facilities, residential uses, or residential support uses such as lobbies, resident laundry rooms and resident work-out facilities.

Pitched roof means a gable, hip, gambrel or shed roof where height shall be measured to the mean height level between the highest ridge or wall and its highest associated eave, provided, however, that if any parapet wall equals or exceeds the height of the highest ridge, then vertical distance shall be measured to the highest point of the parapet. Mansard roof height shall be measured to the decline of the roof.

Publicly accessible means a space such as a plaza or sidewalk on private property that is directly accessible from a public right-of-way and use by the general public is allowed.

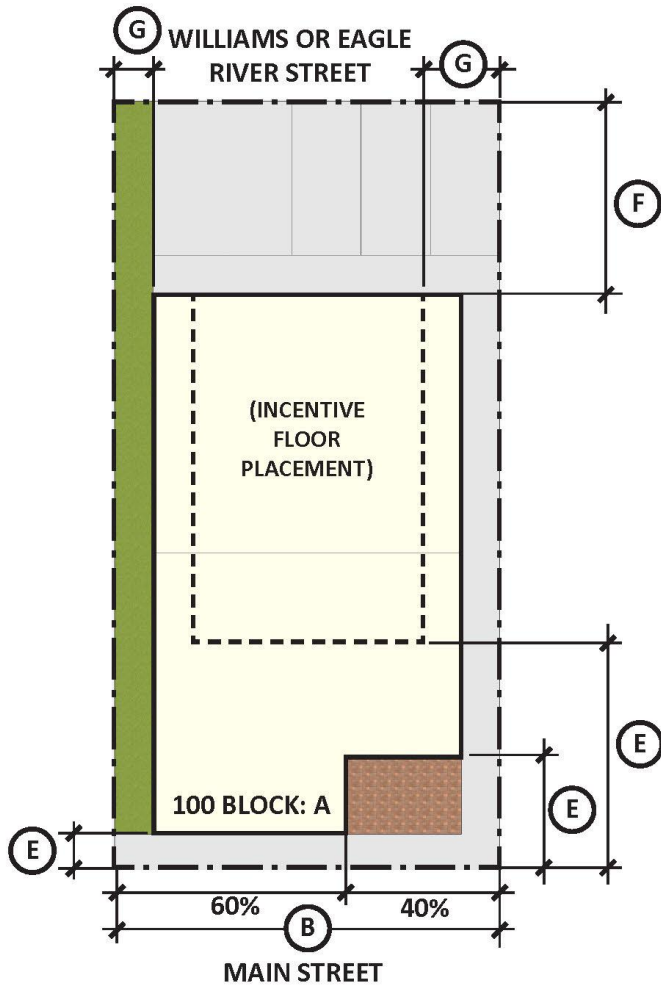
Sec. 16-2-40 – General lot requirements and dimensional standards.

TABLE 16-A
Dimensional Standards





		A	B	C	D	E	F	G	H
		LOT REQUIREMENTS				SETBACKS			
Character Area	Zones	Min. Lot / Max. Lot Area (sq. ft.)	Min. Lot / Max. Lot Width (ft)	Max. Building Lot Coverage (%)	Max. Impervious Surface Area (%)	Setbacks (ft)			Live Stream Setback (ft)
						Front	Rear (min.)	Side (min.)	
Old Town	100 Block: A	2,500 / 7,500	25 / 75	80%	90%	5 min./20 max.	25 30 (South of Nelson on Williams)	5	30
	15 min. 40% lot frontage					25 30 (South of Nelson on Williams)			
	40 min. parking						5	5	
	100 Block: A (incentive floor)					25	25 30 (South of Nelson on Williams)	10	
	100 Block: B					5	5	5	


Illustration No. 16-6

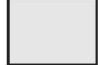

LOT REQUIREMENTS AND DIMENSIONAL STANDARDS




LEGEND:

-  LOT LINES
-  BUILDING PLACEMENT
-  PERVIOUS SURFACE
-  IMPERVIOUS SURFACE

A =  AREA

C =  + 

D = 



Sec. 16-2-50 – Specific lot requirements and dimensional standards

(g) Encroachments of architectural features—Rear yard. The following architectural features may encroach into the rear yard setback but must be a minimum of five (5) feet from the rear lot line(s):

- (1) Unroofed terraces or patios, not to exceed forty-eight (48) inches above grade.
- (2) Chimneys.
- (3) Awnings or shading devices.

(4) 2nd floor terraces or balconies in the 100 Block: A only, not to exceed 10 feet into rear setback.

~~(m) For structures two (2) or three (3) stories in height, a maximum roof length of sixty (60) feet in one (1) direction is allowed. After sixty (60) feet, the roof height needs to be lowered by a minimum of nine (9) feet for a minimum run of twenty (20) feet in length or change directions a minimum of ninety (90) degrees for a minimum length of twenty (20) feet.~~

Sec. 16-2-65 – 100 Block Commercial Zones building height limitations.

- (a) In the 100 Block Commercial Zone, commercial buildings not fronting or adjacent to Highway 24 can have a maximum building height of thirty five (35) feet with a maximum angle of forty five (45) degree bulk plane from the street front setback or a maximum of twenty eight (28) feet for a flat roof.
- (b) All buildings in the 100 Block Commercial Zone fronting or adjacent to Highway 24 located between Eagle Street and Williams Street can have a maximum building height of twenty eight (28) feet with a maximum angle of forty five (45) degree bulk plane from the street front setback or a maximum of twenty eight (28) feet for a flat roof.
- (c) Slope of roof shall be a minimum of 4:12.
- (d) Residential construction in the 100 Block Commercial Zone must follow residential building height limitations.

(See also Illustration No. 16-2 and Appendix B, Design Standards and Guidelines) The following Table 16-B contains the regulations for building height.

(a) New buildings in the 100 Block shall be allowed a maximum height as shown in Table 16-C.

(b) An incentive floor is allowed for 100 Block: A, following dimensional requirements listed in Tables 16-A and 16-C, and based on the provision of the following on-site improvements associated with the development:

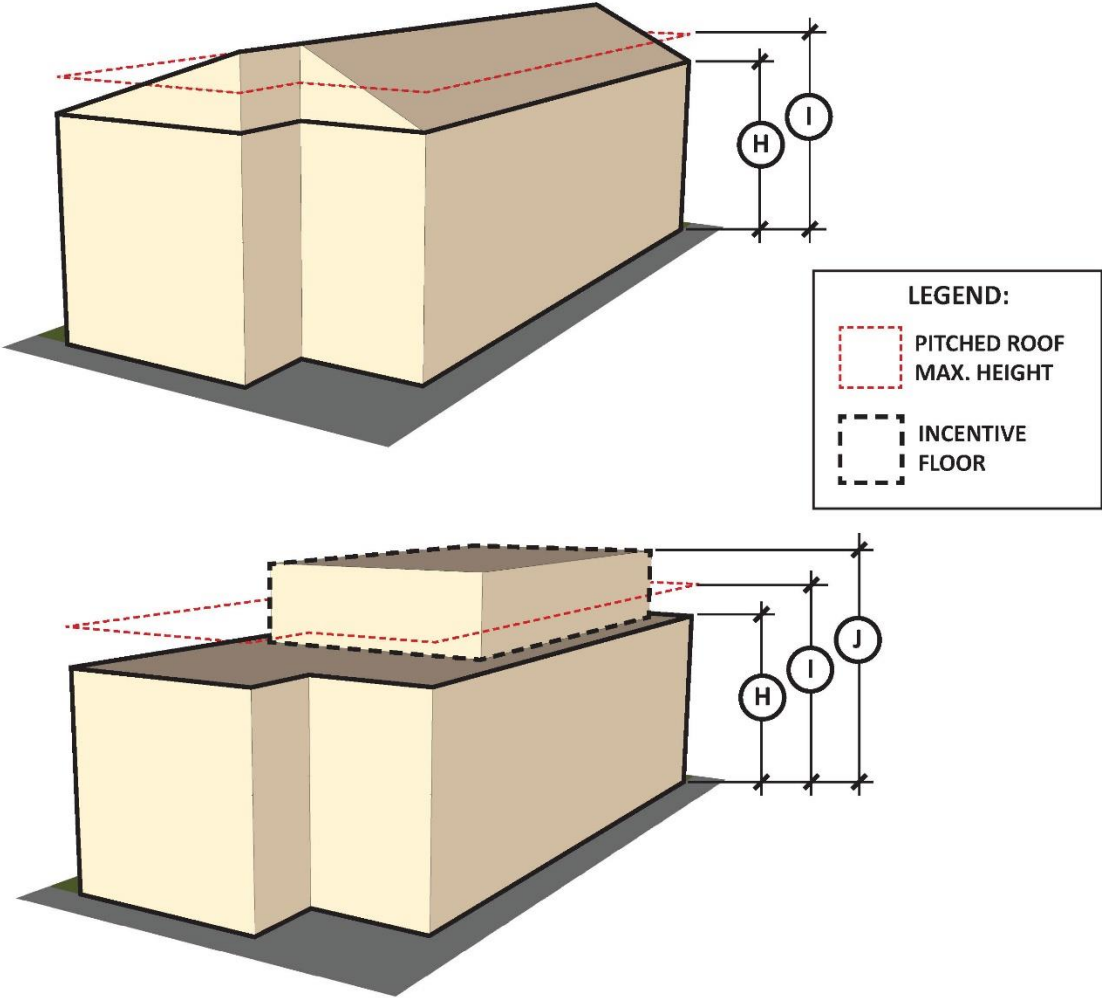
- a. **An enhanced streetscape along Main Street that provides a minimum of (1) street tree per 30 linear feet; (1) bench/seating area per 30 linear feet; and (1) bike rack accessible from a public right-of-way or passage; plus one of the following:**
 - i. **A publicly accessible plaza or outdoor dining space (area shall be a minimum of 15% of total area of lot) that is visible from a public right-of-way.**
 - ii. **A publicly accessible passage (min. 4-foot wide pathway) is provided between Main Street and Williams Street or Main Street and Eagle River Street. A min. 8-foot side setback shall be required to accommodate this space. Public passages shall be a minimum of 150 feet apart, i.e. if one is already provided 100-feet away, this option shall not be used.**
 - iii. **An active use (min. 50% frontage) is provided along Williams or Eagle River Street.**

Table 16-C

	H	I	J
100 Block Building Height Limitations			
	Max. height / stories (flat roof)	Max. height / stories (pitched roof)	Incentive floor max. height / stories (any roof)
100 Block: A	28' / 2 stories	32' / 2.5 stories	35' / 3 stories
100 Block: B	35' / 3 stories	35'/3 stories	N/A

Illustration No. 16-7

BUILDING HEIGHT DIMENSIONAL STANDARDS



~~Sec. 16-2-70. Specific front, side and rear yard setbacks requirements for 100 Block Commercial Zone.~~

- (a) No parking spots allowed in the front or side setback on Highway 24 in the 100 Block Commercial Zone.
 - (b) No asphalt.
 - (c) Landscaping to include native trees, plants, tables, chairs, benches, decorative hardscape and planters for flowers.
 - (d) Pedestrian lights to be hung on building for pedestrian lighting. Meet dark sky requirements in Code [Section 16-17-180](#), Exterior Illumination Standards.
 - (e) Must include irrigation.
 - (f) Must have exterior power outlets.
 - (g) All setbacks shall contain an area equal to five (5) percent of the total setback area for temporary snow storage (until snow can be removed off site).
 - (h) Ten (10) percent of each setback area must be landscaped area.
 - (i) Properties fronting Williams Street are encouraged to create an attractive, pedestrian friendly streetscape.
 - (j) Dumpsters, trash, and storage areas shall be properly screened.
- (Ord. [5-2016](#) §2)

~~Sec. 16-2-80. Block and building site patterns and side yard setbacks for 100 Block Commercial Zone.~~

- (a) Vacations of or building across originally platted lot lines shall not result in a building greater than seventy five (75) feet in width along Highway 24, Williams Street or Eagle Street.
- (b) Building facades along Highway 24, Williams Street and Eagle Street shall not create the appearance of a single building that is wider than fifty (50) feet. Building facades must maintain the historic platted character of this area with building widths of twenty five (25) feet to fifty (50) feet.
- (c) Maximum lot area (square feet): seven thousand five hundred (7,500).
- (d) Minimum side yard setback is five (5) feet per twenty five (25) foot wide platted lot. For buildings fronting or adjacent to Highway 24 located between Eagle Street and Williams Street, the Planning Commission may require that the side yard setbacks be combined for the purpose of creating a ten (10) to fifteen (15) foot side yard corridor between two (2) buildings.
- (e) Corner lots: ten (10) foot front yard setback facing Highway 24; five (5) foot setback on side facing any new or existing street connecting to Highway 24.

Chapter 16; Article 6: Old Town Character Area

Sec. 16-6-35. - 100 Block Commercial Zones.

(a) The 100 Block Commercial Zones are characterized by a compact retail/commercial core area bisected by Highway 24. The area consists of businesses and residences with an identity of the historic commercial core that is distinct from other parts of the community.

(b) The purpose of this area is to provide convenient commercial services to residents and visitors and to promote the development of the Town's primary retail commercial district. Accommodation of sales tax-generating commercial uses and non-street level residential units can enhance Old Town vitality while maintaining the visual character and scale. Street level space within the 100 Block Commercial Zones shall be dedicated to retail uses. Non-street level space within the 100 Block Commercial Zones may be used for compatible retail, office, and residential uses.

(c) The 100 Block Commercial Zones should function as a pedestrian shopping corridor. Buildings ~~should~~ **shall orient** toward sidewalks and pedestrian areas with storefront windows and main entrance doors. The scale of buildings both in terms of height and width should encourage transparency, pedestrian engagement, and facilitate pedestrian movement not only along Highway 24 but also between Highway 24, Williams Street and Eagle Street **and along all streets in the 100 Block.**

(d) The small town **historic** main street character will be maintained by keeping **in** scale ~~of~~ **with the** original plat of twenty-five (25) foot by one hundred (100) foot lots and one (1) to two (2) story building heights **frontages along Highway 24.** Large monolithic buildings and "strip" retail areas are ~~discouraged~~ **not allowed. New development in the 100 Block shall follow the standards and guidelines provided in Appendix B which seeks to ensure new structures maintain compatibility with historic structures while bringing new uses to increase vitality.**

Sec. 16-6-70. – Old Town Character Area use table.

	<u>100 Block: A</u>	<u>100 Block: B</u>
Accessory apartments (street level)	N	N
Accessory apartments (second floor or above)	<u>C-R</u>	<u>C-R</u>
Accessory dwellings (street level)	N	N
Accessory dwellings (second floor or above)	<u>C-R</u>	<u>C-R</u>
Business and office services	<u>N-C</u>	<u>N-C</u>
Multifamily dwellings (street level)	N	N
Multifamily dwellings (second floor or above)	<u>C-R</u>	<u>C-R</u>
*Professional activities (street level)	<u>N-C</u>	<u>N-C</u>
*Professional offices, business offices and studios (street level)	<u>N-C</u>	<u>N-C</u>

Refer to BD.2 in Appendix B for Active Use requirements on ground floor.

****Professional activities and offices may be allowed on the street level fronting Williams Street and Eagle River Street in the 100 Block, with conditional approval from Town Council depending on the use and parking demand.***

Chapter 16; Article 16: Off-Street Parking and Loading

Sec. 16-16-150. – 100 Block Incentive-Based Parking Program

In order to incentivize sales-tax producing uses, the reuse of existing structures, activation of ground floor spaces, and a unique urban design concept of shared streets, parking requirements for any new uses on the 100 Block shall be exempt, except that residential parking shall be provided on-site at 1 space per unit.

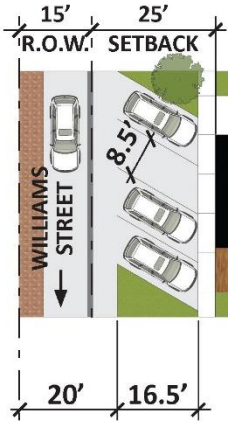
However, parking spaces shall be provided in the rear setback along Williams and Eagle River Streets for all new developments. When using Williams and Eagle River public rights-of-way for access to parking, the space must be lengthened to provide a total street width of 20-feet for 30-degree parking (Williams Street north of Toledo Street and Eagle River Street) and 23-feet for 90-degree parking (Williams Street south of Toledo Street) – see Illustration 16-16.

Enclosed garages are allowed but must meet setback requirements.

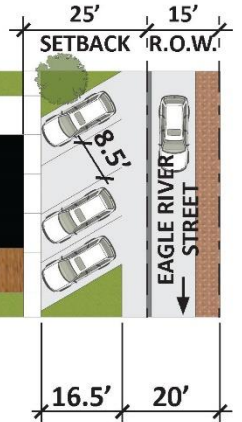
Refer to SD.4 in Appendix B for more detail.

PARKING DIMENSIONAL STANDARDS

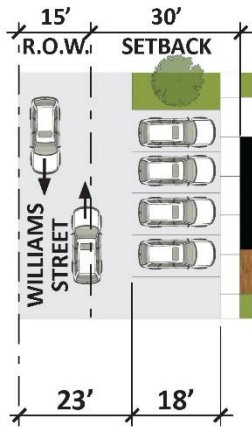
30-DEGREE WILLIAMS STREET PARKING
(NORTH OF TOLEDO AVE.)



30-DEGREE EAGLE RIVER STREET PARKING



90-DEGREE WILLIAMS STREET PARKING
(SOUTH OF TOLEDO AVE.)



Appendix B – Minturn Design Standards and Guidelines

B. Goals, ~~and~~ Objectives, and Guiding Principles

In order to preserve and enhance the built environment, and to further the character of the community, Minturn has adopted design standards and guidelines for development. The Minturn Community Plan contains the community's vision for the future, a future that is grounded in the character of the past. This character is based on a respect for both the history and environment of the region, a respect that is evident in the existing architectural styles and layout of the Town. The preservation and enhancement of landforms, vegetation, and wildlife habitat are consistent with these objectives.

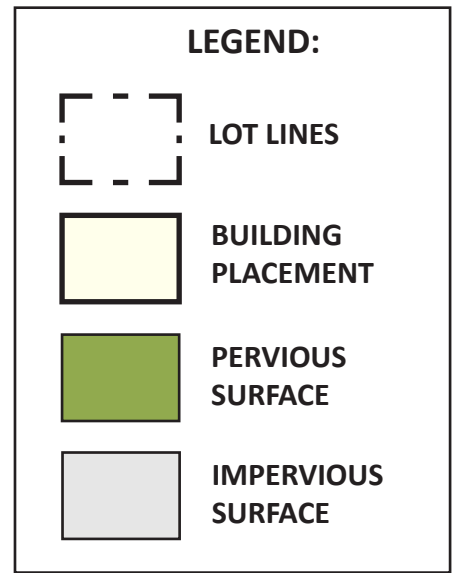
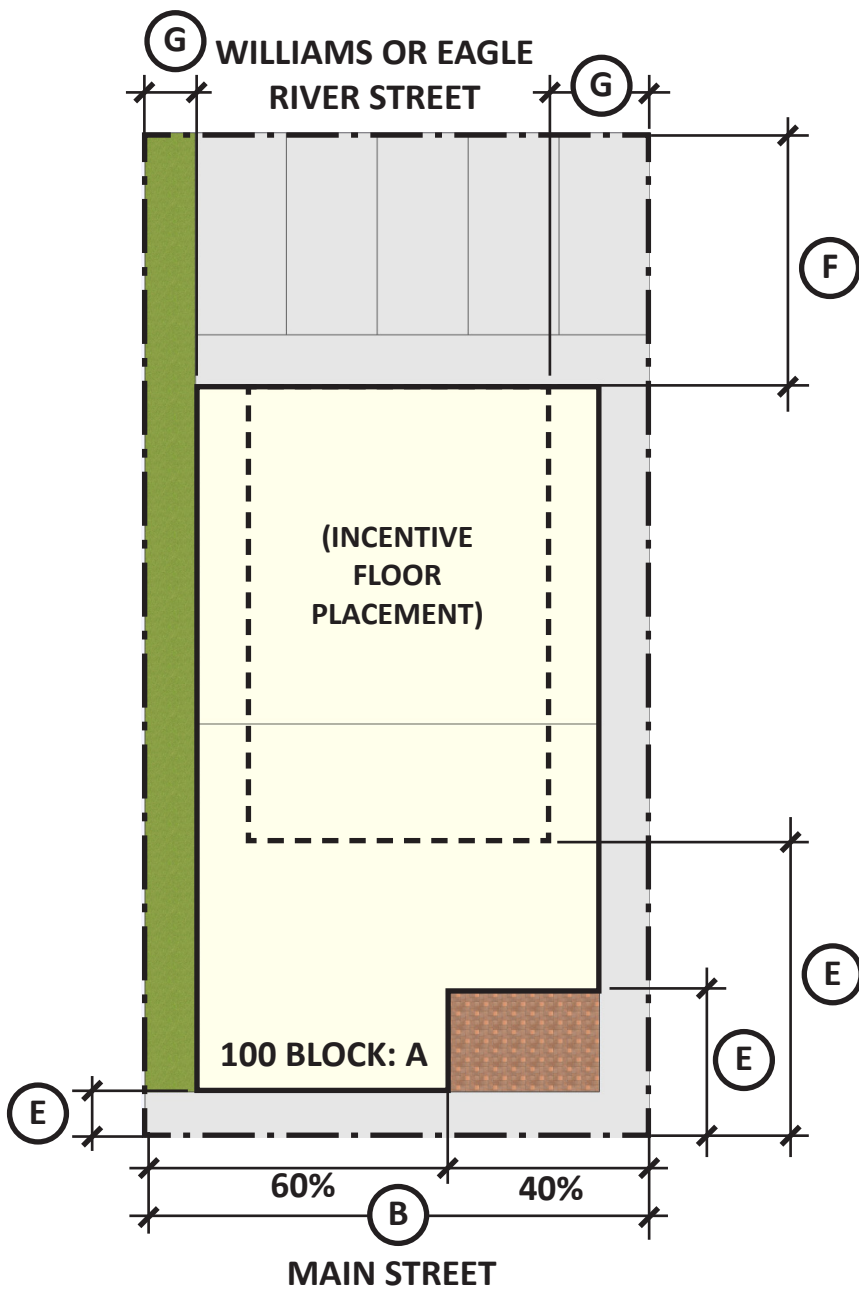
These standards and guidelines are to be used as a supplement to the Town of Minturn Zoning Code. Review of compliance with these design standards and guidelines will occur for all new development, as well as major restoration and/or renovation of existing structures or developments within the Town boundaries.

New projects should be designed with the following guiding principles in mind:

1. **Minturn is Rich with History** – all designs should respect and reflect our rich history and help keep our stories alive for future generations.
2. **Minturn is Close to Nature** – every building in Minturn is steps from nature – we respect and appreciate our environment in all aspects of design.
3. **Minturn is Colorful** – Minturn is not dull – look around and you will see colorful buildings, roofs, people, and landscapes. New designs should reflect our diversity by implementing a colorful, not dull, palette.
4. **Minturn is Authentic** – we have never tried to be like other communities – we are uniquely and proudly the one and only “Minturn.” New designs should contribute to our meaning and authenticity.

5. – 100 Block Commercial Zone
(see insert)

LOT REQUIREMENTS AND DIMENSIONAL STANDARDS



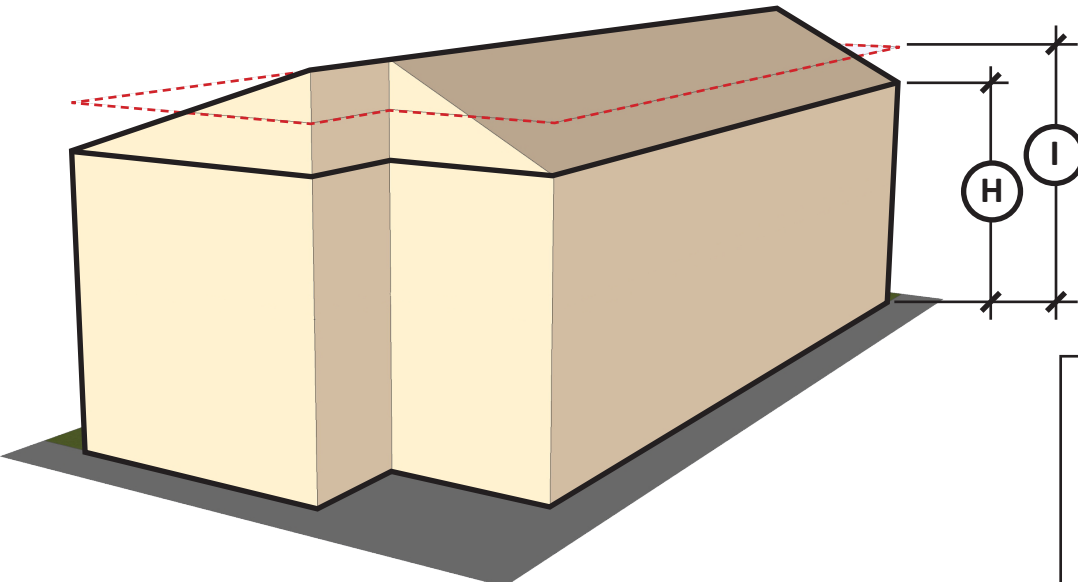
$A = \text{AREA}$

$C = \text{Grey Area} + \text{Yellow Area}$



$D = \text{Green Area}$

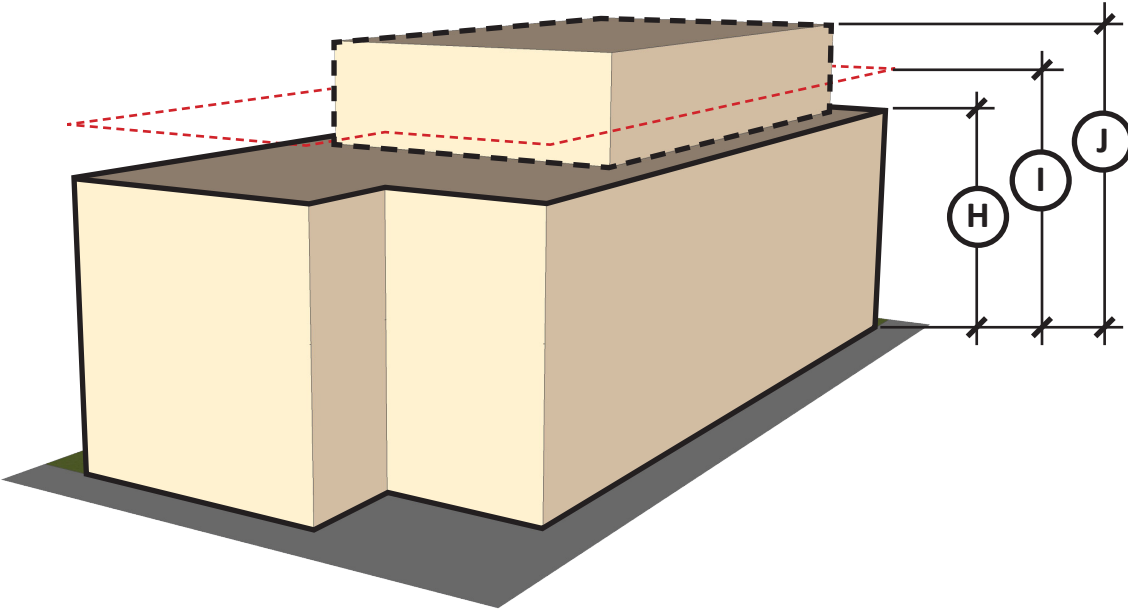


BUILDING HEIGHT DIMENSIONAL STANDARDS



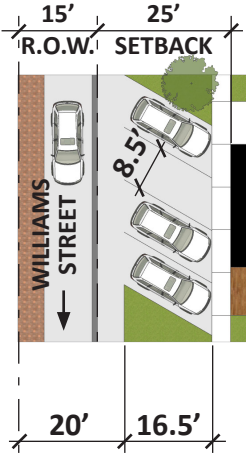
LEGEND:

-  PITCHED ROOF MAX. HEIGHT
-  INCENTIVE FLOOR

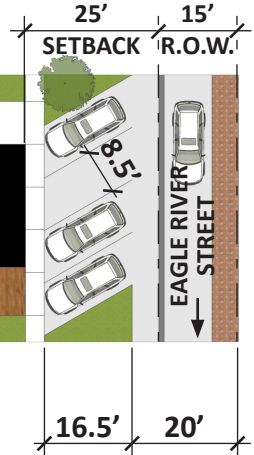


PARKING DIMENSIONAL STANDARDS

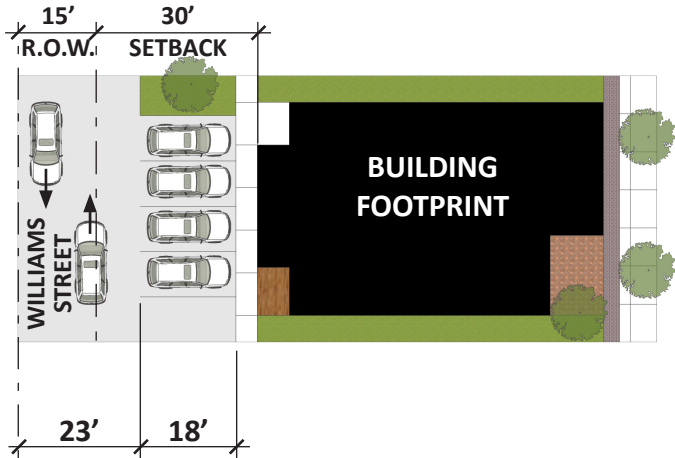
**30-DEGREE WILLIAMS STREET PARKING
(NORTH OF TOLEDO AVE.)**



30-DEGREE EAGLE RIVER STREET PARKING



**90-DEGREE WILLIAMS STREET PARKING
(SOUTH OF TOLEDO AVE.)**



TOWN OF MINTURN, COLORADO
ORDINANCE NO. 11 – SERIES 2022

AN ORDINANCE OF THE TOWN OF MINTURN,
COLORADO AMENDING CHAPTER 16 OF THE MINTURN
MUNICIPAL CODE TO AMEND AND REPLACE ZONING,
LAND USE, DEVELOPMENT, AND DESIGN REGULATIONS
AND STANDARDS APPLICABLE TO THE OLD TOWN 100
BLOCK COMMERCIAL ZONE DISTRICT

WHEREAS, the Town of Minturn (“Town”) is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Town of Minturn Home Rule Charter for which the Minturn Town Council (“Town Council”) is authorized to act; and

WHEREAS, the Town of Minturn 2021-2023 Strategic Plan (hereinafter the “Strategic Plan”) seeks to “foster the authentic small town character that is Minturn,” and to “Lead Minturn to long-term viability while preserving its unique character and genuine mountain town community,” through specific strategic plan goals and policies;

WHEREAS, the Strategic Plan contains four key strategies for implementation including “Practice fair, transparent and communicative local government,” “Long-term stewardship of the natural beauty and health of Minturn’s environment,” “Sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “keep Minturn Minturn,” and “Advance decisions/projects/initiatives that expand future opportunity and viability for Minturn;” and

WHEREAS, the Strategic Plan contains specific strategies in support of proposed amendments to Chapter 16, Zoning, Appendix B, Design Standards, such as “Sustain and Invest in the Things That Define Minturn as a Proud, Sturdy Mountain Town to ‘Keep Minturn Minturn,” “Implement methods to recognize historic structures,” “Enforce ordinances aimed at maintaining the health, safety, welfare and aesthetic of the town – snow, trash, nuisance abatement and zoning/land use,” and

WHEREAS, the Town is experiencing development pressure in several zoning districts and neighborhoods, particularly in the “100 Block Commercial Zone District” (hereinafter the “100 Block”) and desires to address and update applicable zoning, land use, development and design regulations standards for the 100 Block; and

WHEREAS, in 2021, the Town commenced an update to the 2009 Community Plan (hereinafter “the Community Plan Update Project”); and

WHEREAS, a key objective of the Community Plan Update Project has been to review and update the Town’s zoning, land use, development and design regulations and standards, inclusive of certain chapters and sections of “Appendix B,” Town of Minturn Design Guidelines and Standards; and

WHEREAS, the Town has prioritized the updating of zoning, land use, development and design regulations and standards specific to the 100-Block;

WHEREAS, Town Council has directed staff to draft text amendments to Minturn Municipal Code Chapter 16, the Town Land Use Regulations, in accordance with the Town’s strategic plan and the Community Plan; and

WHEREAS, on June 22, 2022 the Minturn Planning Commission recommended approval of this ordinance; and

WHEREAS, the Minturn Planning Commission and Town Council have determined that the text amendments to the Land Use Regulations Chapter 16 as provided herein are necessary and proper.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

SECTION 1. The foregoing recitals are incorporated herein as if set forth in full.

SECTION 2. Chapter 16 of the Minturn Municipal Code is hereby amended read as follows, with additions shown in double underlined text and ~~strike-through language~~ is deleted. Sections of Chapter 16 which are not expressly described in this Ordinance are deemed to continue to be in full effect without change.

ARTICLE 2 - Definitions, Illustrations and Lot Standards

* * *

Sec. 16-2-20. - Definitions.

Active use means a building space at the ground level of a building that is designed for retail or other customer-oriented commercial use. Such space shall not include vehicle parking, service areas, utility facilities, residential uses, or residential support uses such as lobbies, resident laundry rooms and resident work-out facilities.

Building height or height of building means the maximum vertical (plumb) distance measured at any point along the perimeter of the structure from the finished or natural grade (whichever is more restrictive) and a point on the roof depending on the roof type. No portion of any structure shall exceed the applicable building height limitation contained in this Code. (See Illustration No. 16-2.)

Height measurement points specified for the following types of roofs:

Flat roof: Height shall be measured to the highest point of the building, including parapet walls and rooftop appurtenances, but excluding architectural features and chimneys which may be permitted by Planning Director.

~~*Gable, hip, gambrel or shed roof:* Height shall be measured to the mean height level between the highest ridge or wall and its highest associated eave, provided, however, that if any parapet wall equals or exceeds the height of the highest ridge, then vertical~~

distance shall be measured to the highest point of the parapet. Mansard roof height shall be measured to the decline of the roof.

See also [Section 16-3-30](#).

Pitched roof means a gable, hip, gambrel or shed roof where height shall be measured to the mean height level between the highest ridge or wall and its highest associated eave, provided, however, that if any parapet wall equals or exceeds the height of the highest ridge, then vertical distance shall be measured to the highest point of the parapet. Mansard roof height shall be measured to the decline of the roof.

Half stories means habitable space that is located within the pitched roof portion of a structure or where the majority of the habitable space is below-grade. Habitable space within a half story shall have a minimum floor to ceiling height of 5 feet at the lowest point. See Sec. 16-2-65.

Incentive floor means an additional floor of development that is allowed only when additional requirements for the development are met. See Sec. 16-2-65.

Publicly accessible means a space such as a plaza or sidewalk on private property that is directly accessible from a public right-of-way and use by the general public is allowed.

* * *

Sec. 16-2-30. – Illustrations.

Illustration No. 16-6

LOT REQUIREMENTS AND DIMENSIONAL STANDARDS

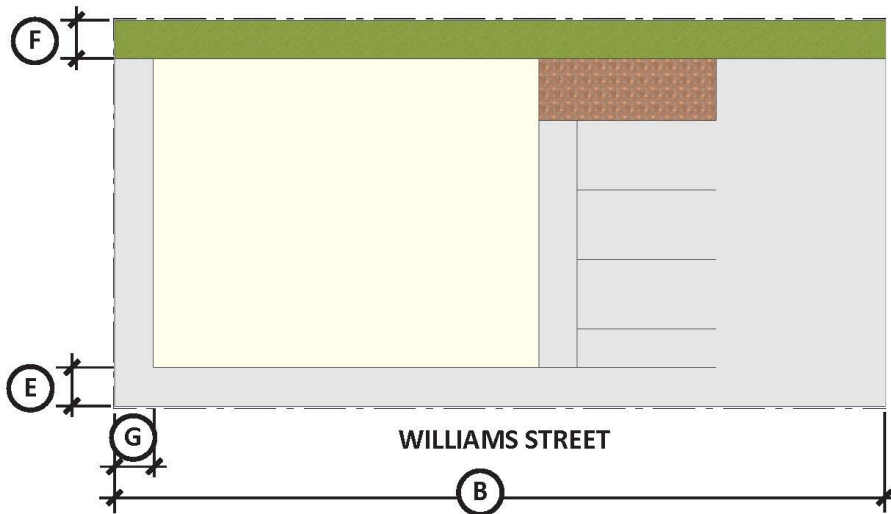
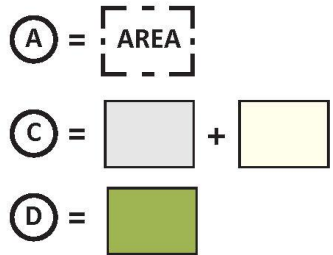
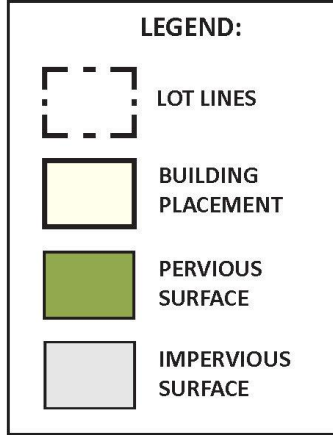
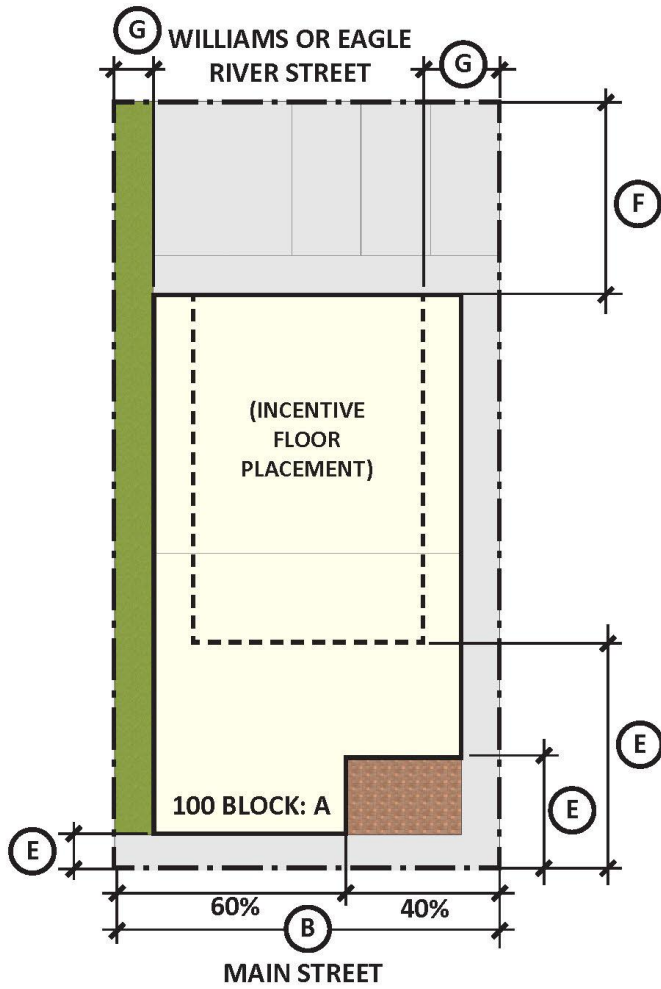
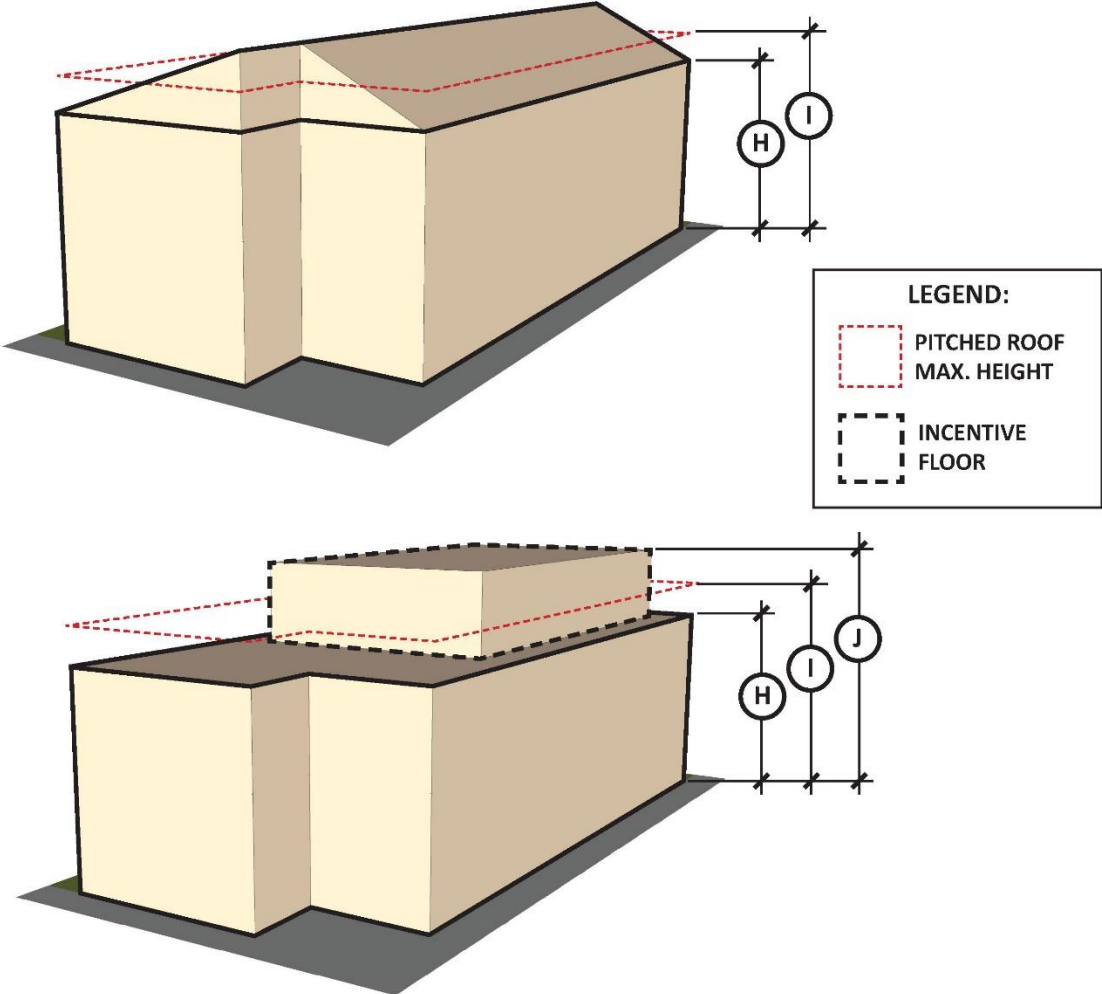


Illustration No. 16-7

**BUILDING HEIGHT
DIMENSIONAL STANDARDS**



Sec. 16-2-40. – General lot requirements and dimensional standards.

Table 16-A
Dimensional Standards

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
		<u>LOT REQUIREMENTS</u>				<u>SETBACKS</u>			
Character Area	Zones	Min. Lot Area / Max. Lot Area (sq. ft.)	Min. Lot / Max. Lot Dimension (feet)	Maximum Building Lot Coverage (%)	Maximum Impervious Surface Area (%)	Minimum Setbacks (ft)			Live Stream Setback (ft)
						Front	Rear	Side	
Meadow Mountain	Fed. reg. land use	N/A	N/A	N/A		Rec. 50	N/A	N/A	Rec. 30
Grouse Creek	Commercial	5,000	50	70	80	20	10	10	Eagle River=30 Grouse Creek=30
Old Town	Recreation & open space	To be determined as part of conditional review							30
	Residential	5,000	50	45	55	10	10	5	
	100 Block Commercial: <u>A</u>	2,500 / 7,500	25 / 75	80%	90%	40 / 5 min. / 20 max.	40 / 25 / 30 (South of Nelson on Williams)	5	
	100 Block: <u>A (incentive floor)</u>					15 min. / 40% lot frontage / 40 min. parking	25 / 30 (South of Nelson on Williams)	10	
	100 Block: <u>B</u>					25	40 / 5	5	

Sec. 16-2-50 – Specific lot requirements and dimensional standards

(g) Encroachments of architectural features—Rear yard. The following architectural features may encroach into the rear yard setback but must be a minimum of five (5) feet from the rear lot line(s):

(1) Unroofed terraces or patios, not to exceed forty-eight (48) inches above grade.

(2) Chimneys.

(3) Awnings of shading devices.

(4) 2nd floor terraces or balconies in the 100 Block: A only, not to exceed 10 feet into rear setback.

~~(m) For structures two (2) or three (3) stories in height, a maximum roof length of sixty (60) feet in one (1) direction is allowed. After sixty (60) feet, the roof height needs to be lowered by a minimum of nine (9) feet for a minimum run of twenty (20) feet in length or change directions a minimum of ninety (90) degrees for a minimum length of twenty (20) feet.~~

~~(n)~~ Sheds.

(1) To constitute a shed that does not require a building permit, the structure shall be no larger than one hundred twenty (120) square feet in ground floor area and no higher than twelve (12) feet. Sheds in excess of one hundred twenty (120) square feet of ground floor area or twelve (12) feet in height require a building permit.

(2) Sheds must be located in the rear or side yards, but such structures may not encroach into the side yard setbacks. A shed may encroach in the rear yard setback so long as it is a minimum of five (5) feet from all lot lines.

(3) Sheds in all character areas and zones require a limited use review permit approved by the Planning Director. The denial of a limited use review permit by the Planning Director may be appealed to the Planning and Zoning Commission.

(4) Sheds count toward the maximum impervious surface lot requirements.

~~(o)~~ Greenhouses.

(1) In all zones, a permanent greenhouse (which is not fully deconstructed and removed prior to winter) which exceeds one hundred twenty (120) square feet in the ground floor area or exceeds twelve (12) feet in height must receive a limited use review permit approved by the Planning Director and obtain a building permit. The denial of a limited use review permit by the Planning Director may be appealed to the Planning and Zoning Commission.

(2) Permanent greenhouses shall be counted toward maximum impervious lot coverage requirements.

(3) Non-permanent greenhouses (which are fully deconstructed and removed prior to winter every year) do not count toward maximum impervious lot coverage requirements.

(p) Any residential structure constructed in a commercial zone district must comply with the applicable residential maximum building lot coverage limitation, the residential maximum impervious structure limitation, the residential building height limitation and residential set back requirements.

* * *

Sec. 16-2-60. – Building height limitations for all zone districts except 100 Block Commercial Zones.

* * *

Sec. 16-2-65. – 100 Block Commercial Zones building height limitations.

~~(a) In the 100 Block Commercial Zone, commercial buildings not fronting or adjacent to Highway 24 can have a maximum building height of thirty five (35) feet with a maximum angle of forty five (45) degree bulk plane from the street front setback or a maximum of twenty eight (28) feet for a flat roof.~~

~~(b) All buildings in the 100 Block Commercial Zone fronting or adjacent to Highway 24 located between Eagle Street and Williams Street can have a maximum building height of twenty eight (28) feet with a maximum angle of forty five (45) degree bulk plane from the street front setback or a maximum of twenty eight (28) feet for a flat roof.~~

~~(c) Slope of roof shall be a minimum of 4:12.~~

~~(d) Residential construction in the 100 Block Commercial Zone must follow residential building height limitations.~~

~~(See also Illustration No. 16-2 and Appendix B, Design Standards and Guidelines) The following Table 16-B contains the regulations for building height.~~

(a) New buildings in the 100 Block shall be allowed a maximum height as shown in Table 16-C.

(b) An incentive floor is allowed for 100 Block: A, following dimensional requirements listed in Tables 16-A and 16-C, and based on the provision of the following on-site improvements associated with the development:

i. An enhanced streetscape along Main Street that provides a minimum of (1) street tree per 30 linear feet; (1) bench/seating area per 30 linear feet; and (1) bike rack accessible from a public right-of-way or passage; plus one of the following:

(1) A publicly accessible plaza or outdoor dining space (area shall be a minimum of 15% of total area of lot) that is visible from a public right-of-way.

(2) A publicly accessible passage (min. 4-foot wide pathway) is provided between Main Street and Williams Street or Main Street and Eagle River Street. A min. 8-foot side setback shall be required to accommodate this space. Public passages shall be a minimum of 150 feet apart, i.e. if one is already provided 100-feet away, this option shall not be used.

(3) An active use (min. 50% frontage) is provided along Williams or Eagle River Street.

Table 16-C

	<u>H</u>	<u>I</u>	<u>J</u>
	<u>100 Block Building Height Limitations</u>		
	<u>Max. height / stories (flat roof)</u>	<u>Max. height / stories (pitched roof)</u>	<u>Incentive floor max. height / stories (any roof)</u>
<u>100 Block: A</u>	<u>28' / 2 stories</u>	<u>32' / 2.5 stories</u>	<u>35' / 3 stories</u>
<u>100 Block: B</u>	<u>35' / 3 stories</u>	<u>35' / 3 stories</u>	<u>N/A</u>

* * *

~~Sec. 16-2-70. -- Specific front, side and rear yard setbacks requirements for 100 Block Commercial Zone.~~

- ~~(a) No parking spots allowed in the front or side setback on Highway 24 in the 100 Block Commercial Zone.~~
- ~~(b) No asphalt.~~
- ~~(c) Landscaping to include native trees, plants, tables, chairs, benches, decorative hardscape and planters for flowers.~~
- ~~(d) Pedestrian lights to be hung on building for pedestrian lighting. Meet dark sky requirements in Code Section 16-17-180, Exterior Illumination Standards.~~
- ~~(e) Must include irrigation.~~
- ~~(f) Must have exterior power outlets.~~
- ~~(g) All setbacks shall contain an area equal to five (5) percent of the total setback area for temporary snow storage (until snow can be removed off site).~~
- ~~(h) Ten (10) percent of each setback area must be landscaped area.~~
- ~~(i) Properties fronting Williams Street are encouraged to create an attractive, pedestrian friendly streetscape.~~
- ~~(j) Dumpsters, trash, and storage areas shall be properly screened.~~

~~(Ord. 5-2016 §2)~~

* * *

Sec. 16-2-80. -- Block and building site patterns and side yard setbacks for 100 Block Commercial Zone.

- (a) Vacations of or building across originally platted lot lines shall not result in a building greater than seventy-five (75) feet in width along Highway 24, Williams Street or Eagle Street.
- (b) Building facades along Highway 24, Williams Street and Eagle Street shall not create the appearance of a single building that is wider than fifty (50) feet. Building facades must maintain the historic platted character of this area with building widths of twenty-five (25) feet to fifty (50) feet.
- (c) Maximum lot area (square feet): seven thousand five hundred (7,500).
- (d) Minimum side yard setback is five (5) feet per twenty-five (25) foot wide platted lot. For buildings fronting or adjacent to Highway 24 located between Eagle Street and Williams Street, the Planning Commission may require that the side yard setbacks be combined for the purpose of creating a ten (10) to fifteen (15) foot side yard corridor between two (2) buildings.
- (e) Corner lots: ten (10) foot front yard setback facing Highway 24; five (5) foot setback on side facing any new or existing street connecting to Highway 24.

Historic Plat of 100 Block

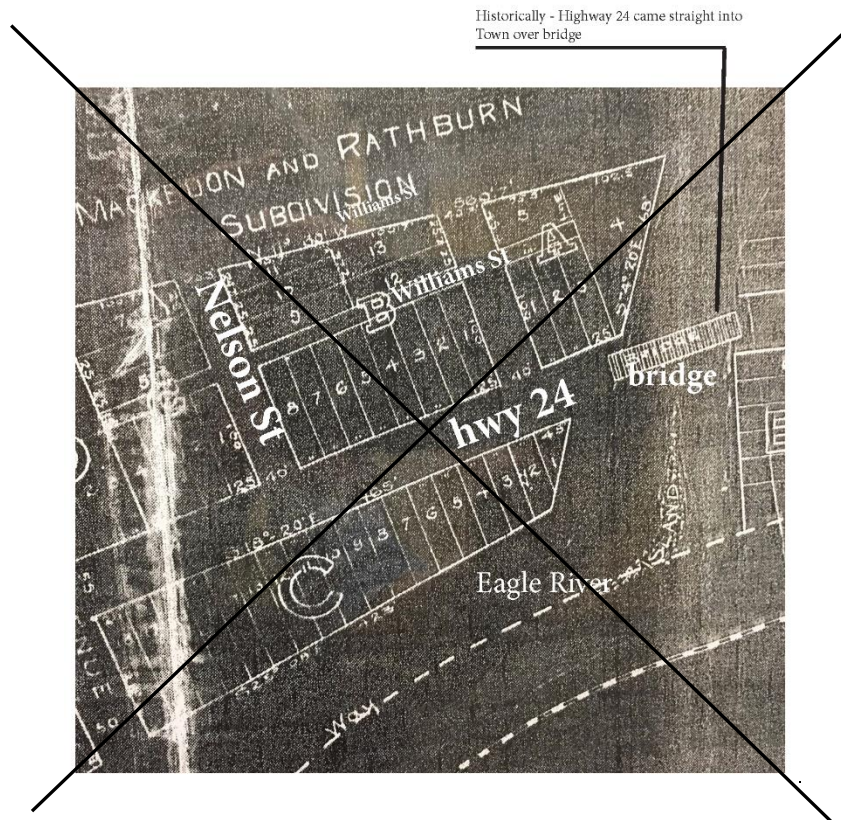
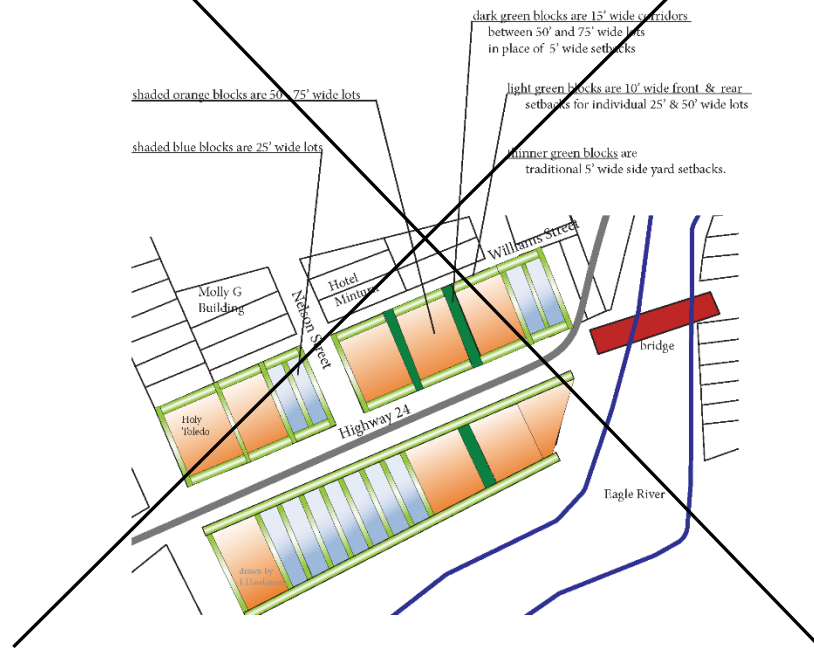


Diagram Example of:

100 Block Commercial Zones: Setbacks & Mass & Scale

Design to encourage:

- 15' wide corridors are encouraged for walkways to create a pedestrian friendly commercial 100 block
- corridors can be utilized for tables, landscaping - trees & flower pots, and market space
- encourage street fronts on buildings between William Street and Highway 24
- landscape for beautification - storm water management - shade
- 10' front & rear setbacks for landscaping, patios, flowers, trees, seating, snow storage
- reflect the historic & present cadence of original plat of downtown Minturn



* * *

ARTICLE 6 - Old Town Character Area

* * *

Sec. 16-6-35. - 100 Block Commercial Zones.

- (a) The 100 Block Commercial Zones ~~is~~ are characterized by a compact retail/commercial core area bisected by Highway 24. The area consists of businesses and residences with an identity of the historic commercial core that is distinct from other parts of the community.
- (b) The purpose of this area is to provide convenient commercial services to residents and visitors and to promote the development of the Town's primary retail commercial district. Accommodation of sales tax-generating commercial uses and non-street level residential units can enhance Old Town vitality while maintaining the visual character and scale. Street level space within the 100 Block Commercial Zones shall be dedicated to retail uses. Non-street level space within the 100 Block Commercial Zones may be used for compatible retail, office, and residential uses.
- (c) The 100 Block Commercial ~~z~~Zones should function as a pedestrian shopping corridor. Buildings ~~should be~~ shall oriented toward sidewalks and pedestrian areas with storefront windows and main entrance doors. The scale of buildings both in terms of height and width should encourage transparency, pedestrian engagement, and facilitate pedestrian movement not only along Highway 24 but also between Highway 24, Williams Street and Eagle Street and along all streets in the 100 Block.

(d) The small town historic main street character will be maintained by keeping in scale of with the original plat of twenty-five (25) foot by one hundred (100) foot lots and one (1) to two (2) story building heights-frontages along Highway 24. Large monolithic buildings and "strip" retail areas are discouraged-not allowed. New development in the 100 Block shall follow the standards and guidelines provided in Appendix B which seeks to ensure new structures maintain compatibility with historic structures while bringing new uses to increase vitality.

* * *

Sec. 16-6-70. – Old Town Character Area use table.

Use	All Residential Zones	Commercial Zones	100 Block Commercial Zone: <u>A</u>	<u>100 Block: B</u>	All Mixed-Use Zones	All Recreation & Open Space Zones	All Federally Regulated Zones	Light Industry and Public Facilities Zone	PUD Holding Zone	Railroad Right-of-Way/Transportation Zone
R – Use by right C – Conditional use L – Limited use N – Not allowed										
Accessory apartments (street level)	L	C	N	<u>N</u>	L	N	-	-	-	-
Accessory apartments (second floor or above)	L	C	<u>CR</u>	<u>R</u>	L	N	-	-	-	-
Accessory dwellings (street level)	L	C	N	<u>N</u>	L	N	-	-	-	-
Accessory dwellings (second floor or above)	L	C	<u>CR</u>	<u>R</u>	L	N	-	-	-	-
Automotive detail shops	N	C	N	<u>N</u>	C	N	-	-	-	-
Automotive parts sales	N	C	N	<u>N</u>	C	N	-	-	-	-
Bakeries and confectioneries	N	R	R	<u>R</u>	R	N	-	-	-	-
Banks and financial institutions	N	R	N	<u>N</u>	R	N	-	-	-	-

Barbershops	N	R	R	<u>R</u>	R	N	-	-	-	-
Beauty Shops	N	R	R	<u>R</u>	R	N	-	-	-	-
Business and office services	N	R	<u>NC</u>	<u>C</u>	R	N	-	-	-	-
Car washes	N	N	N	<u>N</u>	C	N	-	-	-	-
Cocktail lounges, taverns	N	R	R	<u>R</u>	C	N	-	-	-	-
Club (street level)	N	N	N	<u>N</u>	N	N	-	-	-	-
Club (second floor or above)	N	C	N	<u>N</u>	C	N	-	-	-	-
Commercial accommodations	N	R	R	<u>R</u>	C	N	-	-	-	-
Convenience stores	N	C	N	<u>N</u>	C	N	-	-	-	-
Delicatessens and specialty food stores	N	R	R	<u>R</u>	C	N	-	-	-	-
Drive-thru/up establishments	N	C	N	<u>N</u>	N	N	-	-	-	-
Drugstores and pharmacies	N	R	R	<u>R</u>	R	N	-	-	-	-
Dry cleaners	N	R	N	<u>N</u>	N	N	-	-	-	-
Duplexes (street level)	N	C	N	<u>N</u>	C	N	-	-	-	-
Duplexes (second floor or above)	N	C	<u>CR</u>	<u>R</u>	C	N	-	-	-	-
Garden landscaping supply and seed stores	N	R	N	<u>N</u>	R	N	-	-	-	-
Gas stations	N	N	N	<u>N</u>	C	N	-	-	-	-
Grocery stores	N	R	C	<u>C</u>	C	N	-	-	-	-

Health/medical offices (street level)	N	C	N	<u>N</u>	C	N	-	-	-	-
Health/medical offices (second floor or above)	N	R	R	<u>R</u>	C	N	-	-	-	-
Institutional uses (street level)	N	N	N	<u>N</u>	N	N	-	-	-	-
Institutional uses (second floor or above)	N	C	N	<u>N</u>	C	N	-	-	-	-
Laundries	N	C	N	<u>N</u>	C	N	-	-	-	-
Laundromats	N	R	N	<u>N</u>	C	N	-	-	-	-
Liquor stores	N	R	R	<u>R</u>	C	N	-	-	-	-
Manufacturing, light	N	C	C	<u>C</u>	N	N	-	-	-	-
Multi-family dwellings (street level)	N	C	N	<u>N</u>	C	N	-	-	-	-
Multi-family dwellings (second floor or above)	N	C	<u>CR</u>	<u>R</u>	C	N	-	-	-	-
Pawn shops	N	R	C	<u>C</u>	C	N	-	-	-	-
Photographic studios	N	R	C	<u>C</u>	R	N	-	-	-	-
*Professional activities (street level)	N	R	<u>NC</u>	<u>C</u>	C	N	-	-	-	-
Professional activities (second floor or above)	N	R	R	<u>R</u>	R	N	-	-	-	-
*Professional offices, business offices and studios	N	C	<u>NC</u>	<u>C</u>	R	N	-	-	-	-

(street level)										
Professional offices, business offices and studios (second floor or above)	N	R	R	<u>R</u>	R	N	-	-	-	-
Radio and television stores and repair shops	N	R	R	<u>R</u>	R	N	-	-	-	-
Restaurant	N	R	R	<u>R</u>	C	N	-	-	-	-
Single-family residential dwellings	R	C	N	<u>N</u>	R	N	-	-	-	-
Retail stores including: Apparel stores; art supply stores and galleries; bookstores; camera stores and photographic studios; candy stores; chinaware and glassware stores; florists; gift stores; hobby stores; household appliance stores; jewelry stores; leather goods stores; luggage stores; music and record stores; newsstands and tobacco stores; sporting goods stores; stationery stores; toy stores; variety	N	R	R	<u>R</u>	R	N	-	-	-	-

stores; yardage and dry goods stores										
Small appliance repair shops, excluding furniture repair	N	R	C	<u>C</u>	R	N				
Tailors and dressmakers (street level)	N	R	N	<u>N</u>	R	N				
Tailors and dressmakers (second level floor or above)	N	R	R	<u>R</u>	R	N				
Theaters	N	R	N	<u>N</u>	C	N				
Theaters, meeting rooms and convention centers (<u>street level</u>)	N	N	N	<u>N</u>	N	N				
Theaters, meeting rooms and convention centers (second floor or above)	N	C	N	<u>N</u>	C	N				
Travel and ticket agencies	N	R	N	<u>N</u>	R	N				

Refer to BD.2 in Appendix B for Active Use requirements on ground floor.

** Professional activities and offices may be allowed on the street level fronting Williams Street and Eagle River Street in the 100 Block, with conditional approval from Town Council depending on the use and parking demand.*

* * *

ARTICLE 16 - Off-street parking and loading

* * *

Sec. 16-16-150. – 100 Block Incentive-Based Parking Program.

In order to incentivize sales-tax producing uses, the reuse of existing structures, activation of ground floor spaces, and a unique urban design concept of shared streets, parking requirements

for any new uses on the 100 Block shall be exempt, except that residential parking shall be provided on-site at 1 space per unit.

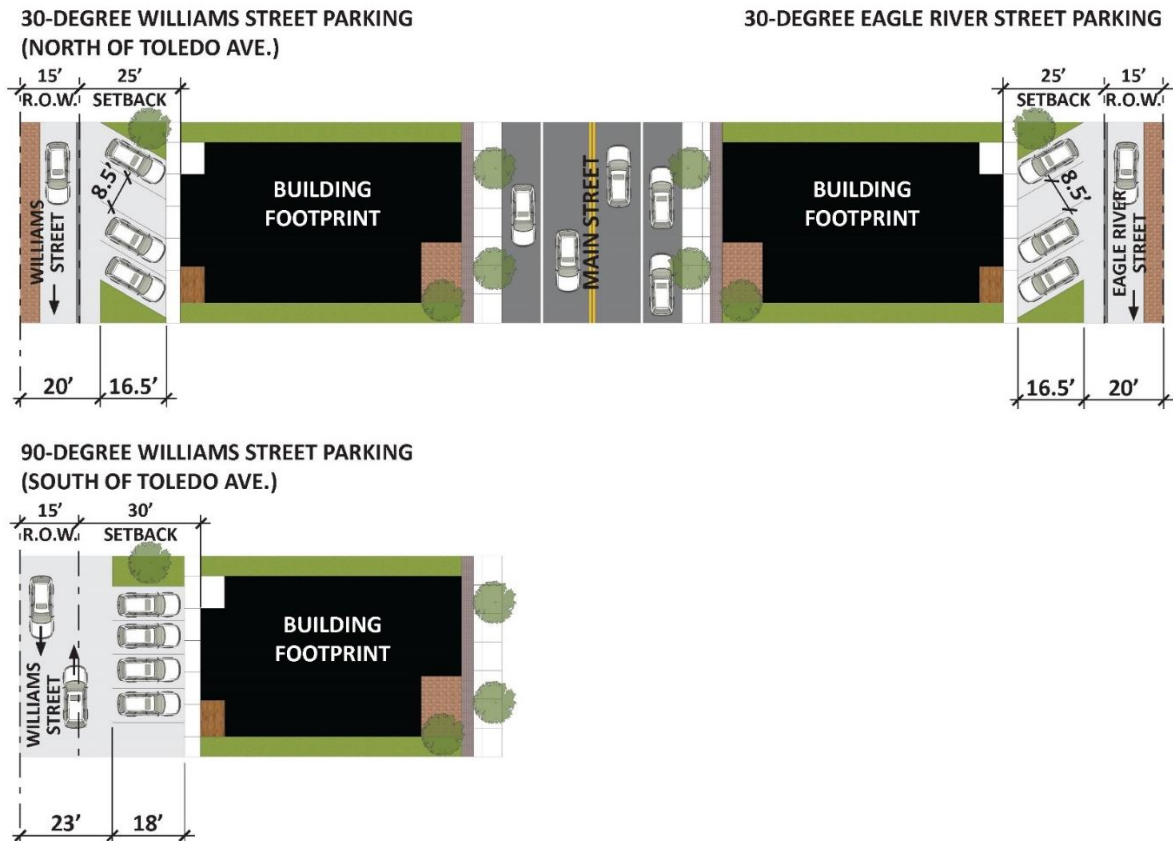
However, parking spaces shall be provided in the rear setback along Williams and Eagle River Streets for all new developments. When using Williams and Eagle River public rights-of-way for access to parking, the space must be lengthened to provide a total street width of 20-feet for 30-degree parking (Williams Street north of Toledo Street and Eagle River Street) and 23-feet for 90-degree parking (Williams Street south of Toledo Street) – see Illustration 16-16.

Enclosed garages are allowed but must meet setback requirements.

Refer to SD.4 in Appendix B for more detail.

Illustration No. 16-16

PARKING DIMENSIONAL STANDARDS



* * *

APPENDIX B - Design Standards and Guidelines

* * *

Chapter I, Section B - Goals, and Objectives, and Guiding Principles

In order to preserve and enhance the built environment, and to further the character of the community, Minturn has adopted design standards and guidelines for development. The Minturn Community Plan contains the community's vision for the future, a future that is grounded in the character of the past. This character is based on a respect for both the history and environment of the region, a respect that is evident in the existing architectural styles and layout of the Town. The preservation and enhancement of landforms, vegetation, and wildlife habitat are consistent with these objectives.

These standards and guidelines are to be used as a supplement to the Town of Minturn Zoning Code. Review of compliance with these design standards and guidelines will occur for all new development, as well as major restoration and/or renovation of existing structures or developments within the Town boundaries.

New projects should be designed with the following guiding principles in mind:

1. Minturn is Rich with History – all designs should respect and reflect our rich history and help keep our stories alive for future generations.
2. Minturn is Close to Nature – every building in Minturn is steps from nature – we respect and appreciate our environment in all aspects of design.
3. Minturn is Colorful – Minturn is not dull – look around and you will see colorful buildings, roofs, people, and landscapes. New designs should reflect our diversity by implementing a colorful, not dull, palette.
4. Minturn is Authentic – we have never tried to be like other communities – we are uniquely and proudly the one and only “Minturn.” New designs should contribute to our meaning and authenticity.

* * *

Chapter III - Character Areas

* * *

Section 4 - 100 Block Commercial Zones

[This section replaced and amended in its entirety with Exhibit A – see exhibit ‘A’ attached hereto]

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THE 6th DAY OF JULY 2022. A PUBLIC HEARING ON THIS

ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 3rd DAY OF AUGUST 2022 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THIS 19th DAY OF OCTOBER 2022.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk

Exhibit A



100 BLOCK

Design Standards and Guidelines

APPENDIX B INSERT



October 2022

CONTENTS

This document is organized into three chapters, as described below.

1 100 Block Framework

This chapter provides a framework for the 100 Block, presenting a quick history, key elements and principles for all new development. It provides guidance for how a project should respond to its surroundings and accent 100 Block assets to work toward becoming a cohesive, historic commercial core.

2 Site Design

This chapter provides specific design standards and guidelines as they relate to an individual site. These include the design and treatment of setbacks and other open space on a site as well as parking, screening, landscaping, and lighting.

3 Building Design

This chapter provides specific design standards and guidelines as they relate to an individual building. These include the appropriate scaling of a building and architectural elements, activation of edges, materiality, and roof design.

STRUCTURE OF DOCUMENT

The standards and guidelines herein are structured so that they can be easily followed and referenced. They are written as follows:

XX.1 THIS IS A TOPIC OR PRINCIPLE.

A. This is a standard (rule).

» *This is a guideline (advice) or supplementary information.*

A **topic or principle** explains what the standards and guidelines are about. A **standard** is a rule that shall be met if it applies to a particular site. Standards provide clear expectations for all projects to follow. A **guideline** is advice for a project - it is intended to give ideas for how a standard may be applied.

PURPOSE

This document replaces the former 100 Block Character Area from **Appendix B** of the Minturn Municipal Code. It seeks to provide guidance to property owners, developers, elected officials, and commissioners so that the community's vision for the 100 Block can be realized over-time.

This document will be **used by the Planning Commission**, which serves as the design review body for the town, to review individual projects that are proposed in the 100 Block. All projects must also follow **Appendix B: General Design Standards, Chapter 16** sections of the municipal code that relate to the 100 Block were also updated at the same time so that dimensional standards and other zoning regulations match the standards and guidelines.

PROCESS

The standards and guidelines were developed using input from the community. Two community **design charrettes** were held (October 2020 and February 2022), as well as **multiple meetings** with stakeholders, the Planning Commission, and Town Council. The community agreed on many aspects of the vision. There was disagreement on the appropriate scale of buildings and whether or not the area (or individual buildings) should be designated historic. Ultimately, this document and the code update seeks to **find a balance** between opposing views while **implementing the desired vision** to create a 100 Block that is allowed to evolve while requiring that new projects contribute to a **sustainable and vibrant future**.

- ▼ APPENDIX B - MINTURN DESIGN STANDARDS AND GUIDELINES
 - I. INTRODUCTION
 - II. GENERAL DESIGN STANDARDS
 - ▼ III. - CHARACTER AREAS
 - 1. - GROUSE CREEK CHARACTER AREA
 - 2. - OLD TOWN CHARACTER AREA
 - 3. - SOUTH TOWN CHARACTER AREA
 - 4. - 100 BLOCK COMMERCIAL ZONE



Design Guidelines
100 Block Commercial Zone



'History meets Present'

This document replaces the former Design Guidelines for the 100 Block Commercial Zone with cover page shown above. Principles from the former guidelines were carried over, as applicable.



MINTURN 100 BLOCK
Design Workshop | February 15, 2022

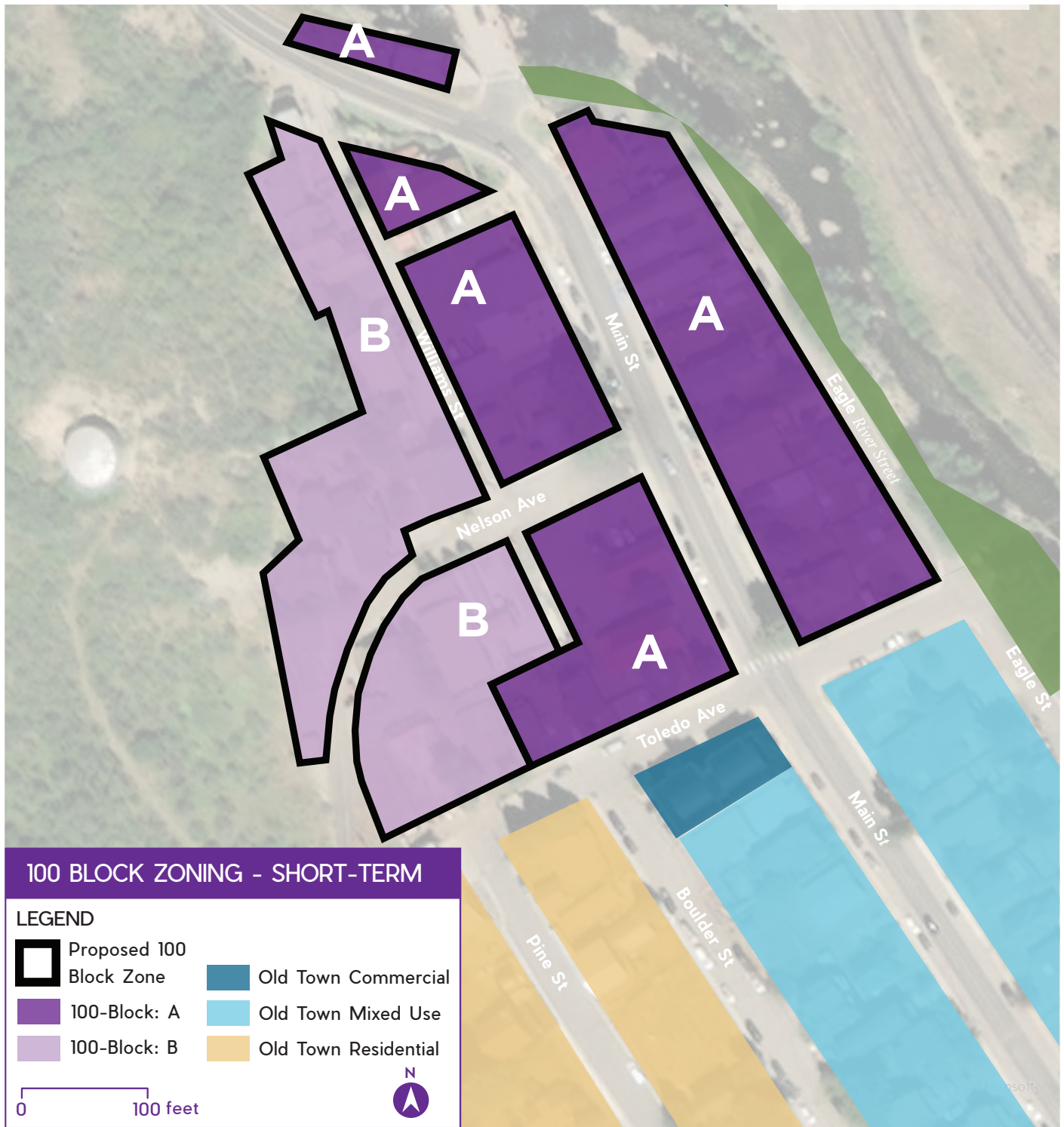


A Public Design Workshop was held on February 15, 2022 to discuss key elements of new development including: building height and frontage, site design and public realm, and parking. There were approximately 40 attendees.

APPLICABILITY

The design standards and guidelines herein apply to all properties outlined in heavy black line below. The new 100 Block Zone includes A and B subareas, which the standards and guidelines may reference if differences apply.

100 Block: A is essentially all properties that face Main Street and **100 Block: B** is all properties that face Williams Street and Nelson Avenue going up the hill.





100 BLOCK FRAMEWORK

1

The 100 Block is the **gateway to Minturn** and the heart of town. It is the **historic center and commercial core**, although over-time commercial uses have extended past the 100 Block along Main Street. The 100 Block should remain the commercial core into the future, where there is ample opportunity for small, local businesses to thrive as well as more opportunity for people to live and visit. It is important to the community that the historic assets be saved and the history and authenticity of Minturn be celebrated. **Main Street** will remain the primary thoroughfare, although public and private improvements will help activate and improve the experience. **Williams Street and Eagle River Street** will become quaint public spaces where pedestrians and cars share the space and active uses breathe new life to these areas. Space between buildings will be used for **pedestrian passages, small gathering spaces and outdoor dining areas**. **Views** of the water tower, Eagle River, and hillsides will be preserved and celebrated.

QUICK HISTORY

Minturn was established in the late 1800s as a railroad town and incorporated in 1904. It originated on **mining, farming, and railroad** industries and jobs. It has maintained a feeling of a **quaint mountain village** amongst great change in Eagle County and surrounding areas with Vail and Beaver Creek resorts developing in the late 1960s to 1980s. Though tourism has picked up in recent years, Minturn remains a **local's place**.

Today, Minturn is still primarily a **working class town** with nearly 40 percent of employment in construction and related trades. Minturn has remained a local, authentic place over the years. It is entirely made up of **small, local businesses**, started from people that have invested their personal time and money to help Minturn prosper. It faces challenges related to growth and affordability as land values have escalated at high rates in recent years, as they have all over Colorado.



A two-story building with wood siding, sidewalks, and covered arcade includes a storefront and area where people can gather as they watch a carriage being pulled from a ditch on Main Street.



The two-and-a-half-story Eagle River Hotel includes a simple architectural form with a gabled roof and dormer. A porch on the front defines the entrance.



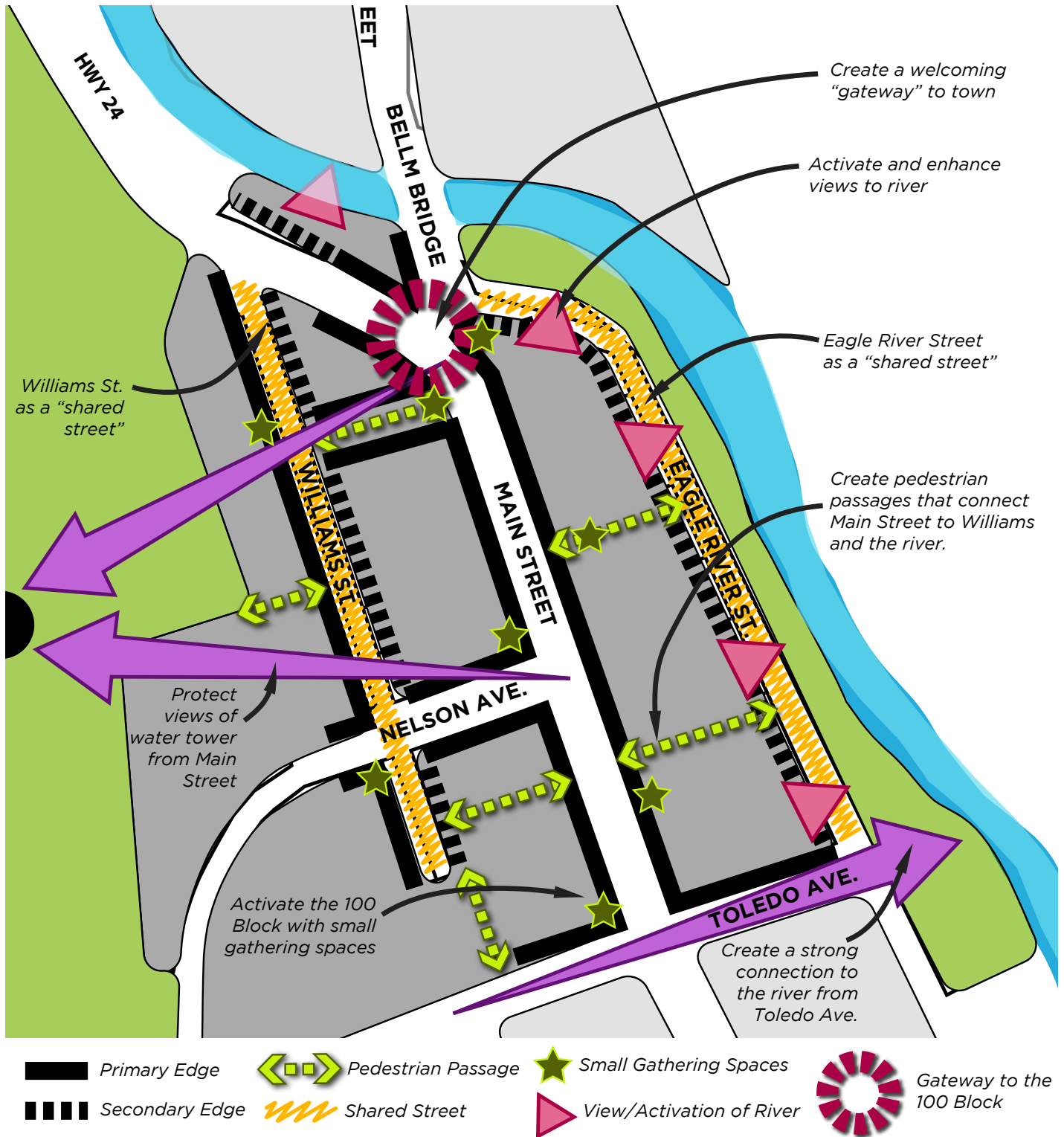
The Williams Cafe and Bar (now Magustos) is a wood and stucco structure that includes an arcade and storefront.



Main Street circa mid-1900s includes 2-story buildings at the sidewalk edge (zero setback) with narrow sidewalks.

100 BLOCK FRAMEWORK

This framework diagram explains key elements for the 100 Block that all projects should follow. Design principles that relate to the 100 Block Framework are provided on the following page.



100 Block Framework Diagram

***Note that pedestrian passages and small gathering spaces would be built on private property but be designed to be publicly accessible.**

FRAMEWORK PRINCIPLES

The following principles describe elements that will help implement the vision for the 100 Block. Each project should meet the following by providing a response to each principle in a project narrative

FP.1 CONTRIBUTE TO AN AUTHENTIC PLACE.

Minturn is known for being **authentic**. It's authenticity has been built over time, where layers of history are reflected in its people, places, and architecture. **What makes the 100 Block authentic?**

- **It doesn't have a prescribed style of architecture** - each building seems to have it's own personality.
- **It has a rich history, but also has been built over time**, where buildings from different eras coexist and some have been added onto or modified to respond to new demands and uses.
- **It is made up of local businesses** - they are something you can only find in Minturn.
- **It is not another tourist mountain town** - though people love to visit, Minturn was not built *around* tourism. Design for locals first.

Each new project in Minturn's 100 Block should consider these aspects that make up its authenticity and contribute to it in similar ways, through unique architecture, a nod to history, and as a local's place first and foremost.

FP.2 DESIGN AT A HUMAN SCALE.

The 100 Block is **quaint**. Though new buildings may be larger than traditional buildings, their **scale should be compatible** to their surroundings. Monolithic buildings are not allowed.

Designing at a human scale means designing a building that is **comfortable** for someone to stand by and be in. It is made with materials that are small and modular - that can be carried by a person. They include details that add interest and delight to the human experience. They are designed to be experienced by pedestrians rather than cars.

Design new projects in the 100 Block with these elements in mind where each individual project contributes to a scale that is compatible and comfortable.



Designing at a human scale means designing a building that is comfortable for someone to stand by and be in.



Minturn's local businesses is one thing that contributes to its authenticity (and awesomeness.)



Human scale design is designed to be experienced by pedestrians rather than cars.

FP.3 ACTIVATE EDGES.

The vision of the 100 Block is to continue to be the commercial core and activity center of Minturn with active storefronts and sales tax-generating uses throughout. To create this desired activity, include **active uses**, e.g. businesses that are open the majority of the day and create activity on the street from people coming and going. This includes but is not limited to: coffee shops, cafes, restaurants/bars, retail stores, and ice cream/candy shops.

Primary edges (Main Street, Williams Street, and side streets) shall require active uses on the ground floor.

Secondary edges (east side of Williams and west side of Eagle River Street) should encourage active uses, but may also require access to parking or other back of house uses. Activation of these edges may include enhanced screening, landscaping, or public art - however, if possible, secondary entrances and active uses are also encouraged.



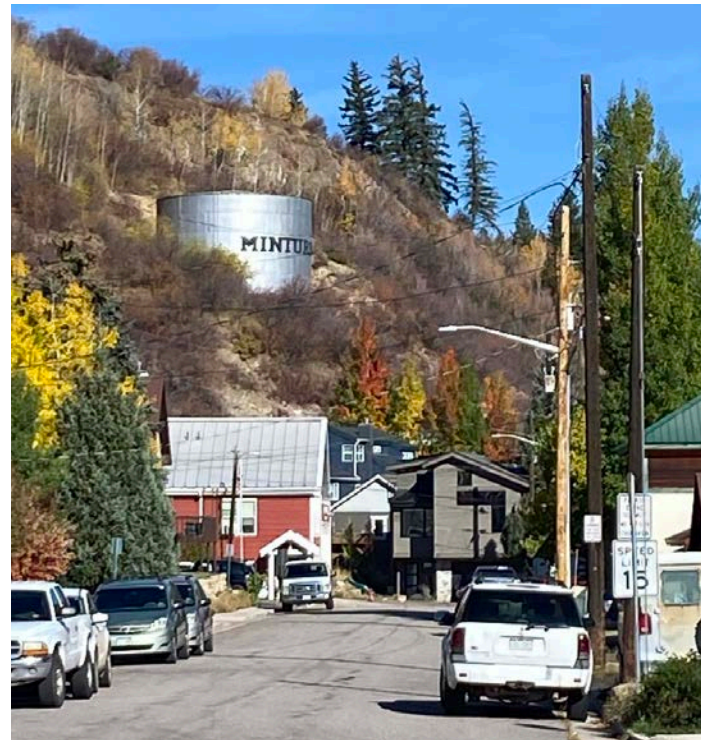
Active storefronts and tax-generating uses that engage the streets and sidewalks are desired.

FP.4 CELEBRATE AND ENHANCE IMPORTANT VIEWS

The **water tower** is iconic to Minturn. Views to the water tower from key intersections should be celebrated. A project at these locations should consider someone taking a picture - where the water tower is visible and part of the composition.

Views of the **Eagle River** are also important. Minturn would like to elevate the river as a key asset, so improving access and views to the river is a key component to achieving the vision.

Secondary uses to Main Street could be placed along Eagle River Street to activate it or **upper floor roof decks** could overlook the river. **Eagle River Street** should be a unique, quaint experience that encourages pedestrians to enjoy time walking along or resting at the edge of the river.



Views to the water tower from key intersections should be maintained.

FP.5 CREATE A WELCOMING PLACE.

The 100 Block is the “gateway” to Minturn and should appear **welcoming**. Activities should orient to Main Street, the public realm should be **well-designed and maintained** year-round, and the experience of navigating to destinations (businesses, parks, parking, etc.) should be very clear.

Projects located near the “gateway,” shall contribute to **provoking a sense of arrival** and an iconic and unique sense of “Minturn.” The public realm should be coordinated and consistent in design. And architecture should be unique to Minturn and of highest quality and attention to detail.

Throughout the 100 Block, each individual project should create **welcoming and inviting places**. This can be achieved by creating interactive places such as: small plazas, pocket parks, outdoor dining and retail, and public passages. These design elements tell people that they are welcome to navigate through the 100 Block with ease and delight.

Note that locations of passages and gathering spaces on the diagram are not exact, but indicate the general amount of these elements needed to create a successful network.



Interactive public art creates welcoming and inviting places, such as murals, statues, benches, and more.

MINTURN GUIDING PRINCIPLES

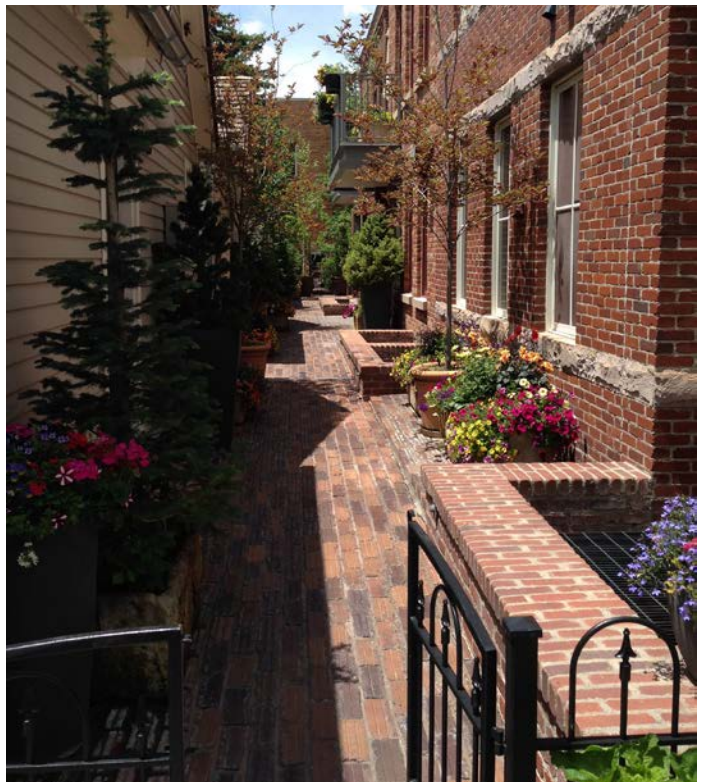
In addition to the Framework Principles for the 100 Block, new projects should also follow Minturn’s Guiding Principles:

***Minturn is Rich with History** – all designs should respect and reflect our rich history and help keep our stories alive for future generations.*

***Minturn is Close to Nature** – every building in Minturn is steps from nature – we respect and appreciate our environment in all aspects of design.*

***Minturn is Colorful** – Minturn is not dull – look around and you will see colorful buildings, roofs, people, and landscapes. New designs should reflect our diversity by implementing a colorful, not dull, palette.*

***Minturn is Authentic** – we have never tried to be like other communities – we are uniquely and proudly the one and only “Minturn.” New designs should contribute to our meaning and authenticity.*



Create welcoming and inviting places, such as this public passage with flowers and landscaping and windows overlooking the space.



SITE DESIGN

2

Site design refers to the arrangement and placement of buildings as well as other site features on a particular lot - such as landscape/hardscape, parking, trash, and snow. The goal is to improve the overall experience and appeal of the 100 Block by having well-organized and inviting spaces as well as clear rules to maintain them.

SITE DESIGN: DEFINING FEATURES

The original plat of 25-foot wide **lots** (right; above) and current ownership **parcels** (right; bottom) highlight how some historic lot patterns exist, but many of the original 25-foot lots were combined to create a larger parcel. The following are defining site features to consider in new designs:

25' TO 75' PARCEL PATTERN

The original plat included a series of lots that orient to Main Street with a 25-foot wide frontage. Today, many of the original lots have been combined to create 50 to 75-foot wide parcels. This allows for multiple businesses to have visibility and access to customers and creates a cadence along the street that changes properties often, creating a welcoming and interesting walking environment.

LINEAR NORTH-SOUTH ARRANGEMENT ALONG MAIN STREET

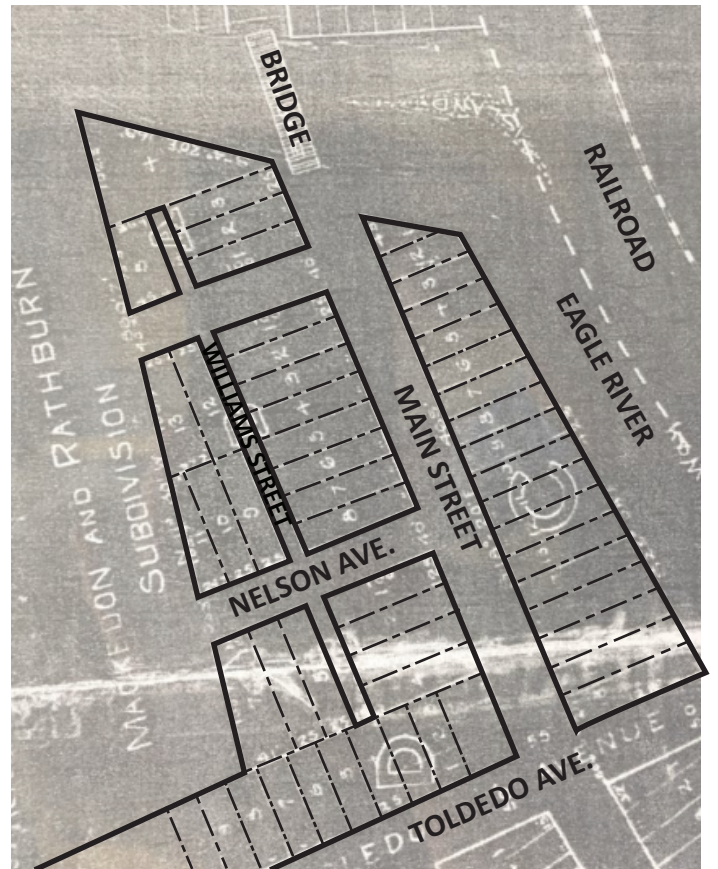
Due to surrounding topography, the arrangement of the 100 Block has remained linear in nature where the focus has always been on Main Street, and other roads are mainly used for access.

EAGLE RIVER AND RAILROAD

The river and railroad are consistent site features of the 100 Block that appear to be in their original alignment and location. Toledo Avenue has always terminated at the river's edge and the Bellm Bridge location is identical. Both elements contribute to the rich history of Minturn.

WATER TOWER

The Minturn water tower is situated above the 100 Block on the hillside to the west. This site feature is iconic to Minturn, as it has the "Minturn" name and can be seen from just about anywhere in the 100 Block due to its position high on the hillside.



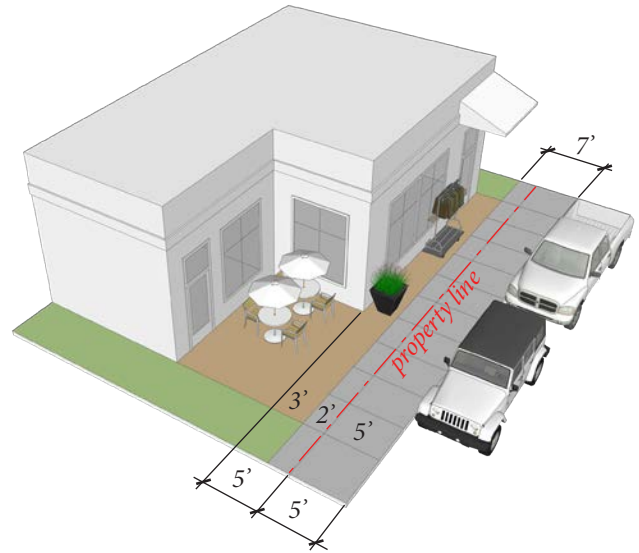
Above: historic platting of the 100 Block
Below: current lot layout of the 100 Block



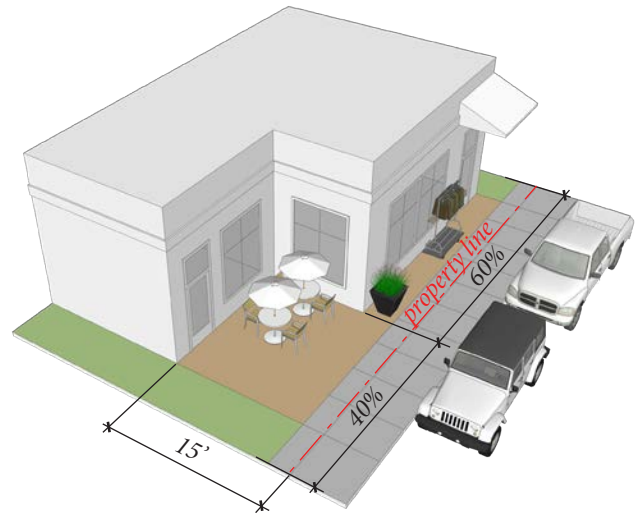
SITE DESIGN: STANDARDS AND GUIDELINES

SD.1 STREET DESIGN

- A. **Main Street and Toledo and Nelson Avenues** shall include a minimum **5-foot** public sidewalk adjacent to the curb. This space shall remain free and clear of objects at all times.
- B. **Main Street and Toledo and Nelson Avenues** shall include a **5-foot** front setback adjacent to the sidewalk. The first **2-feet** of the setback shall contribute to widening the sidewalk to create a **7-foot** clear walking path.
 - » *The additional 3-feet of setback may be used for objects such as: sandwich boards, planters, benches, sales racks or other outdoor display of goods, landscaping, cafe seating, etc.*
- C. **Main Street** requires that **40%** of a property's frontage include a minimum **15-foot** setback. This area shall be accessible from a public sidewalk.
 - » *Design these spaces to be welcome and inviting. Consider ambient lighting, cafe seating, or other ways to activate the space.*
- D. **Williams Street and Eagle River Street** shall be designed as a "woonerf" - or shared streets - including a **15-foot** clear public right-of-way that is shared between vehicles and pedestrians.
 - » *Refer to pages 15-16 for more information on the "woonerf" concept and setbacks.*
- E. **Setbacks** along Williams and Eagle River Street shall be designed to contribute to the placemaking of the street. The area may be used for **parking or activation of the street** with uses like outdoor dining or patio space.
- F. **Asphalt** shall not be allowed within any setback.
- G. Parking areas shall use concrete, heavy duty pavers, or other **durable material**.



Main Street and Toledo and Nelson Avenues shall maintain a 5-foot sidewalk adjacent to the curb and dedicate an additional 2-feet of setback to the sidewalk to create a 7-foot wide sidewalk.



Along Main Street, 40% of a property's frontage shall be setback a minimum of 15-feet from the property line.



Williams and Eagle River Streets shall be designed as "woonerfs" - or shared streets - where cars, pedestrians, and bikes all share the space equally and the street is designed so cars travel at very low speeds.

“WOONERF” DESIGN

A “woonerf” is a Dutch term for a shared street. Invented in the Netherlands, but widely practiced throughout the world, this type of street is a narrow street that is shared between automobiles, pedestrians, and bicyclists. Typical design elements of a woonerf include:

- **Very narrow space (15-25 feet)** - typically only wide enough for cars to go one-way.
- **Slow speed design** - the space is designed to slow cars down by squeezing the space that a car can drive in. Typically a different material is used (often pavers) to direct cars.
- **Activated** - uses front onto the street and provide activation. Often, access to parking is also required.

This type of street design is desired for **Williams and Eagle River Streets**. The following examples provide similar elements, as desired for Minturn:



- ① Design elements that promote shared use of space
- ② Setback area designed to be inviting and activated
- ③ Allow for parking access



SD.2 ORIENTATION

- A. **Primary orientation**, meaning the “front(s)” of a building where the primary use(s) and entrance(s) are located shall be placed so that they face a primary edge (refer to Framework Diagram on page 9).
- B. **Secondary orientation** shall include entrances to secondary uses or upper floors and shall face secondary edges (refer to Framework Diagram on page 9).
- C. Where a public or semi-public space (plaza, park, sidewalk, street, etc.) is adjacent to a building, orient the building to **interact with and overlook** the outdoor space (i.e. include entrances and/or windows at eye-level.)
- D. Orient a building’s massing and design a site to **maximize sun exposure and minimize shading** on adjacent properties.

» *Defined setbacks in Chapter 16 are designed to maximize sun exposure, but to the extent that a project can modify a design to create more sun access, it is desired.*

» *Utilize architectural features and/or landscaping to assist with seasonal sun control. For example, in the winter when the sun is lower it is important to allow sun deep into the building whereas in the summer when the sun is high, it is important to offer shading, such as through overhangs, awnings, deciduous trees, or other shading device.*



Where a public or semi-public space is adjacent to a building, orient the building to interact with and overlook the outdoor space.

SD.3 PUBLICLY ACCESSIBLE AND PRIVATE OPEN SPACE

- A. Required **publicly accessible open spaces** shall be **visible from and designed to activate** the adjacent right-of-way. If a new development is **adjacent to a low-scale traditional building**, the open space shall be placed closest to the low-scale traditional structure.
 - » *Design these spaces to generate activity. Add elements like: places to sit, public art, dining area, lighting, and signage.*
 - » *If an enclosure is required for a dining space that serves alcohol, design the enclosure to be as open and transparent as possible.*
 - » *Consider the use of special paving to accent this space and differentiate it from the public sidewalk.*
 - » *Locate these spaces to maximize sun exposure.*
- B. A **publicly accessible passage** through a site shall include a minimum **4-foot** wide sidewalk. A minimum **8-foot** setback shall be required for the entire space. Provide **full cut-off light fixtures** to light the pathway.
 - » *The entire space may be paved so long as the site's pervious surface requirement has been met elsewhere.*
 - » *Pavers or other material may be approved by the Design Review Board.*
- C. **Private open space**, such as a patio, balcony, or roof terrace shall be a minimum of **5-foot** deep and **6-foot** wide.



Locate open spaces to maximize sun exposure and design them to be activated.

SD.4 SCREENING AND SNOW STORAGE

- A. A **designated area** for trash containers and snow storage shall be provided on a site plan.
 - » *These may be located in separate locations.*
- B. Refuse storage, general storage, loading and mechanical shall be **screened** when visible from a public right-of-way. Screening methods shall be incorporated as part of the landscape and architectural design - using **high-quality materials** that align with the design concept. Any permanent structure shall **meet the setbacks** within Chapter 16.
 - » *Coordination amongst adjacent property owners to share refuse containers and storage facilities is encouraged.*
- C. **Fences** in the front of a lot shall not exceed **3-foot** for opaque and **4-foot** for transparent. Fences in the rear shall not exceed **6-foot**. All fencing and screening associated with refuse storage shall be 6-foot tall if detached from the primary structure.
 - » *Incorporating a permanent space within a covered or fully enclosed garage as part of the primary structure is encouraged.*
- D. **Snow shall be cleared** from public sidewalks by **8am** following a storm event and consistently maintained during typical business hours of 8am to 6pm.
 - » *Consider snow maintenance when designing the site plan for a project. Provide common areas where snow can be placed, ideally pervious locations to allow snow melt to be transferred underground.*

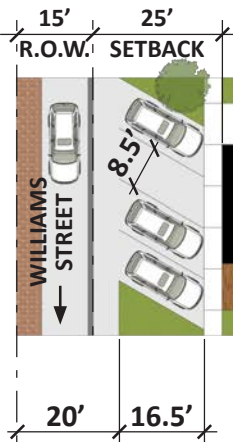


All refuse storage shall be 6-foot tall if detached from the primary structure and designed with high-quality materials.

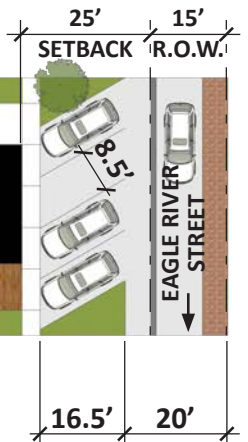
SD.5 PARKING/LOADING

- A. Parking shall not be accessed from Main Street and shall be set back a minimum of **40 feet** from Main Street. Parking shall be accessed from Nelson, Toledo, Williams, or Eagle River Streets.
- B. **Combine access** to parking areas, wherever feasible to reduce the amount of driveways needed and to maximize parking counts.
- C. **Parking shall be provided** along Williams and/or Eagle River Streets within the required building setback area in 100 Block: A. Along Williams (north of Nelson) and Eagle River Streets, a **20-foot space** shall be provided for **30-degree** parking access. Along Williams (south of Nelson) a **23-foot space** shall be provided for **90-degree** parking access.
 - » Refer to diagrams below.
- D. Parking shall be **marked as private parking** and dedicated to residential uses, if applicable. If no residential uses are provided on-site, parking shall be provided for commercial uses.
- E. **Garages** shall be permitted as long as they meet required setbacks. Any spaces within a garage shall not count towards any parking requirements.
- F. **Loading** for commercial uses shall occur on Main Street or side streets.
 - » Loading may be permitted along Williams and Eagle River Streets until redesign of these streets into a “woonerf” or shared street design is completed.

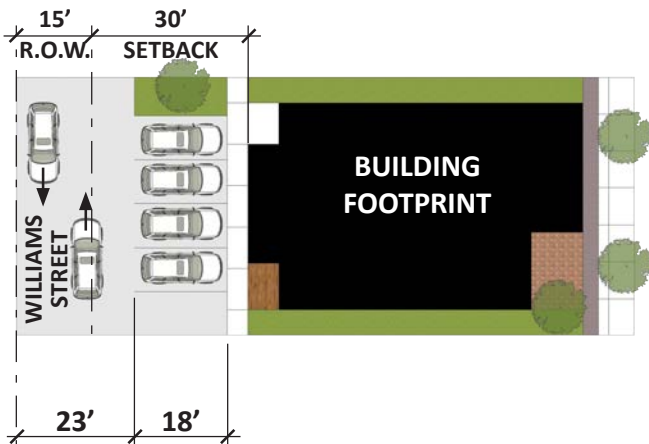
30-DEGREE WILLIAMS STREET PARKING (NORTH OF TOLEDO AVE.)



30-DEGREE EAGLE RIVER STREET PARKING



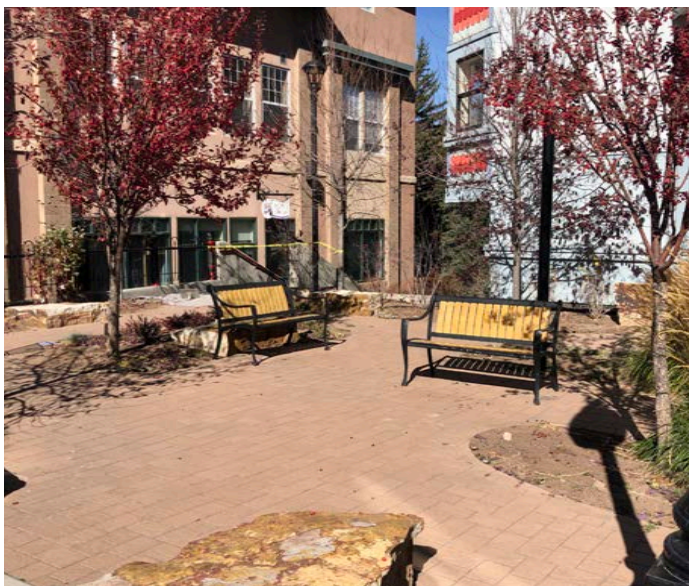
90-DEGREE WILLIAMS STREET PARKING (SOUTH OF TOLEDO AVE.)



90-degree parking in the rear setback along Williams (south of Nelson Avenue) is required.

SD.6 LANDSCAPE AND HARDSCAPE

- A. **Trees** placed within a setback facing Main Street shall be treated as “street trees” and be placed in a **tree grate** level with paving so that pedestrian space is maximized. These trees shall be **deciduous**.
- B. **Tree species** shall be proven as successful trees in Colorado high mountain climates with ample soil volume for deep root growth. Fruit bearing trees are not permitted.
 - » *Seasonal coloring of leaves is desired.*
- C. Landscape plans shall incorporate **drought-tolerant, low maintenance** plants and be coordinated with waterwise landscaping standards in the code.
 - » *Plants that need little to no irrigation are desired.*
 - » *Annuals in planters that require more water may be used in prominent locations such as along Main Street.*
 - » *Avoid using planters that may become used as or mistaken for trash containers.*
- D. **Hardscape** (pavers, gravel, mulch, decking) shall be selected so that it blends with the architecture and surrounding context.
 - » *Consider materials that were historically used in Minturn such as wood and stone.*
 - » *Consider maintenance and availability of materials when replacement is necessary.*



Hardscape shall be selected so that it blends in with the architecture and surrounding context. Seasonal coloring of leaves is desired.

SD.7 LIGHTING

- A. **Minimize light spill** onto adjacent properties and toward the sky.
 - » *Use a fixture that provides even lighting for a plaza, courtyard or patio area.*
 - » *Shield site lighting to minimize off-site glare.*
 - » *Orient fixtures to the ground.*
- B. Lighting shall be provided for all **publicly accessible open spaces** (plazas, pocket parks, passages) and facing **public streets**.
 - » *Small-scale fixtures with down-lighting or light bollards may be used to illuminate a pathway.*
 - » *Overhead lights should be pedestrian-scaled (approximately 12-15 feet).*
 - » *Lighting may be affixed to a building and directed toward public spaces as well.*
 - » *All lighting fixture designs should be of a style that is compatible with the architecture and site design.*
 - » *Overhead “twinkle” lights should be allowed.*



Lighting shall be provided for all publicly accessible open spaces.

SITE DESIGN: INSPIRATION



A private passage preserves a public view!



A semi-public courtyard space is accessible and visible from a public sidewalk.



A main street is activated with cafe seating that is comfortable to sit in with landscaping and shade.



Flowers in the summer add vibrancy and let people know a place is cared for.



Recycled bicycles attached to a stair railing adjacent to a public space provides interest and whimsy and celebrates the cycling lifestyle.



BUILDING DESIGN

3

Building design refers to the size, forms, and scale of a building as well as materiality and color, roof form, and architectural details. This chapter does not intend to dictate a particular “style” of architecture. Rather, it is intended to maintain a similar scale and form so that the historic character and charm of the 100 Block remains while allowing progress and change to occur over-time. Each new building should add to Minturn’s uniqueness. Creativity is encouraged though limited boundaries are necessary.

BUILDING DESIGN: DEFINING FEATURES

As shown in the Site Design chapter, the 100 Block was originally platted with 25-foot wide lots. This established a cadence to Main Street with multiple buildings and entrances along a block. Buildings were typically 1-2 stories with pitched roofs (some were one story with a pitched roof that had a faux facade to appear as a large, flat-roof structure.) They were built with simple forms and local materials. Ornate architecture was not common.

A STAGGERED CADENCE

Though lots had a cadence of 25-feet, there has always been a staggered appearance to Main Street, as some buildings were built right up to the street and others were set back. Other lots were used for open space, or not developed leaving “holes” in the streetscape.

SIMPLE FORMS

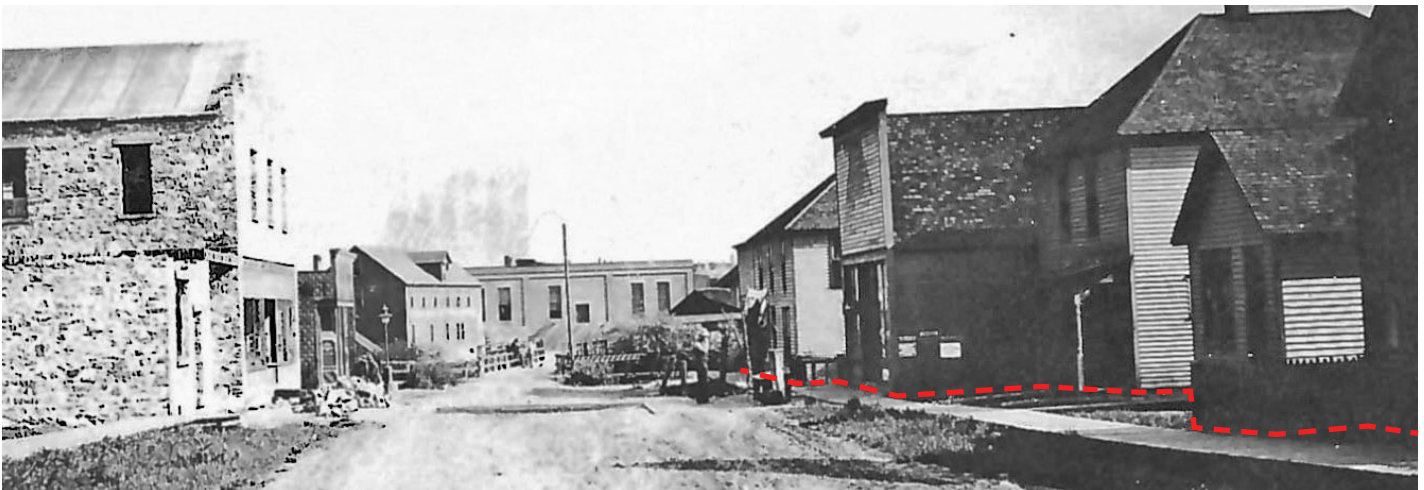
Traditional buildings of Minturn were simple boxes of one to two stories and pitched roofs. Additive features like roof dormers and awnings, or bay windows and porches on residential structures, added more detail. Some included faux facades that looked like a two-story, flat roof structure from Main Street, but had a pitched roof behind. Some, like the Eagle River Hotel, were taller and had a flat roof, but that was not the norm.

NATURAL MATERIALS

Traditional building materials were primarily wood siding, although some stone masonry, brick and stucco were used as well. Roofs were primarily metal or asphalt shingled.

A PATTERN QUILT

Some original buildings remain, but have been updated and others have been demolished and replaced. Regardless, what is left today is a “pattern quilt” with unique “squares” that make up the eclectic spirit that people love and cherish.



A historic photo of Main Street shows the staggered cadence of buildings along the street - some are at the sidewalk edge and others are set back.

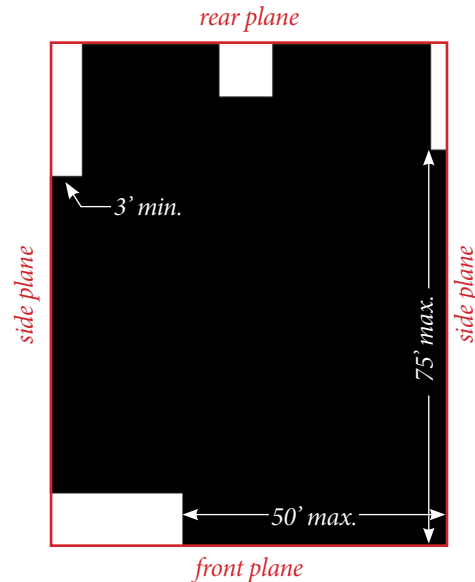


Artist rendering (credit: Beth Levine) of architectural styles in Minturn.

BUILDING DESIGN: STANDARDS AND GUIDELINES

BD.1 BUILDING FORM AND MASSING

- A. The **maximum length** of any wall on the same plane along the front and rear shall be **50-feet** and along the sides shall be **75-feet**. After this dimension, the building wall must shift on a horizontal plane a minimum of **3-feet**.
- B. **Main Street facades** shall be articulated every **25-feet** to reflect the historic platting of Main Street. Methods of articulation may include:
- » *A material change, plane change/wall offset, exposed structural detailing, or other architectural detail that provides a shadow line and breaks up the facade to maintain a cadence and scale of 25-foot intervals along Main Street.*
 - » *A change in height.*
- C. New structures shall **maintain a scale and compatibility** with nearby traditional buildings.
- » *Use similar building heights and/or datum lines (e.g. porch height, window sill/plate height, eave or ridge line, etc.) of adjacent structures.*
 - » *Align windows and use similar scale windows, where feasible.*
- D. Avoid forms that appear monolithic in comparison to the surroundings. **Break down the scale** of a building when adjacent to smaller structure(s). Consider the following:
- » *Transition a building height to be lower when adjacent to a one-story structure.*
 - » *Add elements like patios/porches, balconies, pergolas, awnings, etc.*
 - » *Use a lower floor-to-floor height or half-stories to maintain desired square footage without appearing monolithic.*
 - » *Also refer to BD.2 Street Level Design*
- E. **Express historic industries** of Minturn in the building form and massing: mining, railroad, farming.



Front and rear planes shall have a maximum wall dimension of 50-feet and side planes shall have a maximum of 75-feet. A 3-foot minimum offset is required to differentiate planes.



New structures shall maintain a scale and compatibility with nearby traditional structures.



Break down the scale of a building when adjacent to smaller structure(s).

BD.2 STREET LEVEL COMMERCIAL DESIGN

- A. Design each street level (ground floor of a building facing a public street) to **be active and engaging** and provide visual interest for pedestrians.
- » *Reflect historic patterns and proportions for new storefront designs.*
 - » *If the use is not compatible with a storefront, an alternative may be approved by the Design Review Board.*
 - » *Alternative options for street-level design include: windows, doors, display windows, landscaping, wall art/mural.*
- B. The street level of a building **facing Main Street** shall include a storefront design with a minimum of **70% transparency**.
- C. **One entrance per 35 feet** is required along **Main Street**.
- » *i.e. (1) entrances on a 25-foot or 50-foot wide lot or (2) entrances on a 75' wide lot are required.*
- D. Active uses shall be required for a minimum of **60% of the street level** of a building.



The street level of a building facing Main Street shall include a minimum of 70% transparency, have an entrance every 25-feet and be designed to provide visual interest.

BD.3 MATERIALS AND COLOR

- A. **Primary materials** shall be selected based upon historic use and compatibility with Minturn's historic industries and built environment.
- » *Natural materials such as wood and stone are preferred primary materials. Contemporary interpretations of wood, such as concrete board may be appropriate.*
 - » *Brick is not a commonly found material in the 100 Block but may be applicable as a primary material due to its durability.*
 - » *Cementitious three-coat stucco may be used as a primary material, except facing Main Street.*
- A. **Secondary materials** shall add color and visual interest.
- » *Consider use of metal or concrete boards or panels, stone veneer, stucco, or other contemporary material.*
- B. Extruded aluminum or vinyl siding and EIFS (exterior insulating finishing system) or other synthetic stucco shall **not be allowed**.
- C. **Color** is welcome in the 100 Block. Color selection shall take into consideration the context.
- D. Utilize materials that are **modules** - such as panels, siding, and masonry - to add human scale to a building.
- E. A **change of material** shall not be allowed on the same plane of a wall surface.
- F. Avoid using too many materials in a single design where a building appears too "busy."



Utilize materials that are modules to add human scale to a building. Color is welcome in the 100 Block.

BD.4 ROOFS

- A. Design **roofs** to **minimize the overall scale** of a building, be **compatible** with traditional forms, and **maximize sun access** to adjoining properties.
- B. **Pitched roofs** (gabled, hipped, and shed) are most common and preferred. **Alternative roof forms** such as mansard, gambrel, domed, curved, etc. are not allowed.
 - » *Utilize pitched roofs for additional indoor space, when feasible.*
 - » *Flat roofs and faux flat roofs are also present in traditional forms and should be permitted.*
- C. Roof shapes shall be made of **simple form(s) with additive features**. Do not over-complicate a roof form with too many forms.
- D. Be cognizant of where **snow** will shed. Do not place a public gathering space in a direct line of steep pitch. Place appropriate snow controls to avoid roof avalanches.
- E. Use **materials** commonly found in Minturn - metal (shingle or standing seam), shingle (asphalt or slate), or other material approved by the design review board.
 - » *Consider the color of a roof, especially when visible from a public street. Alternative colors (i.e. not black or gray) are welcome, so long as they are compatible with their surroundings.*
- F. In general, buildings and roof design should appear to **step up the hillside** when viewed from far away.

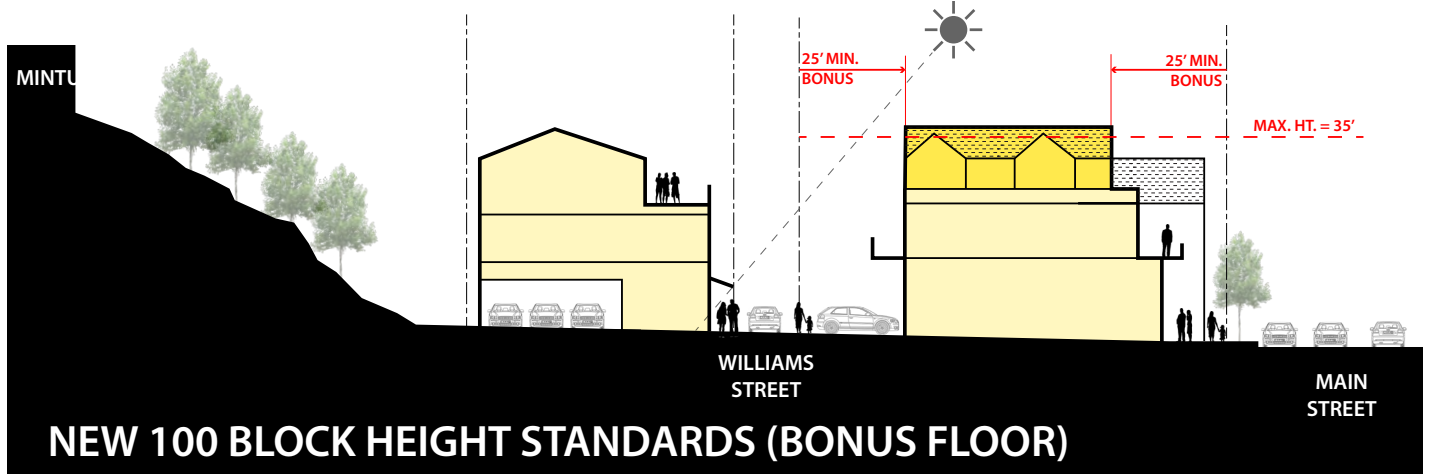


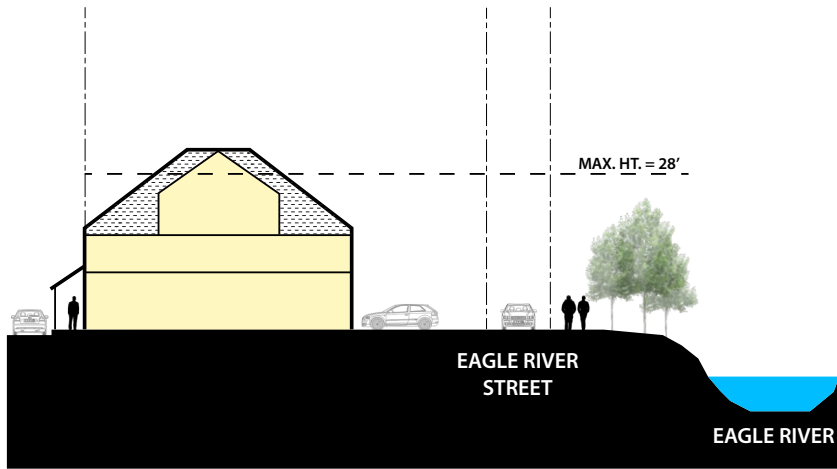
Pitched roofs are most common and preferred. Roof shapes should be made of simple forms with additive features.



Buildings appear to step up a hillside.

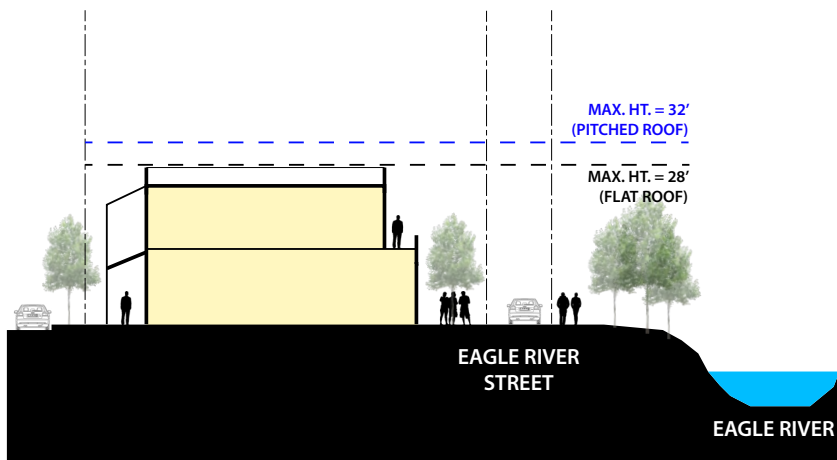
BUILDING DESIGN: BUILDING HEIGHT STANDARDS





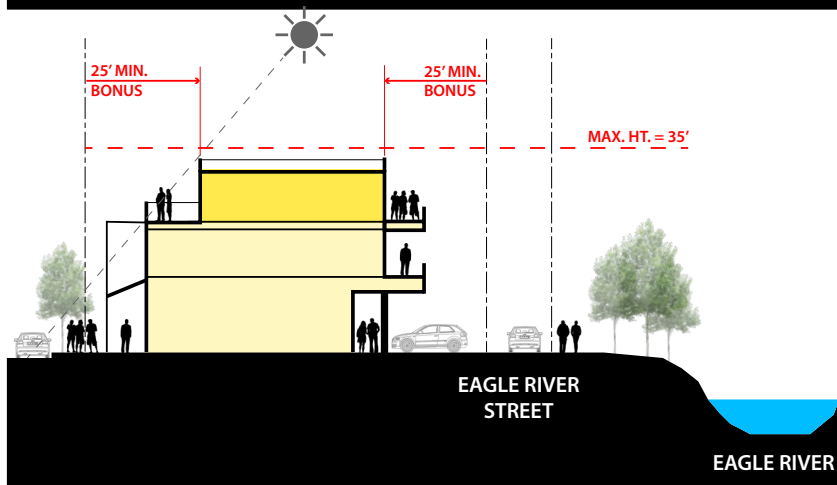
FORMER 100 BLOCK HEIGHT STANDARDS

This diagram shows the existing conditions and former height rules for the 100 Block which included a maximum of **28-feet** for properties with frontage along Main Street (now 100 Block: A) and **35-feet** for properties off of Main (now 100 Block: B.) There was also a bulk plane for Main Street properties that required a setback or pitched roof after 20-feet at the Main Street setback line.



NEW 100 BLOCK HEIGHT STANDARDS

100 Block: B (along Williams) maintains the same rules. 100 Block: A (along Main) keeps a maximum of **28-feet (2-stories)** for flat roof structures. **Pitched roof structures are encouraged** by allowing additional height: up to **32-feet (2.5 stories)**. The diagram to the left shows the potential scale of new structures under these rules.



NEW 100 BLOCK HEIGHT STANDARDS WITH A BONUS FLOOR

An additional floor/story may be added in 100 Block: A if it meets certain dimensional requirements as well as additional site improvement requirements. The maximum height for 100 Block: A is **35-feet (3-stories)**. This option will provide variety in scale and development options while maintaining the scale of traditional structures.

BUILDING DESIGN: INSPIRATION



The rear of a building is activated with doors, windows, product display and a brew kettle to accent its use and brand. The architecture pays homage to historic building types.



A building uses natural materials like wood and stone to blend into a natural setting with large windows to let daylight in.



Hotel Minturn is a local example of a taller-than-average building that fits in nicely due to the massing, roof design, and materials.



Though not new, the Fly Shop is a good example of something that celebrates Minturn's character - using natural materials and red accent color around the trim.



A transparent storefront spills light onto a sidewalk, making it inviting and welcoming.



A contemporary building uses wood and metal siding and activates the ground floor with a storefront, multiple entrances, and planters.



A modest 3-story mixed use building.



The “rear” of a building animates an alley by adding an active, tax-generating use. The scale of the building is reduced by stepping back upper floors to create a human scale from the ground.



To: Mayor and Council
From: Scot Hunn, Planning Director
Date: October 14, 2022
Agenda Item: Recent Planning Commission Recommendations and Actions

Request:

Review of Planning Commission actions from their regular meeting of September 14, 2022. The following actions were recently taken by the Planning Commission, acting as the Minturn Design Review Board, which has been called-up for further review by the Minturn Town Council:

542 Main Street, Keogh Residence – Final Plan Review Approval

Introduction:

At their regular meeting of September 14, 2022, the DRB reviewed the final plans for a new single-family residence located at 542 Main Street. This is a developed parcel, with an existing single-family residence (original construction 1935) that is currently occupied full time by the Applicant, Lisa Keogh. Plans call for a new residential structure to be constructed as the primary dwelling unit behind the existing home, and for the existing home to become an Accessory Dwelling Unit.

A staff report, site plans and survey information, along with exterior elevation renderings and floor plans are attached for reference.

The DRB discussed proposed building location, setbacks, building height calculations, exterior materials and colors in context to Chapter 16 – *Zoning*, and Appendix ‘B’ *Design Review Standards and Guidelines*, of the Town of Minturn Municipal Code. The DRB unanimously supported the proposed project as meeting the objectives and requirements of the MMC and, specifically the Design Review Standards and Guidelines.

Ultimately, the DRB voted 5-0 to approve the new home as a Final Plan review, with the following recommended conditions:

1. The Applicant shall address comments and recommendations by the Town Engineer, Intermountain Engineering, dated August 19, 2022, and shall revise and update the final plans accordingly prior to or concurrent with any building permit application submission.
2. The Applicant shall complete a Minor Subdivision to combine the two parcels that constitute Parcel No. 2103-263-01-013 per the Eagle County Assessor’s Office prior to any building permit application being accepted by the Town.

3. Prior to or concurrent with building permit application submission, the Applicant shall provide a construction management plan that, in addition to details of staging, erosion control, trash and site management, and will address how certain improvements will either be removed or constructed in close proximity to adjoining properties.
4. Prior to or concurrent with building permit application submission, the Applicant shall provide documentation for any required encroachment agreement(s) with the Eagle River Water and Sanitation District for any improvements within the platted sewer easement.
5. No building permit will be issued until the Town chooses a licensed surveyor as laid out in the definition of Ordinary High Water Mark by Sec. 16-2-20 of the Minturn Municipal Code to survey where the Ordinary High Water Mark is located. Staff will review, and if there are any major discrepancies between where the marks are currently shown on the existing survey and the new survey, then the project will need to come back to the Planning Commission.

Community Input:

Four citizens spoke during the DRB's public hearing, with two adjacent or nearby property owners expressing concerns regarding building placement relative to the 30 foot live stream setback and one neighbor specifically questioning the Applicant's demarcation of the "Ordinary High Water Mark" on the property survey/topographic map. An adjacent property owner also expressed concerns regarding the proposed building height, while another asked general questions regarding the depth of proposed basement foundation excavation relative to ground water (stating concerns about potential impacts to neighboring properties across Hwy. 24) as well as the adequacy of parking for the intended residential use on the subject property .

Public notice was provided in accordance with the Minturn Municipal Code as a matter of posting of the official agenda and packet materials for public review prior to the hearing, and following Section 16-21-610 Public notice.

Written comments from an adjacent property owner, Mark Sullivan, who resides at 532 Main Street, were submitted and made part of the public record for the DRB hearing. Those comments are attached.

Analysis:

In reviewing the application, the Planning Commission considered the criteria and findings required by the Minturn Municipal Code, as well as the testimony of staff, the Applicant, and citizens who provided written comments and/or in-person testimony.

Discussion by the DRB focused on the proposal's overall conformance with the requirements of Chapter 16 – *Zoning*, and Appendix 'B' *Design Review Standards and Guidelines*, of the Town of Minturn Municipal Code, and, specifically the Town's methodology for calculating building height as well as the Town's definitions and methodology for establishment of the Ordinary High Water Mark (OHWM) for projects that front live streams.

Staff testified that the plans - inclusive of site plans and topographic mapping/survey work - complied with the Town's standards and that the Town Engineer had reviewed the plans and survey work with no comments calling into question the establishment of the OHWM. Staff had visited the site, and had inspected the area of the site where OHWM was shown on plans/mapping.

Additionally, the DRB also discussed the building height calculations, concurring with staff's review and determination that the building height was calculated correctly. Also, the DRB addressed comments from one neighboring property owner regarding ground water concerns. Last, the DRB confirmed with staff that parking proposed for the site does comply with the requirements of the Minturn Municipal Code.

The DRB ultimately voted unanimously to approve the Final Plans, with recommended conditions. One condition - specifically recommending that the Town engage the Town's consulting engineering firm to perform a new survey of the property to verify the location of the OHWM - was addressed by staff in consultation with Jeff Spanel, Town Engineer (see attached letter from J. Spanel, Intermountain Engineering, dated September 30, 2022).

As outlined in Mr. Spanel's letter, Intermountain Engineering conducted research inclusive of:

1. Verification of the Town's definition of Ordinary High Water Mark;
2. Verification of the Army Corps of Engineer's definition and interpretation of OHWM;
3. Verification of mapping and aerial photography of the subject property;
4. Verification of the project surveyor (Matt Slagle's) CAD files and field work; and
5. Field verification of the OHWM as shown on topographic mapping by Matt Slagle based on a site visit.

As a result of the above actions and analysis by the Town Engineering consultant, it was determined that the topographic mapping and demarcation of the OHWM on the subject property is accurate, and, therefore, that performance of an independent survey of the property by Intermountain Engineering as recommended by the DRB would not be necessary or warranted.

Budget/Staff Impact:

While minimal, Town resources were expended to engage the Town's engineering and surveyor consultant, Intermountain Engineering, to investigate and verify the land survey information provided with the application and, specifically, to confirm the location of the Ordinary High Water Mark. This expenditure (a one time cost) is in addition to planning department time spent by the Town's consulting planning director to coordinate with the Town Engineer and to conduct additional research regarding regulatory definitions of Ordinary High Water Mark.

Strategic Plan Alignment:

The Planning Commission's review of proposed development projects and their actions to approve final plans for individual projects, acting as the Town of Minturn Design Review Board, aligns with the following key strategies:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

THE TOWN WILL SEEK TO MAKE INFORMED, DATA-BASED DECISIONS WITH A STANDARD OF "DOING IT RIGHT." WITH AN HONEST APPROACH TO ALL ASPECTS OF LOCAL GOVERNMENT AND A FOCUS ON THE PUBLIC PROCESS, THE TOWN COUNCIL AND STAFF ARE COMMITTED TO SERVING MINTURN WITH THE HONESTY AND INTEGRITY EXPECTED OF A SMALL-TOWN GOVERNMENT.

ADVANCE DECISIONS/PROJECTS/INITIATIVES THAT EXPAND FUTURE OPPORTUNITY AND VIABILITY FOR MINTURN

The ability for Minturn to approach development as resilient, sustainable, creative and diverse will allow the town to continue embracing what has "made Minturn, Minturn." The town can further leverage its crossroads location as a valley-wide benefit and competitive advantage.

Recommended Action or Proposed Motion:

Approve 542 Main Street, ratifying the Town of Minturn Design Review Board action to approve the final plans with conditions.

Attachments:

- DRB Application for 542 Main Street
- Staff Report with Public Comment
- Evaluation and Determination of Ordinary High Water Mark by Intermountain Engineering - Memo by J. Spanel dated September 28, 2022.
- Ordinary High Water Mark (OHWM) - additional documentation - Memo by J. Spaniel dated October 3, 2022 with supporting documents

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



Minturn Planning Commission
Chair – Lynn Teach
Jeff Armistead
Michael Boyd
Elliot Hovey
Sage Pierson
Tom Priest

Design Review Board Hearing

Keogh Residence Final Plan Review for New Home

542 Main Street

Hearing Date:	September 14, 2022
File Name and Process:	Single-Family Residence Final Plan Review
Owner/Applicant:	Lisa Keogh
Representative:	John Martin, Martin Manley Architects
Legal Description:	Lot 4, Block 3, Booco's 2nd Addition
Address:	542 Main Street
Zoning:	Old Town Character Area – Residential Zone District
Staff Member:	Scot Hunn, Planning Director Madison Harris, Planner I
Recommendation:	Approval, with Conditions

Staff Report

I. Summary of Request:

The Applicant, Lisa Keogh, is requesting Final Plan review of a new, three-bedroom, 2,615 square foot single-family residence located at 542 Main Street in the Old Town Residential Zone District. The Applicant and the Applicant's representative, John Martin of Martin Manley Architects, have been proactive in meeting with Town staff prior to submitting plans for a new home and has provided a relatively complete and thorough set of site, landscaping, and architectural plans.

Existing Conditions and Proposed Plans

542 Main Street is a previously developed property. There is a single-family home originally constructed in 1935 that sits in the middle and toward the front of the lot, along with one detached accessory structure located along the northern boundary of the property. The Applicant currently

resides in the existing single-family home and plans to turn the existing residence into an Accessory Dwelling Unit (ADU) after constructing a new primary residence behind the existing home.

As mentioned above, the Applicant has been proactive in meeting with the Town to verify that this proposal - building a new primary residence and turning the existing home into an ADU - was permissible. In 2021, staff, working with the Town Attorney, confirmed that the Town of Minturn Municipal Code permits the construction of a new (primary) residence while allowing the existing home to function as an ADU. As a reminder, there are no minimum or maximum square footage requirements for ADUs. In this case, the existing 1935 home is 1,098 square feet, while the new residence will have a gross floor area of 2,615 square feet.

The plans for the new home show a two- to three-story, three-bedroom structure with a maximum building height - measured to the midpoint of the roof - just under the maximum allowable 28-foot limit within the Old Town Residential Zone District.

Additionally, the massing, forms, and scale of the proposed structure, as well as proposed exterior materials, textures and detailing also appear to achieve the design objectives of Appendix B – *Design Guidelines and Standards*, Minturn Municipal Code.

Parking is adequate, with three to four off-street spaces provided in a driveway area (three spaces are required; the site plan shows enough room for up to four vehicles). According to staff’s analysis of development standards and dimensional limitations in Section III below the project appears to meet the Town’s standards for setbacks, lot coverage restrictions, and snow storage requirements.

Staff believes that the Applicant and her representative have provided a complete, detailed set of plans necessary to complete a thorough final plan review. That said, there remain engineering issues needing to be resolved prior to any building permit application.

As a reminder, the Planning Commission has the option to review the proposal as a “conceptual” plan review if the Commission feels that the plans are *not* sufficient or are in need of revisions and additional review prior to final plan approval; or, the Commission may take action to approve, approve with conditions, table, or deny the Final Plans.

Staff is **recommending approval**, with conditions.

II. Summary of Process and Code Requirements:

These plans are being presented by the Applicant as “Final Plan” level of review for a new single-family residential structure on a legally created lot within the Town of Minturn. This is a formal hearing providing the Applicant and staff the opportunity to discuss the proposal with the Planning Commission, acting as the Design Review Board, and to address the DRB’s concerns or feedback regarding suggested revisions to the project.

If the DRB feels that the plans are complete, appropriate, and meet the intent and purposes of the Minturn Municipal Code, Chapter 16, the DRB has the option to take final action to approve the plans without conditions, or to approve with specific conditions and giving the Applicant and staff clear direction on any recommended revisions, additions or updates to the plans.

No variances are required or requested at this time.

Design Review Process

Appendix ‘B’ of the Minturn Municipal Code, Section 16-21-615 - *Design Review Applications*, subsection “d” below outlines the criteria and findings necessary for DRB review and approval of all new, major development proposals:

(d) *Administrative procedure.*

(1) *Upon receipt of a completed and proper application, the application for Design Review will be scheduled for a public hearing. The hearing will be conducted in accordance with the procedures set forth in this Chapter.*

(2) *Criteria and findings. Before acting on a Design Review application, the Planning Commission, acting as the Design Review Board (DRB), shall consider the following factors with respect to the proposal:*

- a. The proposal's adherence to the Town's zoning regulations.*
- b. The proposal's adherence to the applicable goals and objectives of the Community Plan.*
- c. The proposal's adherence to the Design Standards.*

(3) *Necessary findings. The Design Review Board shall make the following findings before approving a Design Review application:*

- a. That the proposal is in conformance with the Town zoning regulations.*
- b. That the proposal helps achieve the goals and objectives of the Community Plan.*
- c. That the proposal complies with the Design Standards.*

Staff suggests that the final plans for 542 Main Street meet or can be revised to meet the required findings ‘a,’ ‘b,’ and ‘c’ of subparagraph 3 – *Necessary findings* - with proposed conditions of approval.

III. Zoning Analysis:

Zoning

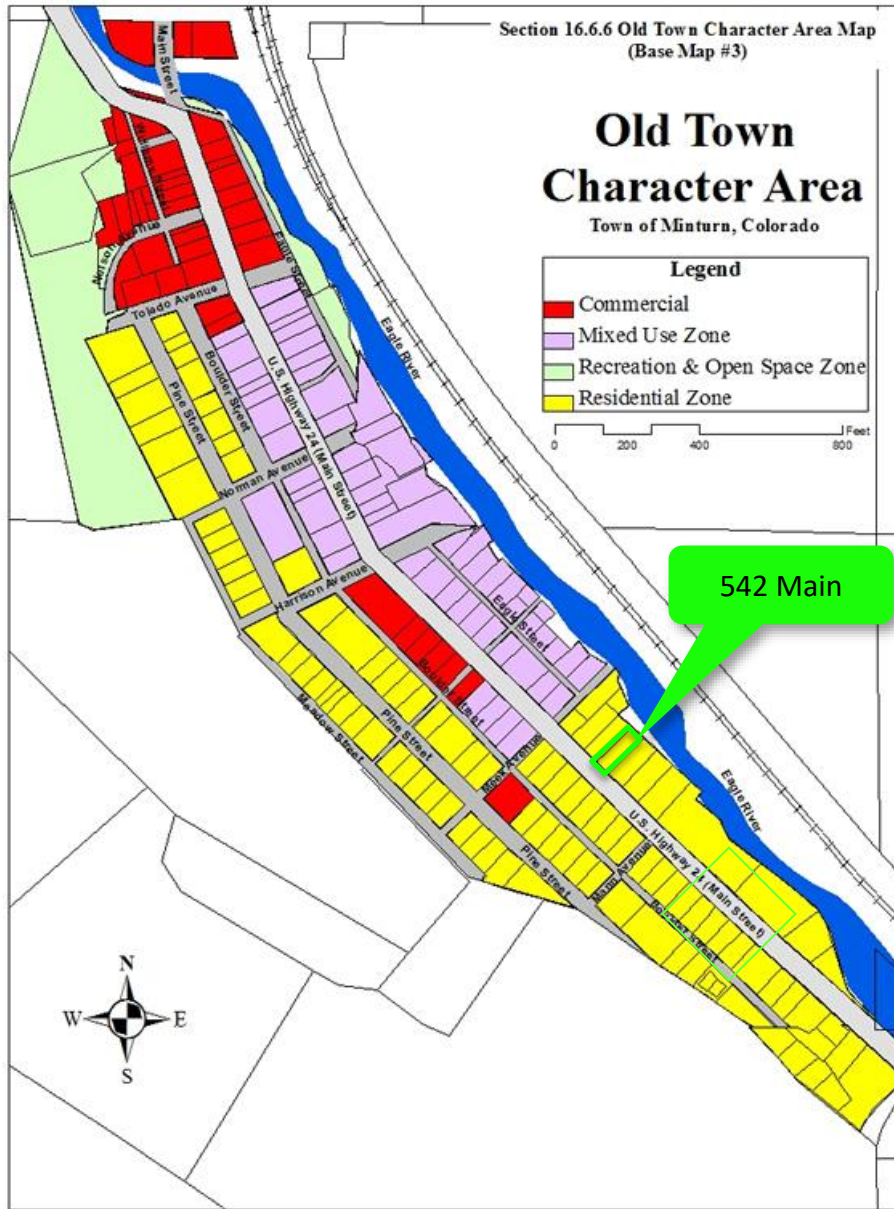
The subject property is located within the “Old Town Character Area” Residential Zone District, described as follows:

- (a) *The neighborhood is bisected by Highway 24 and is characterized by single-family residences with a mix of business and institutional uses. The residences are typically one (1) and two (2) stories, with outbuildings and minimal setback between structures.*
- (b) *The purpose of this zone is to provide for continued residential use and redevelopment that preserves the unique character and scale of the neighborhood. An objective is to retain the historically residential areas as quiet and safe neighborhoods while allowing for limited home-based occupations and home-based businesses to encourage permanent residency. This area can accommodate reasonable growth where land and services are available.”*

- Town of Minturn Town Code Section 16-6-20

Remainder of Page Left Intentionally Blank

Figure 1: Old Town Character Area Zoning Map



Dimensional Limitations and Development Standards

The following table summarizes the lot, development and dimensional standards and limitations applicable to the subject property pursuant to Sections 16-2-40. - *General lot requirements and dimensional standards* and 16-16-20 – *Parking Required for Residential and Lodging Uses*.

Regulation	Allowed/Required	Proposed/Existing
Minimum Lot Area:	5,000 sq. ft.	8,102 sq. ft. (.186 ac.)
Minimum Lot Frontage	50 feet	50 feet
Maximum Building Height:	28 feet	27 feet - 7 ½ inches
Minimum Front Setback:	10 feet	30+ feet
Minimum Side Setback:	5 feet	5 feet
Minimum Rear Setback:	10 feet (to property line) 30 feet (to high water mark)	27 feet (to property line) 40+ feet (to high water mark)
Maximum Lot Coverage:	45% (3,646 sq. ft.)	2,935 sq. ft. (36%) Proposed
Maximum Impervious Coverage:	55% (4,456 sq. ft.)	4,445 sq. ft. (54%) Proposed
Minimum Snow Storage Area:	5% of Parking Area (770 sq. ft. x .05 = 38.5 sq. ft.)	240 sq. ft. (40%)
Parking:	3 spaces	3 spaces

Note: the above calculations are based on the following:

Lot 1 = .186 acres x 43,560 sq. ft./acre = 8,102 sq. ft.
770 sq. ft. parking area x .05% = 38.5 sq. ft. (Required Snow Storage)

Parking: 3 spaces required

2 spaces per single-family residence
1 space per accessory dwelling unit

IV. Applicable Standards and Design Guideline Criteria:

Design

In addition to the development standards listed above, the following general design principles are provided for reference.

Final Site, Grading and Drainage Design

The Minturn Design Guidelines encourage designs that integrate or account for site topography and existing conditions, surrounding conditions, solar orientation, placement on lots relative to streets and natural features, snow storage and snow shed from roof structures. The Applicant has provided a site plan based on a topographic survey that does provide enough information to review at this stage, but also will need to be finalized with additional topographic information and final grading and drainage details prior to any building permit application.

Mass and Form

The following excerpt from the Design Guidelines is applicable to the proposed home design:

“c. Massing and Scale

“A simple central form with additive features shall be designed. This style creates visual interest and is appropriate for the community due to its compatibility with existing structures. Buildings and improvements should complement, rather than overpower, the adjacent natural and built environment. Homes are encouraged to be sheltering in nature, with consistent setbacks from the street with prominent porches or overhanging eaves.

“Building mass, form, length and height shall be designed to provide variety and visual interest while maintaining a scale that is similar or compatible to adjacent structures.”

-Town of Minturn Design Guidelines

Staff Response:

Staff believes that the design and scale of the proposed structure incorporates a simple central form with additive features and is complementary to the adjacent single-family residential structure located on the same property. Additionally, staff believes that the proposed structure is compatible with the scale and general character of the built environment on nearby parcels.

The designer in this case has presented a plan that respects the scale and massing of the existing single-family structure on the lot by maintaining floor to floor plate heights (10'), carrying existing eave lines through to the new structure, and through the design of roof forms which reflect and respect the proportions of the existing one-story structure while gradually stepping the new structure up to two stories above existing grade before stepping roof forms down at the rear of the building with a substantive, prominent roof form covering a porch element that is supported by stone columns and which wraps around the south side of the structure. Proposed roof forms and pitches, as well as exterior materials and textures, provide variety and visual interest and are compatible and complementary to the surrounding built and natural environments.

V. Issues and Areas of Non-Conformance:

Issues or Required Plan Revisions

While staff does not believe there are any areas of non-conformance with the Town's standards, the following issues or areas of refinement have either been identified by staff or, in this case, by an adjacent property owner, for consideration by the Planning Commission. Some items that must be addressed prior to any building permit application submittal are listed as recommended conditions of approval in Section VI.

Final Site Plans

While the architectural site plan submitted with the Final Plan set demonstrates site grading and drainage intent as well as general conformance with the Town's standards, the Town Engineer, Jeff Spanel, Intermountain Engineering, has provided comments and recommendations for additional information and details that should be provided prior to or concurrent with any building permit application. Of note are the following recommendations:

- Update site topography to include contour lines beyond the property boundaries of the subject property.
- Update the site plan to show four parking spaces and remove tandem parking.
- Receive approval for the encroachment into the sewer easement

First, the Town does not require that surveys provided with DRB submittals include survey work "off property;" staff is not sure how this would be accomplished without the Applicant first obtaining permission from adjoining landowners. In speaking with the Town Engineer, this is a recommendation due to the nature of existing improvements on and off the subject property (in one instance there is a stone foundation/retaining wall along the north property line adjoining 532 Main Street; in another instance, there is an existing accessory structure at 552 Main Street to the south that encroaches into the subject property). Currently the architect is showing extrapolated contour lines based on the topography of the site and the topographic survey in an attempt to address this comment. The Town will look to the Applicant at or before any building permit application to provide a construction management plan that addresses how - legally and practically - certain improvements will either be removed or constructed in close proximity to adjoining properties.

Regarding the Town Engineer's comments regarding parking requirements, the comments were in error; this project requires three spaces, two for the new single-family dwelling unit which has three bedrooms, and one space for the existing home which will become an Accessory Dwelling Unit in accordance with the provisions of the Minturn Municipal Code. Additionally, tandem parking is permitted in residential zone districts; it is only prohibited in the 100-Block Commercial area.

Concerning the encroachment into the sewer easement, staff has received confirmation from ERWSD that their application for encroachment was approved on August 24, 2022 after the Town Engineer reviewed the plans. Staff is waiting on the executed agreement.

Adjacent Property Owner Concerns

Staff met recently with Mark and Kim Sullivan, owners of 532 Main Street, to discuss the proposed plans for 542 Main Street. Among the issues discussed with the Sullivans, was the accuracy of survey work for this proposal - namely the location of the High Water Mark - as well as concerns regarding the legal status of a “quiet title” parcel owned in common by the Applicant and which is located contiguous to the original parent parcel; building height (including stepping of structures down a slope); and impervious surface calculations. Following staff’s meeting with the Sullivans, the Town received written comments from the Sullivans (attached) which were then made part of the public record and shared with the Applicant.

Site Plan Revisions and Response to Survey Questions

Since that time, the Applicant and her architect have revised the plans and/or have recalculated impervious coverage; and have responded to questions regarding survey work, property boundaries, monumentation and the establishment of the mean annual High Water Mark (HWM). Staff has also spoken with or corresponded with the Applicant and the project Surveyor, Matt Slagle, multiple times to better understand the history of surveys that have been conducted at 542 Main Street, the consistency of those surveys over the years, and, importantly, the consistent nature of the demarcation of the HWM on the subject property over multiple years and on multiple different surveys. Staff believes that the survey work performed for this project is accurate and that no evidence to the contrary has been presented in this case.

Staff has suggested to the Sullivans that if there is a boundary dispute along the common property line between 532 and 542 Main Street, or a dispute over the location of the HWM, evidence (a survey by the Sullivans) should be provided for consideration. Staff has communicated that boundary disputes - unless involving Town owned property - are a civil matter to be worked out between property owners. On that, staff has recommended that the Sullivans contact the Applicant directly.

Quiet Title Parcel

Following our meeting with the Sullivans, staff conferred with the Assistant Town Attorney regarding the status of the “quiet title” parcel which is owned in common by the Applicant and which is contiguous to the main parcel. Staff has viewed such parcels as being “merged” with the larger, parent parcel in the past. In this case, it was confirmed that, due to the language of the court decree granting the quiet titled property to a previous owner, and despite the fact that Eagle County GIS and Assessor shows (and taxes) the two parcels as one parcel, the two parcels must be formally, legally combined. At the same time, staff confirmed with the Assistant Town Attorney that such action (a minor subdivision to eliminate the common property line between the two parcels) can be completed as a condition of DRB approval of final plans for 542 Main Street. (See condition number 2 in Section VI below).

Building Height Calculation

Regarding building height calculations and the Minturn Municipal Code intent(s) and methodology, staff notes that the Applicant and her architect have been proactive in meeting with Town staff multiple times before submitting plans to ensure that, among other things, their building height calculations were in conformance with the Town’s guidelines and practices for establishing building height around a structure. Staff is of the opinion that the proposed design

does comply with the intent of the Town’s building height regulations, as well as the methodology employed by the Town, historically, in determining 1) mid-point of roof elements around a structure, and 2) existing or proposed grade around a structure.

Last, the Sullivans have expressed concern that the proposed structure does not step down the site. Staff certainly understands this critique and while it is convenient to point to illustrations contained in Chapter 16 (Illustration 16-2) which are intended to demonstrate, in a general manner, what the intent of the MMC is when establishing midpoint and grade, staff suggests that other guidelines contained in Appendix B - *Design Guidelines and Standards*, speak to building design on slopes in excess of 10 percent grade:

“A building site that slopes at greater than 10% is urged to consider “stepping” the structure rather than grading the site to allow for traditional building layout. The intent is to avoid large cuts and/or fills as well as retaining walls, and to avoid the need for additional erosion control measures.” (Appendix B, Section C.1.a.1 - *Topography*).

In all instances, staff relies on words or phrases such as “greater than 10%,” or “urged to consider” in determining intent and conformance. In this case, the average slope of the subject property (i.e., the “building site”) is 7 percent. It is worth noting that there are already retaining walls existing on the site; that the proposed design will not produce “large cuts and/or fills;” and that erosion control measures will be used, as a matter of course and regulation, as part of the building and construction management. Simply, staff believes that stepping of a building is not a requirement, generally, and is specifically not applicable (as a recommendation) in this case.

VI. Staff Recommendation and Suggested Conditions:

Staff suggests that the Final Plans for Lot 4, Block 3, 542 Main Street, as conditioned below, **comply** with the applicable provisions and/or minimum standards of Chapter 16 and the Town of Minturn Design Standards (Appendix ‘B’) of the Minturn Town Code.

Staff is **recommending approval** of the plans, with the following recommended condition(s):

1. The Applicant shall address comments and recommendations by the Town Engineer, Intermountain Engineering, dated August 19, 2022, and shall revise and update the final plans accordingly prior to or concurrent with any building permit application submission.
2. The Applicant shall complete a Minor Subdivision to combine the two parcels that constitute Parcel No. 2103-263-01-013 per the Eagle County Assessor’s Office prior to any building permit application being accepted by the Town.
3. Prior to or concurrent with building permit application submission, the Applicant shall provide a construction management plan that, in addition to details of staging, erosion control, trash and site management, and will address how certain improvements will either be removed or constructed in close proximity to adjoining properties.
4. Prior to or concurrent with building permit application submission, the Applicant shall provide documentation for any required encroachment agreement(s) with the Eagle River Water and Sanitation District for any improvements within the platted sewer easement.

Madison Harris

From: Mark Sullivan <msullivan@renewstrategiesllc.com>
Sent: Friday, September 2, 2022 4:42 PM
To: Madison Harris; Scot Hunn
Cc: ksullivan5700@comcast.net
Subject: RE: Thanks and follow up

Hi Madison,

A few follow-up questions.

1. Have any changes been made to Lisa's plans based upon our discussion with you and Scot or the e-mail we sent?
2. If not, do you anticipate any changes being made to the plans based upon our discussion or the e-mail we sent?
3. Is the hearing still scheduled for Wednesday, September 14, 2022?
4. Have you or Scot discussed with the Town Attorney the issues we discussed during our meeting or the e-mail we sent, particularly the legal issues raised?

Thanks.

Mark and Kim



[Mark Sullivan](#)

CEO

Renew Strategies LLC

1001 Bannock St, Suite 482

Denver CO 80204-4145

Cell: 303.868-9937

msullivan@renewstrategiesllc.com

From: Madison Harris <planner1@minturn.org>
Sent: Friday, September 2, 2022 3:15 PM
To: Mark Sullivan <msullivan@renewstrategiesllc.com>; Scot Hunn <planner@minturn.org>
Cc: ksullivan5700@comcast.net
Subject: RE: Thanks and follow up

Hi Mark and Kim,

First, thank you for this follow up email, please be aware that these comments will be made part of the public record. Second, if you would like to meet with Lisa, you should make that request of her. We will pass along the request, but you will need to deal directly with her as this issue is a civil matter. Third, we will be happy to meet with you again along with the Town Attorney, but we will need to understand the purpose of the meeting, and will need to share that information with the Town Attorney prior to any meeting. Please let me know if you have any follow up questions or comments.

Sincerely,
Madison

Madison Harris

Planner I
Town of Minturn
Planner1@minturn.org
970-827-5645 Ext. 2

From: Mark Sullivan <msullivan@renewstrategiesllc.com>
Sent: Wednesday, August 31, 2022 11:51 AM
To: Scot Hunn <planner@minturn.org>; Madison Harris <planner1@minturn.org>
Cc: ksullivan5700@comcast.net
Subject: Thanks and follow up

Hi Scott and Madison,

Thanks again for taking the time to meet yesterday. Kim and I both appreciated you talking to us about Lisa's project.

We had a few follow ups from yesterday.

The lot area for purposes of determining the building lot coverage and impervious coverage should be 7,500 sq. ft. (which is the same as our lot). In making the building lot coverage calculation (based upon the document provided), the architect inadvertently used .55 percent instead of .45 per cent as set forth in the code. For the impervious coverage area, Kim was correct that there is cement on either side of the front porch that does not appear to be included. Also, there are two sidewalks on the north side of the property that should be included. The code states "sidewalks regardless of surface area" should be included in the impervious area calculation. I did not see any exceptions in the code for excluding certain types of sidewalks. On the back of the proposed new house, it does not appear the southeast corner was included in the impervious area calculation (looks like a software issue).

In section II.C.1.a.1., it states that when the slope is greater than 10%, the parties are urged to consider stepping the structure.

Regarding the building height issue, we request again that you reconsider how the code requires this calculation to be made. The definition states "building height or height of building means the maximum vertical (plumb) distance measured at any point along the perimeter of the structure from the finished or natural grade (whichever is more restrictive) and a point on the roof depending on the roof type. **No portion of any structure shall exceed the applicable building height limitation contained in this Code. (See Illustration No. 16-2).**"

The first part of the definition explains how to measure the building height at any point around the perimeter – which would need to be done to assure no portion of the structure exceeded the 28 foot height limitation. The first step in measuring the building height around the building, per the above definition, is to establish the

midpoint of the roof on the structure based upon the roof type and then draw a horizontal line around the structure from that point (see illustration 16-2). The next step, as set forth above, would be to measure building height around the structure to make sure there is no portion of the structure where the measurement between the point established based upon the roof type and the finished and natural grade (whichever is more restrictive) is greater than 28 feet. As illustrated in the 16-2 drawing, the easiest way to confirm on a hillside that there is no portion of the structure that exceeds the 28 foot measurement between grade and the roof point is to make the measurement at the low point of the grade around the structure. Scott stated yesterday that he confirmed the midpoint location with the architect. The architect should have then understood how the above provision works and how to use the agreed upon midpoint to make sure the structure meets the building height limitation.

The current plans appear to adopt a rule that the applicant can satisfy the building height regulation by picking any spot around the structure and confirm that spot it is less than 28 feet. That is contrary to the above definition.

One additional thought about the live stream setback. The issue with the setback is that it is currently located in the river. The ordinary high water mark (and thus the setback) needs to be on the bank along the side of the river. The definition of ordinary high water mark states that it is located on the bank of the river.

We are happy to further discuss any of the above or what we discussed yesterday with you, the town attorney, the architect, the surveyor, or Lisa. We can talk by telephone anytime. If we need to meet in person with anyone, we could meet anytime next Tuesday September 6.

One final question, we were thinking about asking Lisa if we could meet with her surveyor about where the north boundary is located between the markers at the front and back of the property. We may be okay with it – just want to a visual on the ground. Does this sound okay?

Thanks.

Mark and Kim



Mark D. Sullivan

CEO

Renew Strategies LLC

1001 Bannock Street, Suite 482

Denver, Colorado 80204

Cell: 303.868.9937

msullivan@renewstrategiesllc.com

Madison Harris

From: Scot Hunn <scot@hunnplanning.com>
Sent: Thursday, September 8, 2022 3:37 PM
To: msullivan@renewstrategiesllc.com; ksullivan5700@comcast.net
Cc: Madison Harris
Subject: 542 Main Street - Keogh Residence Response and Update

Mark and Kim:

Thank you for taking the time to meet with me and Madison recently to discuss plans for a new residence at 542 Main Street and to convey your concerns and questions regarding the project and the Town Code.

As Madison has previously communicated, your comments have been received and made part of the public record that will go to the Planning Commission in preparation for their meeting on September 14th.

On that note, you should have received notice that the proposal will be presented at that meeting. Importantly, I can communicate the following updates in response to some of your questions and concerns:

1. Quiet Title Lot and Effective Lot Area Calculations: I have conferred with the Assistant Town Attorney about the issue you raised about the quiet title parcel not being legally part of the parent parcel; after researching the decree from the judge who ruled on the quiet title, he agrees that the small parcel should be legally added to the parent parcel as part of the Applicant's process. He has determined that while the burden is on the Applicant to complete a minor subdivision to vacate the common property line and combine the lots, this could be a condition of approval of the development plans should the Planning Commission vote to approve Ms. Keogh's application. I have communicated this to Ms. Keogh.
2. Lot and Impervious Coverage: the Applicant received your comments and has reviewed existing impervious materials as well as proposed impervious materials and has recalculated their percentages; I expect a written response from Ms. Keogh's project architect by today (Thursday) along with new calculations or updated plans. My understanding is that the architect has included in his calculations areas of pavement that were previously not counted and has corrected the percentages shown on the plans. Regarding the "sidewalks" you reference on the north side of the property, I believe the area you are referencing are currently shown as flagstone pavers in a landscaping area; historically, I am not aware that the Town includes flagstone walkways set in permeable ground surfaces or landscape areas as contributing to impervious areas and I have not asked the Applicant to include those in their calculations. Additionally, the Town will continue to review the lot and impervious coverage based on the total effective land area including the parent parcel and quiet title parcel in anticipation that the two lots can and will legally be combined prior to any review of a building permit.

3. Survey and High Water Mark: I have spent considerable time talking with Ms. Keogh and corresponding with her surveyor, Matt Slagle, about your concerns and questions about survey accuracy and whether property corner pins may have been moved. I continue to believe that a direct conversation between you and Ms. Keogh would be best if you have ongoing concerns about the accuracy of recent survey work or if you believe pins/monumentation have been moved. To that end, if you have documentation (your own survey work) that the Town should be aware of that refutes Ms. Keogh's recent survey work, I respectfully suggest that you provide such evidence. If there are boundary disputes or issues relative to encroachments of improvements over property lines or the like, those are not matters that the Town typically involves itself in unless, of course, the dispute involves town owned property. Additionally, when plans (inclusive of surveys) are submitted for review by the Town, they are reviewed by the Town Engineering consultant, Jeff Spanel and Intermountain Engineering, for civil engineering and survey conformance. In his review of plans for 542 Main Street, Mr. Spanel did not indicate that there are errors in the survey work but does recommend that additional survey work be completed prior to building permit to ensure that all existing and proposed contours are shown relative to proposed grading and drainage. These types of comments are typical at this stage of review and the Planning Commission regularly approves plans with the condition that final grading and drainage plans accompany any building permit application. That being said, here is what I understand from my conversations with Ms. Keogh and Matt Slagle:
- Ms. Keogh has surveys dating back to the mid-2000's that show a couple things: first, my understanding is that they show or demonstrate that property boundaries (represented by bearings and distances, and which are tied to surveyed monumentation), have not changed over time or over the span of four or five separate surveys by different surveyors.
 - Matt Slagle's response to the question of property corners and the accuracy of his survey work was (I'm paraphrasing) that his field work and office work (completing his calculations and producing the survey based on found monuments, previous survey work and using current title commitment work) is within 2" of found monumentation; a tight enough tolerance mathematically to rely on for site planning purposes and to move forward with staking locations for any new buildings in the field.
 - Regarding the establishment of the High Water Mark (HWM), here is Mr. Slagle's response: *"As far as HWM – Yes , based on field observation of the most restrictive HWM - What I mean is there could maybe be an argument that the upland vegetative 'Island' is not actually an island which would make the South HWM 50 feet farther North – (I see it as an Island but others may not)"*
 - In corresponding with Mr. Slagle and having reviewed the survey again vs. the site conditions as well as aerial mapping, I am very comfortable that the HWM is, in fact, demarcated and shown on the survey and site plans for Ms. Keogh's project in the correct location and as the most restrictive (southern most point in the river channel that traverses around the south side of the "island" that Mr. Slagle references).

- Here again, if you have evidence (a survey for your property) that would add clarity to, or would refute what the Applicant's surveyor has shown on her survey, please make that information available to the Town.
4. **Building Height Calculations**: I have discussed your comments and concerns with the Town Manager as well as the Assistant Town Attorney. Although I do agree with some aspects of your interpretation of the Code language and/or graphic illustrations, respectfully, I do not agree with other aspects of your interpretation of the Town Code or your conclusion regarding non-conformance with the Code. I will likely spend some time during the public hearing explaining how staff calculates height and how this proposal meets the intent of the Code; and why I believe the Architect's methodology is consistent with how staff and the Planning Commission have interpreted and enforced building height previously.

I certainly hope this information and response addresses some of your concerns. The packet for the upcoming meeting will be published tomorrow (Friday) and will include responses (from the Applicant and her architect) to your stated concerns and objections, as well as a summary from the Applicant and her architect of changes made to the plans.

Kind regards,

Scot Hunn, AICP/MPA
Principal/Owner
Hunn Planning & Policy LLC.
scot@hunnplanning.com
(970) 343-2161



DESIGN REVIEW 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

Project Name:

Basecamp

Project Location

Street Address: 542 Main Street, Minturn, CO 81645

Zoning:

single family, duplex, adu

Parcel Number(s):

Lot 4, block 3, Bocco 2nd

Application Request:

Please note application for drb design approval for 542 Main Street. 3 bed, 3 1/2 bath with 2559 sq ft addition. Please see attached email copy from Scot Dunn denoting ADU detail specification (s) for property in question. Feel free to contact me with any questions.

Applicant:

Name: Lisa Keogh

Mailing Address: P.O. Box 594, Minturn, CO 81645

Phone: 469-236-0034

Email: lisakeogh@thek3company.com

Property Owner:

Name: Lisa Keogh

Mailing Address: P.O. Box 594, Minturn, CO 81645

Phone: 469-236-0034

Email: lisakeogh@thek3company.com

Required Information:

Lot Size: 8,102 sq ft	Type of Residence (Single Family, ADU, Duplex) single -adu	# of Bedrooms 3	# On-site Parking Spaces 3
# of Stories: Two plus walkout basement	Snow storage sq ft: 1,150 sq ft	Building Footprint sq ft: 2883	Total sq ft Impervious Surface: 3642

Signature:

Wye 8-1-22

Fee Paid: 200

Date Received: 8/1/22

Planner: *Maebhan*

DESIGN REVIEW APPLICATION

SUBMITTAL CHECKLIST REQUIREMENTS (TO BE INCLUDED WITH APPLICATION)

Applicant Staff

Application Fee (Non-Refundable application fee shall be collected)
• Design Review Board - \$200.00

Letter of Intent
-- What is the purpose of the project including;
• Relevant Background
• Current Status of the Site
• All Proposed Uses and Structures
• How the Proposal Differs from what already exists
• Information regarding Easements or Dedicated Tracts, etc.

Vicinity Map
-- Directional Map indicating how to get to the Property involved in the request.
• Zoning of Property

Improvement Location Certificate of Survey (ILC or ILS)

Site Plan showing Precise Nature of the Proposed Use – To Scale

- Scaled Drawings of Proposed Design of Structure
 - Plan View and Sections
- Building Heights – all 4 directions N/S/E/W
- topography
- Building Location
- Setbacks
- River or Creek Setbacks
- Parking Plan
- Traffic Circulation
 - Location and Width of Existing and Proposed Access Points
 - Location of Existing Driveways and Intersections
- Landscaped Area – Plan
- Approximate Location of Existing Wooded Areas and Rock Outcrops
- Location and Type of Existing and Proposed Easements
- Utility Easements
- Drainage Features

Preliminary Building Plans and Elevations

- Indicates Dimensions
- General Appearance
- Scale
- Interior Plan for the Buildings

WJF



Elements needed on the Site Plan

- Scale
- North Arrow
- Date Prepared
- Lot Dimensions, Area, Entire Site Acreage



Architecture Details – Materials Board

- Windows – Placement and Color
- Doors – Placement and Color
- Siding – Type and Color
- Roof Material – Type and Color
- Paint Color

PLANNING COMMISSION DESIGN REVIEW PROCESS

Applicants requesting a Design Review Board, Planning and Zoning Commission, and/or Town Council Review must submit to a pre-submittal conference and complete a formal application. The pre-submittal review process is completed within a period of 14 working days depending on the day of pre-submittal. The pre-submittal review provides valuable information regarding Town requirements for the formal application.

The Town Planner shall have the following powers and duties:

- **Zoning Compliance** – To review, consider, and approve, approve with conditions, or deny applications for building permits, limited use permits, conditional use permits, and temporary use permits based on compliance with this Section.
- **Process Applications** – To receive applications for development permits for processing pursuant to the terms of Section 16 of the Minturn Municipal Code.

Planning Commission as Design Review Board

Powers and Duties

The Planning Commission is hereby established as the Town of Minturn Design Review Board. The Design Review Board shall have the following powers and duties under the provisions of this Code.

1. To prepare, or cause to be prepared or amended, the Design Review Standards and Guidelines or any element or portion thereof, for adoption by the Town Council.
2. To hear, review, consider and approve, approve with conditions, or disapprove applications for Design Review Approval.
3. To hear and decide upon appeals on design review decisions made by the Zoning Administrator.

Board Procedure

The Town staff will forward applications (other than minor design applications), and recommendations, to the DRB.

The DRB shall review the application and supporting material submitted by the applicant, as well as the staff recommendation. After review, the DRB, through a formal motion, seconded and passed by a majority of the members present, shall take one of the following courses of action:

1. **Table the application.** The application may be tabled for a period not to exceed thirty (30) days if the application is incomplete or if the DRB determines that changes are required to bring the application into compliance with design standards and guidelines or other regulations of the Town. The Board may specify additional requirements for the applicant is to bring to the future meeting. These requirements may include additional information necessary to determine whether the application complies with all zoning, building, design codes adopted by the Town, and may include plans, reports, surveys or other documents completed by registered architects, surveyors, engineers or other professionals in order to indicate conformance with such codes. The DRB may also table the application if it determines that changes in the application are required which would bring the proposed project into compliance with zoning, building, design codes, and other regulations of the Town.
2. **Conceptual/Preliminary approval.** The DRB may grant conceptual approval to applicants who in a general fashion appear to meet design and other regulations of the Town but submit applications inadequate to warrant final approval. Conceptual approvals are also appropriate where a complete application has not been submitted, or where an applicant wishes to obtain a preliminary review of a sketch plan. A conceptual approval does not deem final approval of an application, nor does it deem that an application conforms to design or other regulations, nor shall it bind the DRB to grant final approval to a completed or final application.
3. **Disapproval of application.** If an application is found to conflict with the purposes and/or any one (1) or more of the design guidelines, codes or any other regulations of the Town, the DRB shall disapprove the application. Any disapproval shall be in writing and shall specifically describe the reasons upon which the disapproval is based.

Date: August 1, 2022

To: Minturn Planning Dept, c/o Madison Harris

From: Lisa Keogh

RE: 542 Main Street Design Review Application – LETTER OF INTENT

Please accept this information below as letter of intent for proposed building design for 542 Main Street-current single family residence. After numerous discussions with town representatives, final determination for ADU classification was approved "Accessory Dwelling Unit" design review application.

Having said this, lot size is 8,102 with current 1935 structure @ 1103.5 sq ft. –" history meets present & modern day". We have followed guidelines in keeping the 1935 structure & personality intact and are proposing present day mountain modern craftsman style addition. Goal is to remain in alignment with town character strategy while meeting present day design elements and sustainable materials.

Current shed storage located behind current structure is cratering into destruction mode, thus will be removed. New design to entail three bedrooms, three and one-half bathrooms with a walk out basement. Or, 2559 sq. feet and will be the primary home with current structure denoted as smaller ADU. Current structure can then be rented as short term rental or long term local housing when not occupied by family members.

All setbacks- 5 ft on each side, 10 ft front and rear along with 30 ft high river mark and sewage easements have been followed. Request falls within impervious coverage, max height requirements and allows for adequate snow storage coverage. More than enough parking available for 3 + units.

You will find detailed topography along with updated site plan including the easement (s) included in the design application. New addition will dramatically improve current site and current property utilization without impacting Main Street or neighboring areas. Please note, addition is minimally visible due to setback off Main Street as well as the current slope of the property & landscape.

Please feel free to reach out with any questions and/or additional requests.

Best Regards,

Lisa Keogh
469.236.0034






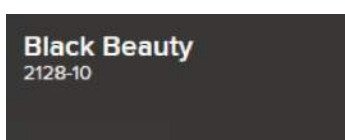


Lisa Keogh

542 Main Street

Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
 8-12-22

DESIGN REVIEW SET (2)

MATERIALS & COLORS

	METAL ROOFING - STANDING SEAM DARK BRONZE. WINDOW CLAD (MATCHES EXISTING HOUSE) DARK BRONZE.
	METAL PANEL - SHIPLAP WALL BRIDGESTEEL - COLOR: DARK BRONZE.
	HORIZONTAL COMPOSITE WOOD SIDING: LP SMARTSIDE SIDING COLOR "TUNDRA GRAY"
	Black Beauty 2128-10 FASCIA, TRIM, BELLYBAND, RIM: PAINTED BLACK STEEL COLUMNS AND BEAMS PAINTED BLACK
	LPSOFFIT: COLOR CANYON BROWN"
	STONE VENEER: GALLEGOS MOTTLED STONE "FLINT HILLS"

PROJECT DESCRIPTION

A Single-Family Residence proposed to be added to existing small cabin.
 * Style: Modern w/ butterfly roof.
 * Footprint: Tight to setbacks and easements. Walk-out basement.
 * Structure: Exposed Steel Structure.

CODE SUMMARY

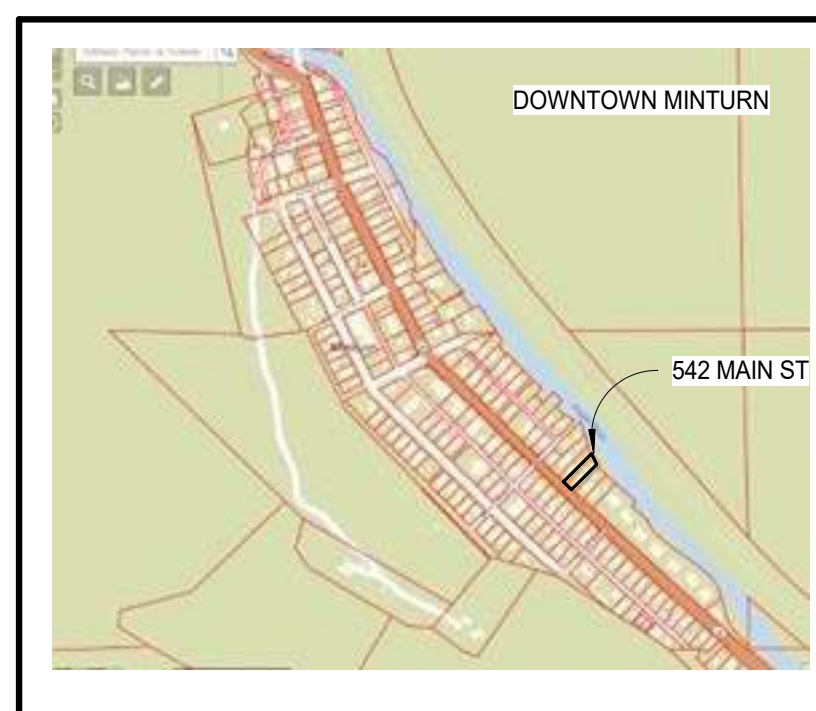
This project falls under the jurisdiction of:
 Minturn Design Review Board and Building Department
 The 2015 International Residential Code (IRC 2015)
 The 2015 International Energy Conservation Code (IECC 2015)
 Minturn Municipal Code including adopted amendments

Class of Work: New Construction
 Type of Occupancy: R-3 (Single-Family)
 Type of Construction: Type V-b (Non-Sprinklered)
 Levels: 3-story

FIRE DEPT. SUMMARY

Minturn Fire Dept. Notes:
 Smoke Detectors and Carbon Monoxide alarms must be installed IN ALL DWELLING UNITS, and be installed per 2015 IFC and VFES fire alarm installation standards.

VICINITY MAP



NOTE: RENDERINGS ARE ARTISTIC REPRESENTATIONS OF THE HOUSE DESIGN AND ARE NOT MEANT TO ACCURATELY DEPICT LANDSCAPING.

ARCHITECTURAL SHEET LIST

Sheet #	Sheet Name
A0.0	COVER SHEET
A0.1	ECO SHEET
A0.2	AREA PLANS
A1.1	SITE PLAN + LANDSCAPE PLAN
A1.2	DEMO SITE PLAN + LIGHTING
A2.1	LOWER LEVEL PLAN
A2.2	MAIN LEVEL PLAN
A2.3	UPPER LEVEL PLAN
A2.4	ROOF PLAN
A3.1	EXTERIOR ELEVATIONS
A3.2	EXTERIOR ELEVATIONS
A3.3	EXTERIOR ELEVATIONS
A4.1	BUILDING SECTIONS
A4.2	BUILDING SECTIONS
A5.1	DETAILS
A6.1	LOWER LEVEL RCP
A6.2	MAIN LEVEL RCP
A6.3	UPPER LEVEL RCP

STRUCTURAL SHEET INDEX

S1.0	GENERAL NOTES
S2.0	FOUNDATION PLAN, DETAILS, NOTES
S3.0	MAIN LEVEL FRAMING PLAN
S4.0	UPPER LEVEL FRAMING PLAN
S5.0	ROOF FRAMING PLAN
S6.0	DETAILS

PROJECT INFORMATION

Location: 542 Main Street - Minturn, CO
 Legal: BOOCO 2nd, Block 3, Lot 4
 Parcel: 2103-263-01-013

Owner: Lisa Keogh
 542 Main Street, Minturn, CO
 469-236-0034
 stonebriarcc@aol.com
 Architect: John G Martin, Architect, LLC
 PO Box 4701, Eagle, CO 81631
 970-328-0592
 john@martinmanleyarchitects.com

Structural Engineer: To be Determined
 General Contractor: To be Determined

ZONING SUMMARY

Zoning: Minturn - Old Town Residential Zone

SEE SHEET A0.2 - AREA PLANS AND AREA SUMMARIES

Lot Area: .186 acres x 43,560 s.f. = **8,102 s.f.**
 Permitted Uses: Single-Family dwelling, Duplex Dwelling, 1 Accessory Unit
 Habitable Area Allowed: No Maximum Required.
 Habitable Area Proposed: 3,821 s.f. (Habitable) 4,730 s.f. (Gross)
 Lot Coverage Allowed: 3,646 s.f. (45% of Lot Area)
 Lot Coverage Proposed: 2,883 s.f. (35% of Lot Area)
 Impervious Allowed: 4,456 s.f. (55% of Lot Area)
 Impervious Proposed: 3,642 s.f. (45% Lot Area)
 Height Maximum: 28'-0" (to midpoint of pitched roof)
 Height Proposed: 27'-11"
 Parking Required: 3 spaces
 Parking Proposed: 3 outside spaces
 Setbacks: Front = 10 ft, Side = 5 ft, Rear = 10 ft.
 Live Stream Setback = 30 ft. from high-water mark

MARTIN MANLEY
 ARCHITECTS

970.328.5151 OFFICE
 PO Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

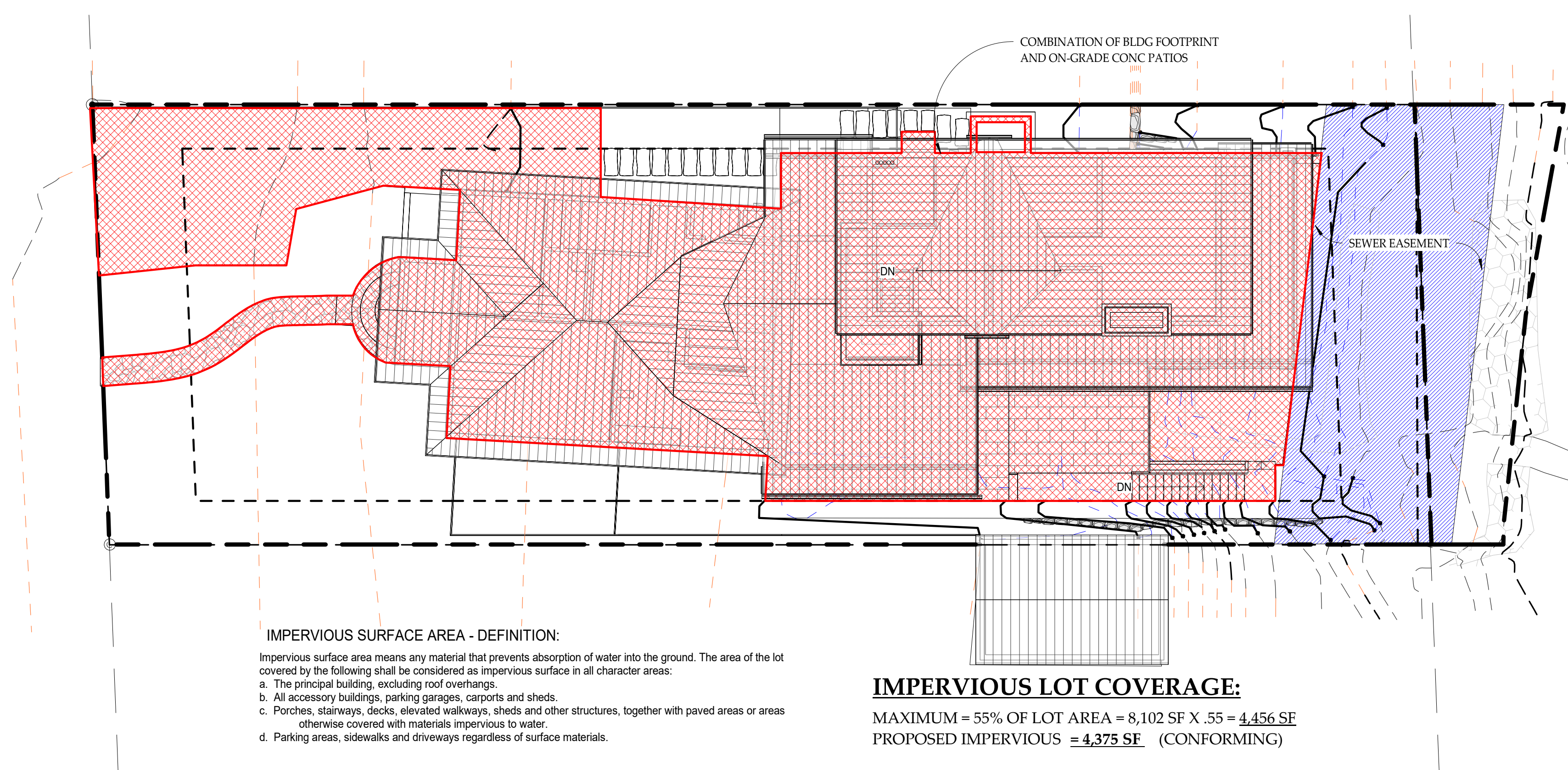
No.	Description	Date

Lisa Keogh
542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
 DESIGN REVIEW SET (2)

NOT FOR CONSTRUCTION

Date: 8-12-22
 Project Number: JG-2206
 COVER SHEET
A0.0

MAIN STREET / U.S. HIGHWAY 24
Right of Way



IMPERVIOUS SURFACE AREA - DEFINITION:

Impervious surface area means any material that prevents absorption of water into the ground. The area of the lot covered by the following shall be considered as impervious surface in all character areas:
 a. The principal building, excluding roof overhangs.
 b. All accessory buildings, parking garages, carports and sheds.
 c. Porches, stairways, decks, elevated walkways, sheds and other structures, together with paved areas or areas otherwise covered with materials impervious to water.
 d. Parking areas, sidewalks and driveways regardless of surface materials.

IMPERVIOUS LOT COVERAGE:

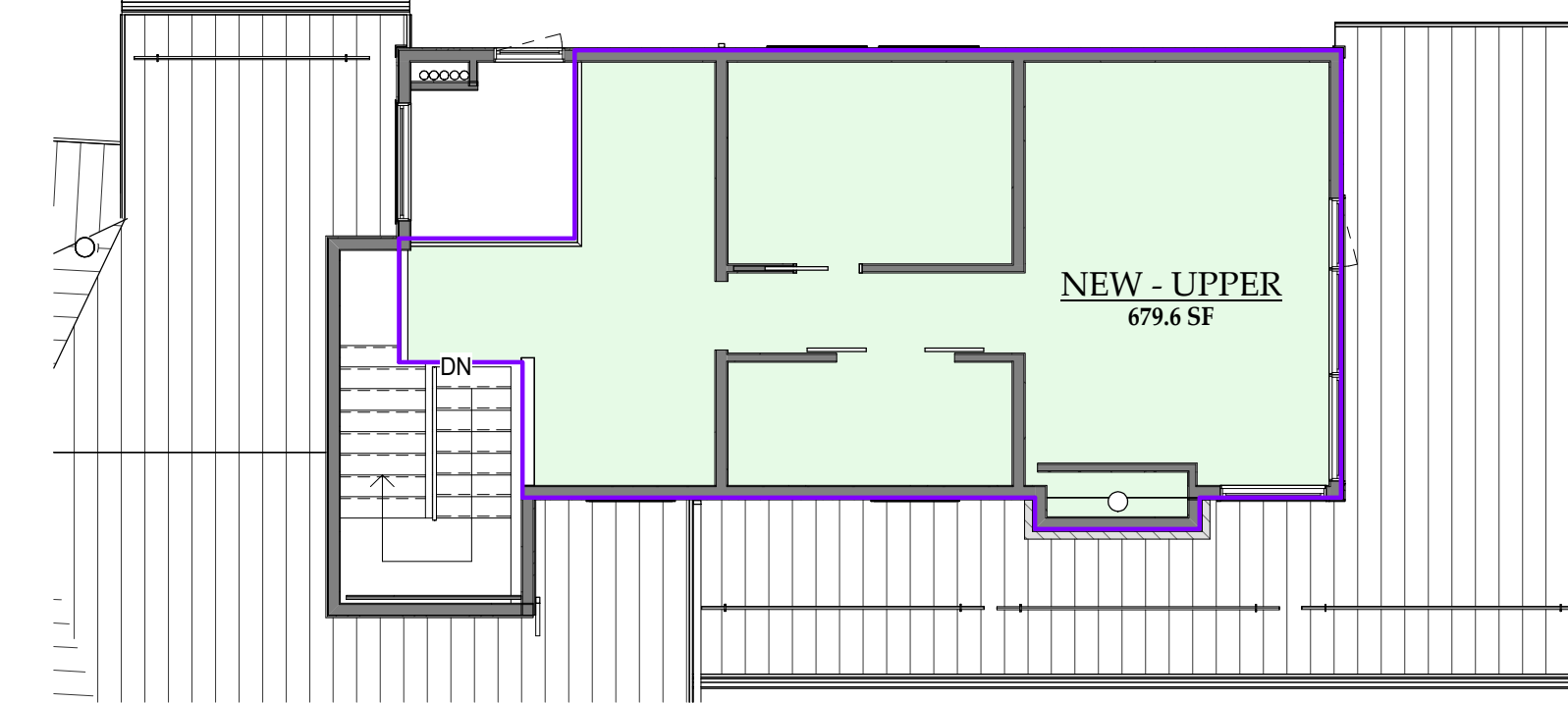
MAXIMUM = 55% OF LOT AREA = 8,102 SF X .55 = 4,456 SF
 PROPOSED IMPERVIOUS = **4,375 SF** (CONFORMING)

5 IMPERVIOUS LOT COVERAGE
1" = 10'-0"

AREAS - GROSS	
Name	Area
NEW - UPPER	679.6 SF
NEW - LOWER	1008 SF
NEW - MAIN	872.3 SF
EXIST - MAIN	1103.5 SF
COLD STORAGE	168 SF
CONNECTOR	54.9 SF
Grand total: 6	3886.2 SF

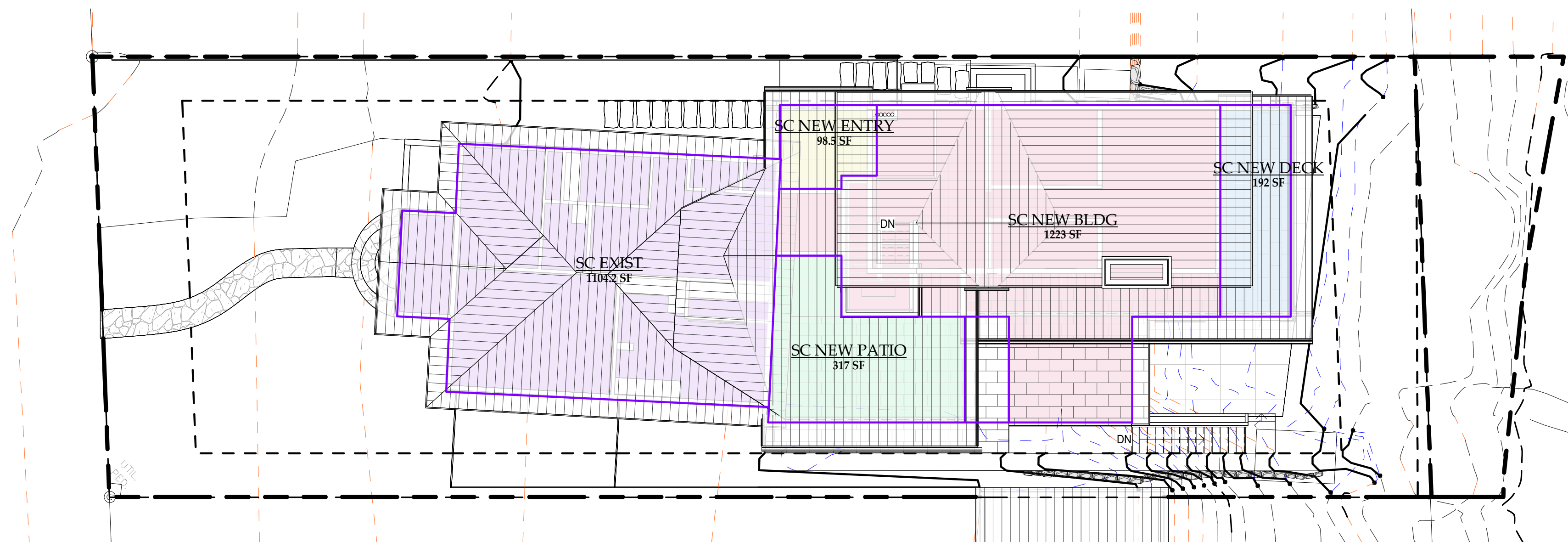
AREAS - NEW	
Name	Area
NEW - UPPER	679.6 SF
NEW - LOWER	1008 SF
NEW - MAIN	872.3 SF
Grand total: 3	2559.8 SF

AREAS - EXISTING	
Name	Area
EXIST - MAIN	1103.5 SF
Grand total: 1	1103.5 SF



3 NEW UPPER AREA
1/8" = 1'-0"

MAIN STREET / U.S. HIGHWAY 24



BUILDING LOT COVERAGE - DEFINITION:

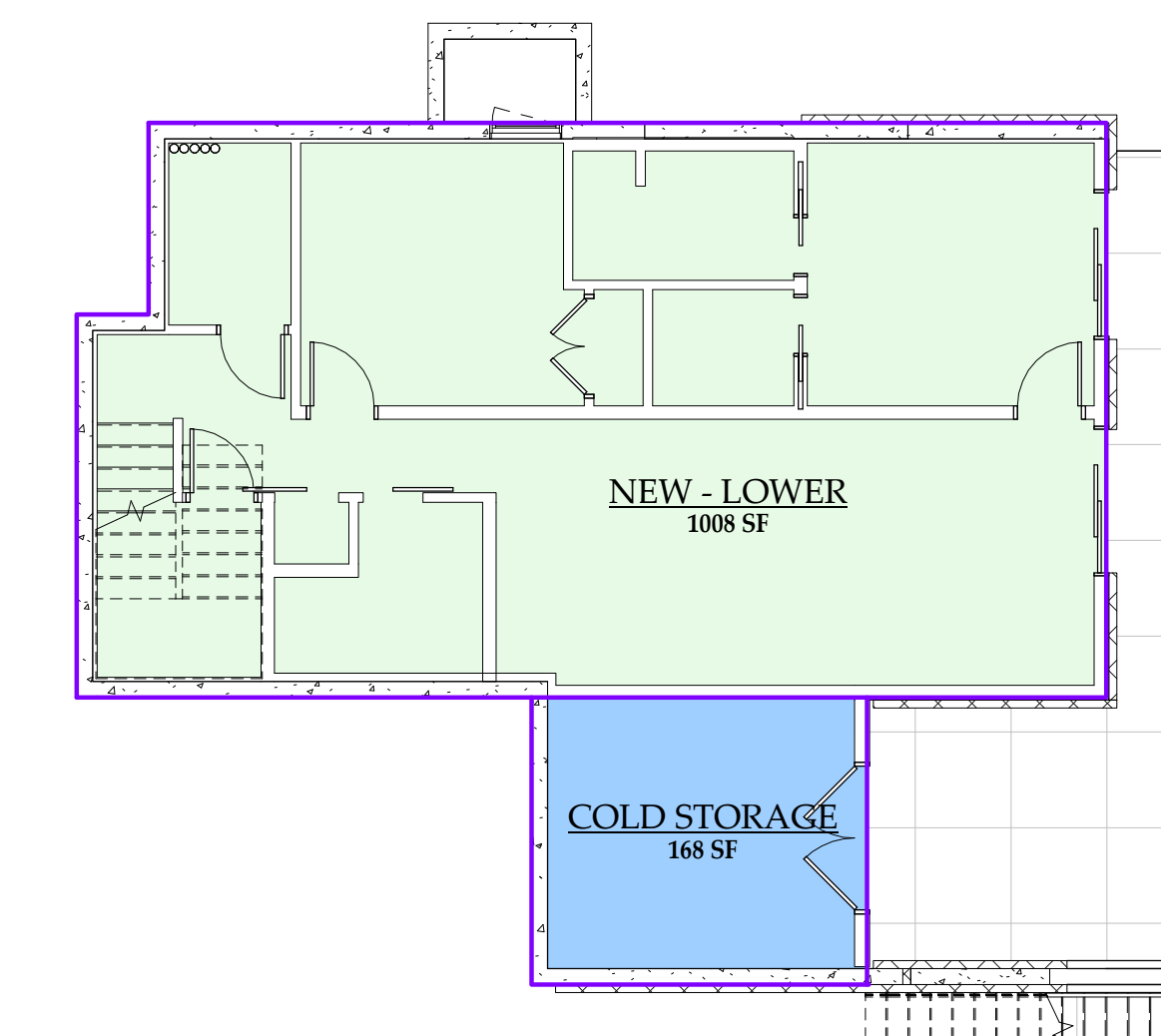
Building lot coverage means the portion of a lot that is covered by buildings, including all interior space including garages, and all enclosed cantilevered portions of a building, covered porches, covered walkways and similar covered areas. Buildings are measured at the outside exterior wall. Additionally, fifty percent (50%) of the total area of second- and third-level decks shall be counted towards the allowable building lot coverage. Second- and third-level decks that cover a portion of a building that has already been counted towards the allowable lot coverage shall not count towards the total lot coverage. Second- and third-level decks that are structurally supported from the ground level shall have their entire area counted towards the allowable lot coverage.

BUILDING LOT COVERAGE:

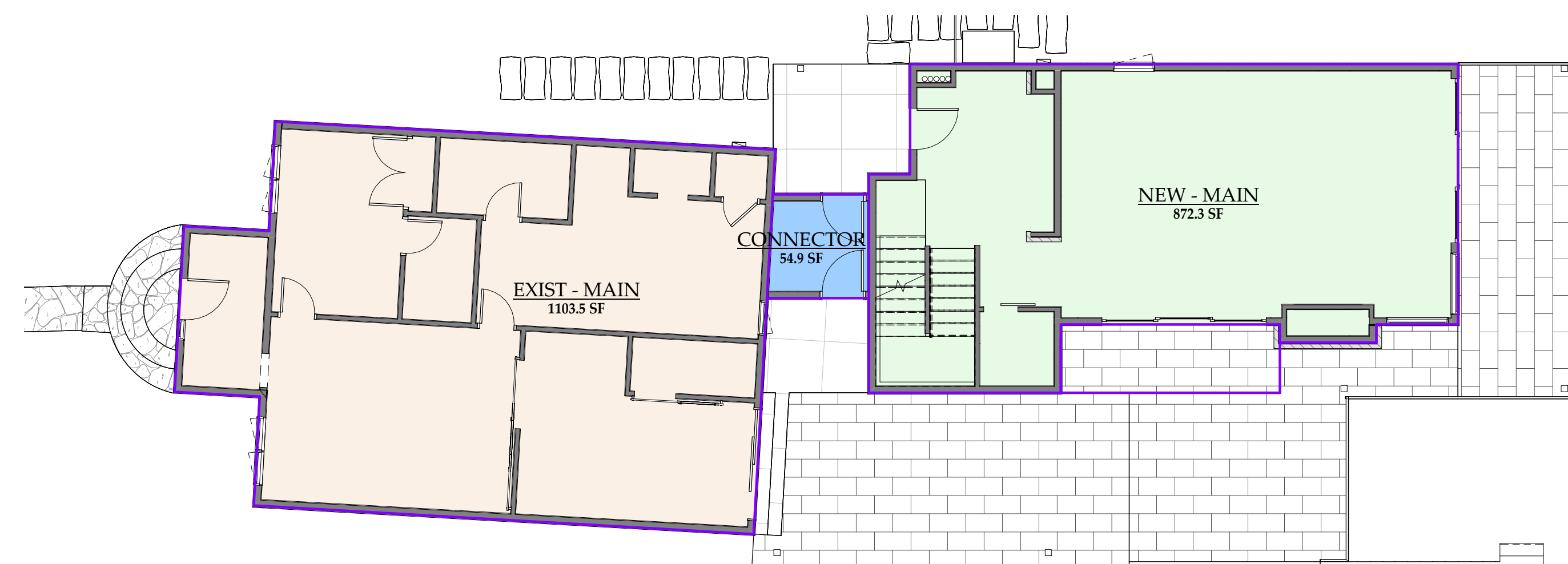
MAXIMUM = 45% OF LOT AREA = 8,102 SF X .45 = 4,456 SF
 PROPOSED LOT AREA = 2,935 SF (CONFORMING)

AREAS - SITE COVERAGE	
Name	Area
SC EXIST	1104.2 SF
SC NEW BLDG	1223 SF
SC NEW PATIO	317 SF
SC NEW ENTRY	98.5 SF
SC NEW DECK	192 SF
Grand total: 5	2934.7 SF

4 BUILDING LOT COVERAGE
1" = 10'-0"



1 NEW LOWER AREA
1/8" = 1'-0"



2 NEW MAIN AREA
1/8" = 1'-0"

MARTIN MANLEY
ARCHITECTS

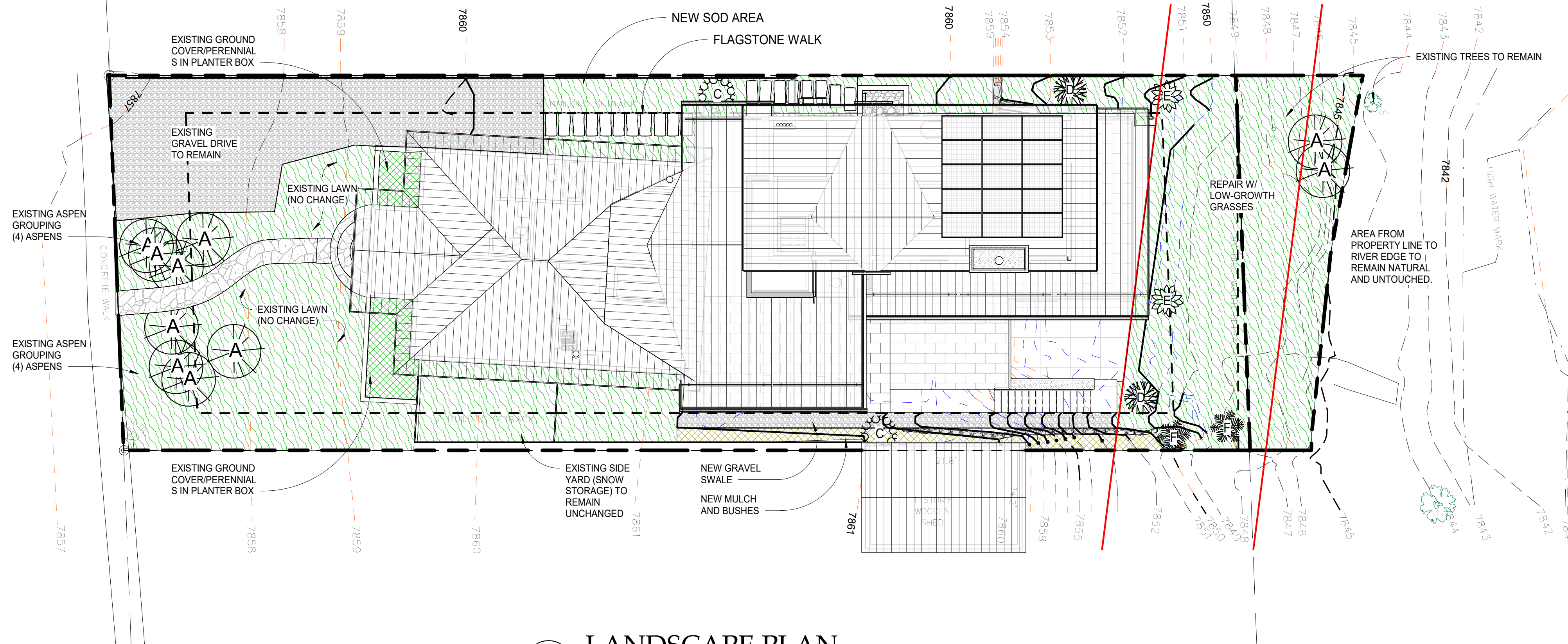
970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

REVISIONS	Date
Description	
No.	

Lisa Keogh
542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

Date	8-12-22
Project number	JG-2206
AREA PLANS	
A0.2	

MAIN STREET / U.S. HIGHWAY 24
Right of Way



2 LANDSCAPE PLAN
1" = 10'-0"

LANDSCAPE LEGEND			
SYMBOL	NAME	SIZE	QUANTITY
A	QUAKING ASPEN (POPULUS TREMULOIDES)	2.5" - 3" CAL. (50% CLUMPS)	4
C	WESTERN SANDCHERRY (PRUNUS BESSEYI)	5 GALLON	2
D	VANHOUTTE SPIREA (SPIREA VANHOUTTE)	5 GALLON	2
E	LILAC FRAGRANT (SYRINGA VULGARIS)	5 GALLON	2
F	REDLEAF BARBERRY (ATROPURPUREA)	5 GALLON	2

SYMBOL	NAME	AREA
[Green Hatched]	NATURAL GRASSES (LOW GROWTH)	AREA = 2,500 S.F.
[Green Solid]	GROUND COVER + PERENNIALS	AREA = 685 S.F.
[Grey Dotted]	GRAVEL OR SMALL ROCK	AREA = 125 S.F.
[Brown Dotted]	MULCH - GARDEN COMPOSTE + WOOD CHIPS	AREA = 700 S.F.

LANDSCAPE NOTE:
ALL DISTURBED AREAS SHALL RECEIVE VEGETATION SEEDING WITH NATURAL GRASSES AND WILDFLOWER SEED MIX. THE NATIVE GRASS SEED MIX: 60% BLUEGRASS, 30% NATIVE BLUE GRAMMA, 10% PERENNIAL BLYTHEGRASS BLEND.

IRRIGATION NOTE:
ALL AREAS OF NEW SOD TO RECEIVE SPRAY IRRIGATION. ALL AREAS OF GROUND COVER AND TREES/SHRUB PLANTINGS TO RECEIVE UNDER-GROUND DRIP IRRIGATION. ALL IRRIGATION SYSTEMS TO BE DESIGNED BY A LANDSCAPE CONTRACTOR AND SUBMITTED TO THE ARCHITECT AND/OR OWNER FOR APPROVAL PRIOR TO INSTALLATION. THE CURRENT IRRIGATION SYSTEM HAS 4 ZONES AND THE MAIN TRUNK LINE RUNS ALONG THE SOUTH SIDE FENCE LINE. THE NEW LANDSCAPE PLAN WILL REDETERMINE THE 4 ZONES.

RAIN SENSOR NOTE:
THE IRRIGATION SYSTEM SHALL BE EQUIPPED WITH A RAIN SENSOR.

EROSION CONTROL NOTE:
ALL DISTURBED AREAS WITHOUT FORMAL LANDSCAPING TO RECEIVE VEGETATION SEEDING. EROSION CONTROL SHALL BE MAINTAINED BY PLACEMENT OF HAY BAILS AND SILT FENCING ON DOWNSLOPE SIDE OF LOT AND IN DRAINAGE SWALES.

BOULDER WALL DETAIL
NOTE: BOULDER RETAINING WALLS GREATER THAN 4'-0" HEIGHT TO BE STAMPED BY AN ENGINEER.

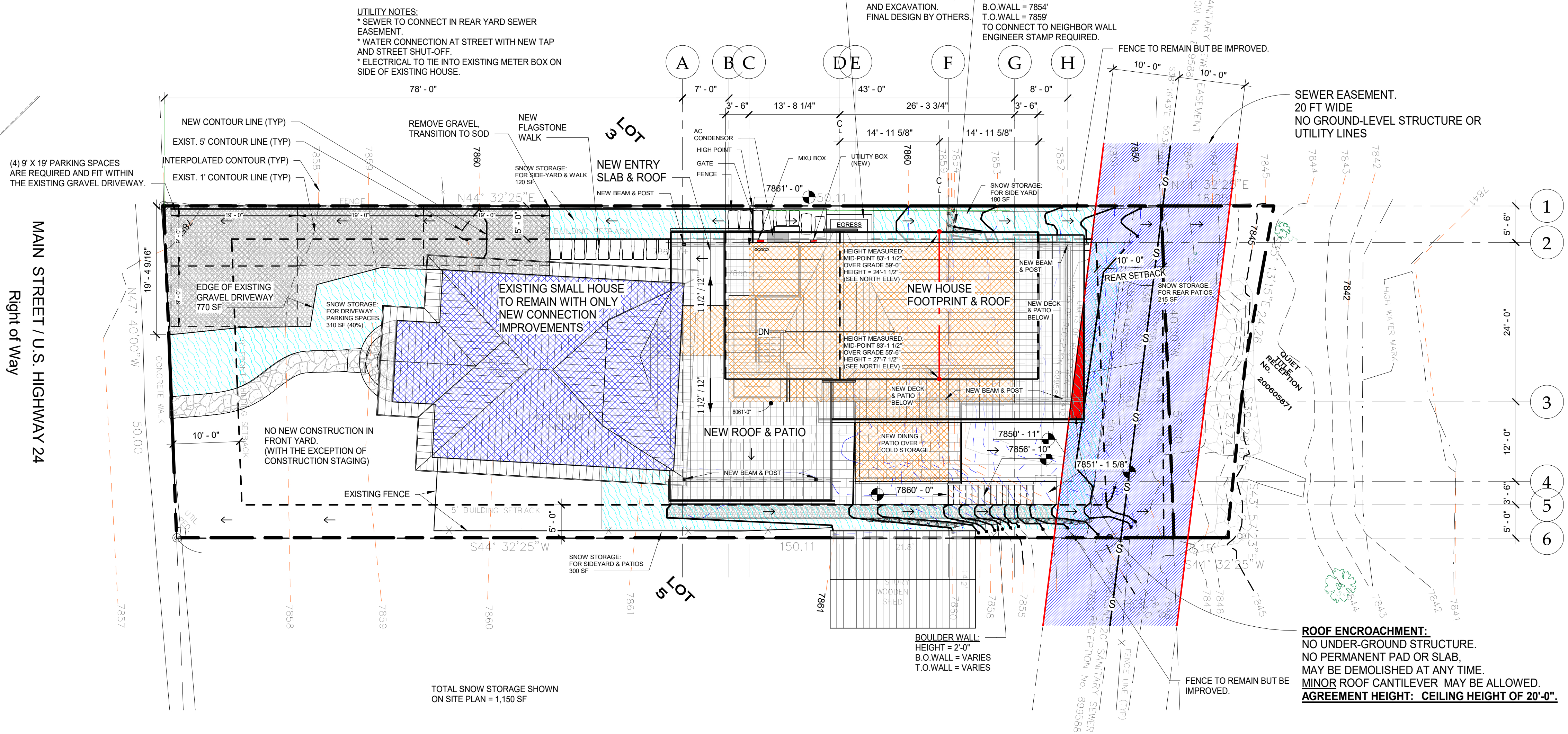
3 LANDSCAPE LEGEND
1" = 10'-0"

MARTIN MANLEY ARCHITECTS
970.328.5151 OFFICE
P.O. Box 1587, Eagle, CO 81631
www.martinmanleyarchitects.com

REVISIONS	Date
No.	Description

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

Date: 8-12-22
Project number: JG-2206
SITE PLAN + LANDSCAPE PLAN
A1.1



1 0 SITE PLAN
1" = 10'-0"

SNOW STORAGE

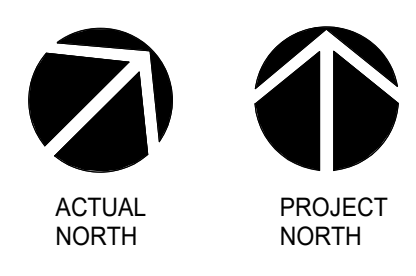
Sec. 16-16-130. - Snow storage. Adequate space shall be provided for storage of snow removed from pedestrian and vehicular ways, parking and loading spaces on any property that contains commercial or industrial uses, multi-family units, single-family units, duplexes and a common outdoor parking area.

(1) Minimum area. A designated area sufficient to store snow for the entire parking area shall be provided. A minimum of five percent (5%) of the total area of the required off-street parking and loading area, inclusive of driveways, shall be designated to serve as a snow storage area.

(2) Storage in parking spaces prohibited. Snow shall not be stored within required parking spaces, except on an emergency basis for a period not to exceed forty-eight (48) hours.

(3) Storage in yards and open spaces permitted. Snow may be stored in required yards and open space, including landscaped areas properly designed for snow storage. Snow stored in a required yard or open space shall not restrict access or circulation or to obstruct views of motorists.

(4) Drainage. Adequate drainage shall be provided for the snow storage area to accommodate snowmelt and to ensure it does not drain onto adjacent property.



EXTERIOR LIGHTING LEGEND

LIGHT FIXTURE A - WALL SCONCE

LAMPS PLUS: MODERN FORMS DOUBLE DOWN 18" H BLACK LED OUTDOOR WALL LIGHT.

18" high x 5" wide. Extends 4" from the wall. Backplate is 16 1/4" high x 4" wide x 3/4" deep.
5.5 watt high-powered replaceable LED modules, comparable to a 25 watt incandescent. 275 lumens. 3000K. 90 CRI.
Smooth and continuous dimming with an electronic low voltage (ELV) dimmer. LEDs average 50,000 hours at 3 hours per day.
LED outdoor wall light from the Double Down collection by Modern Forms. ADA compliant design. CEC Title 24 compliant and Dark Sky friendly.
Black finish. Solid aluminum construction. Can be installed with lights pointing up or down.



LIGHT FIXTURE B - WALL SCONCE

MINKA LAVERY SKYLINE 1-LIGHT 7.75-in DORIAN BRONZE DARK SKY INTEGRATED OUTDOOR WALL LIGHT

Dorian bronze finish offers classic elegance.
Weather resistant collection that operates in rain or shine.
Contemporary design is ideal for illuminating your outdoor space.
Uses one 13-watt LED (included).
5-in W x 7.75-in H x 4-in D



LIGHT FIXTURE C - RECESSED CAN

LAMPS PLUS: WAC LEDme 3 1/2" CIRCULAR BRONZE WINDOW LED STEP LIGHT

3 1/2" wide x 3 1/2" high x 3" deep. Extends 5/16" from the wall.
Built-in dimmable 3.9 watt Samsung HV-AC high-powered LED module. 115 lumens light output, comparable to a 15 watt incandescent. 3000K color temperature. 90 CRI.
Architectural circular window energy-efficient LED step and wall light from the LEDme collection by WAC Lighting.
Bronze finish. Die-cast aluminum construction.



LIGHT FIXTURE D - STEP LIGHT

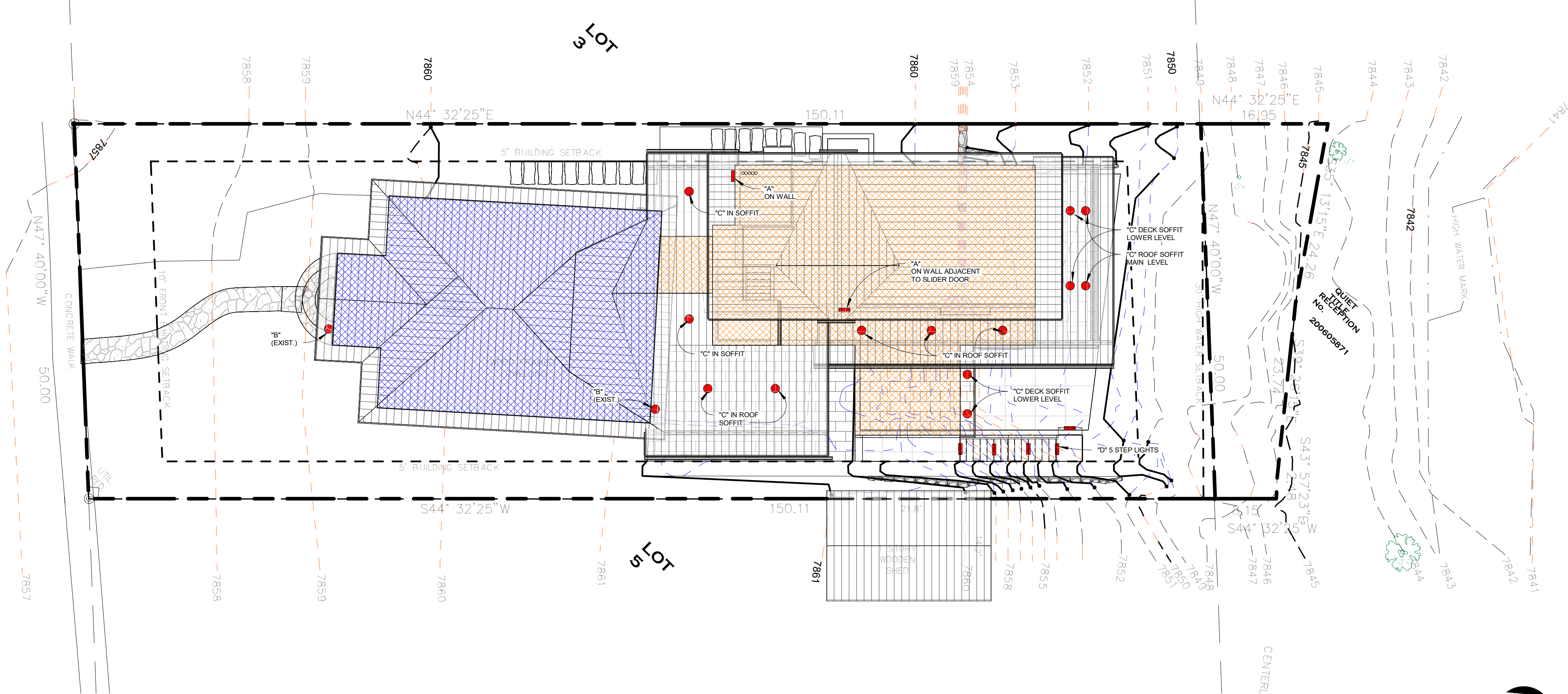
LAMPS PLUS: WAC LEDme 5" BLACK HORIZONTAL 3000K LED STEP LIGHT STYLE # 41K67

5" wide x 3" high x 1 1/2" deep. Weighs 0.78 lbs.
Built-in dimmable 2 watt LED. 68 lumens, comparable to a 15 watt incandescent. 3000K. 90 CRI. 50-degree beam spread.
High-powered LED. Inset. In 120V AC. Power: 3W (3VA). Low voltage - 12V. LED averages 60,000 hours at 3 hours per day.
Horizontal step and wall light from the LEDme collection by WAC Lighting.

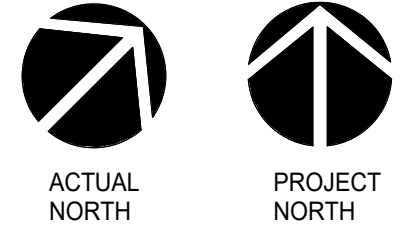


FIXTURE TYPE	NUMBER
A	2
B	2
C	13
D	5
TOTAL	22

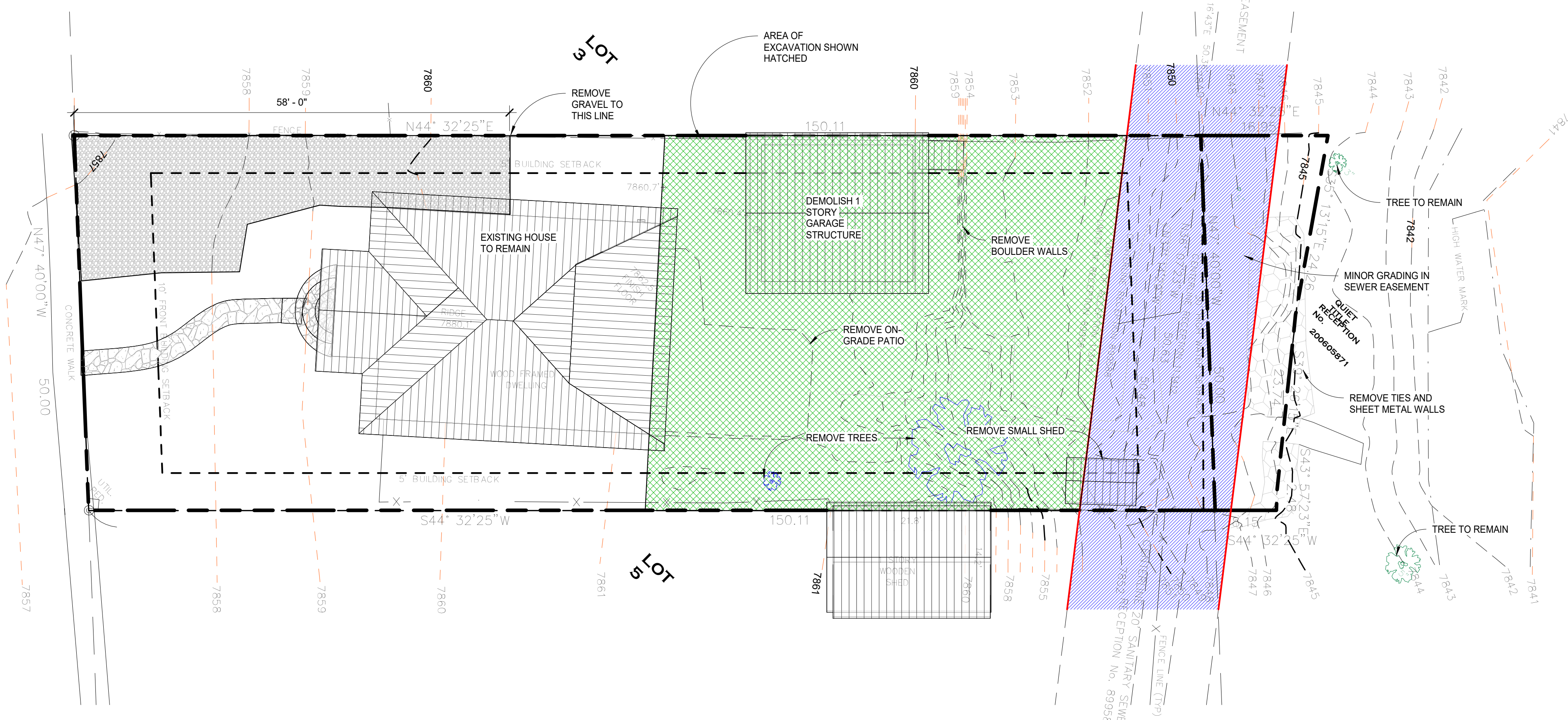
MAIN STREET / U.S. HIGHWAY 24
Right of Way



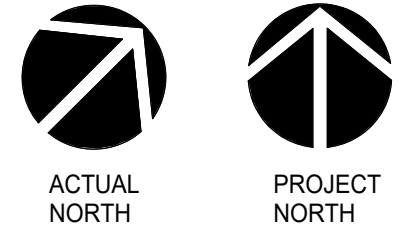
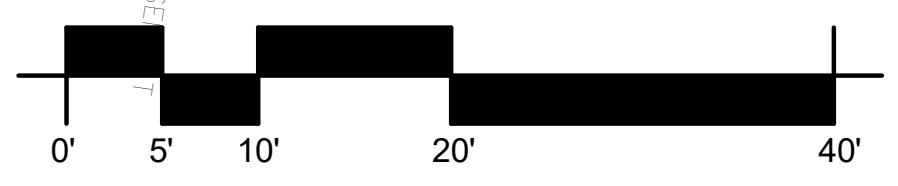
2 SITE PLAN W LIGHTING PLAN
1" = 10'-0"



MAIN STREET / U.S. HIGHWAY 24
Right of Way



1 DEMO SITE PLAN
1" = 10'-0"



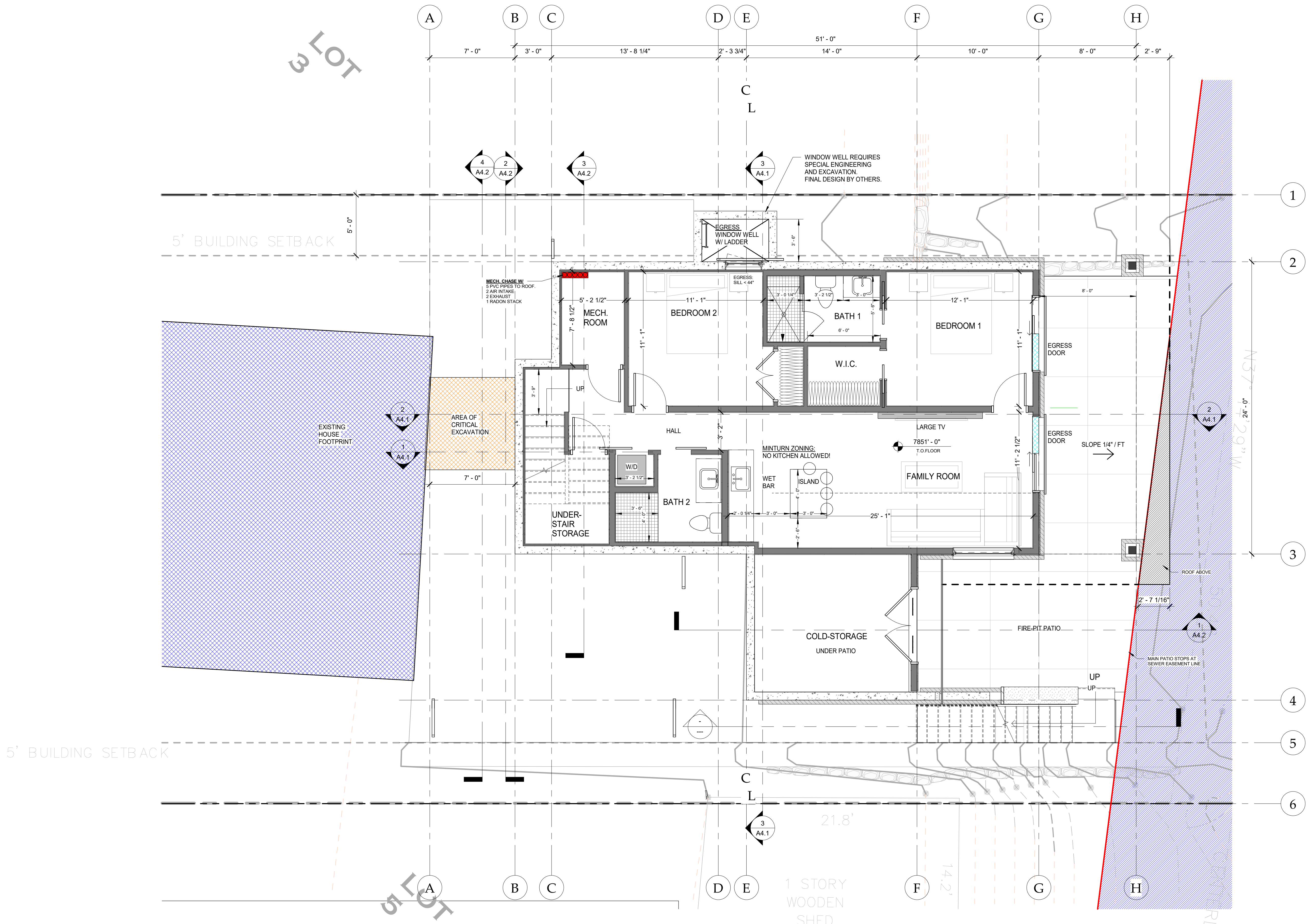
No.	REVISIONS Description	Date

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

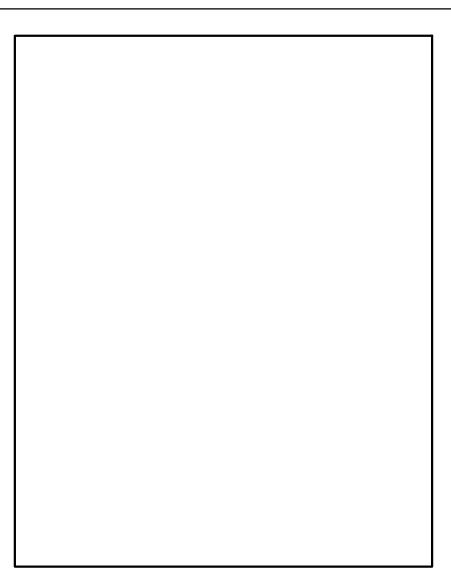
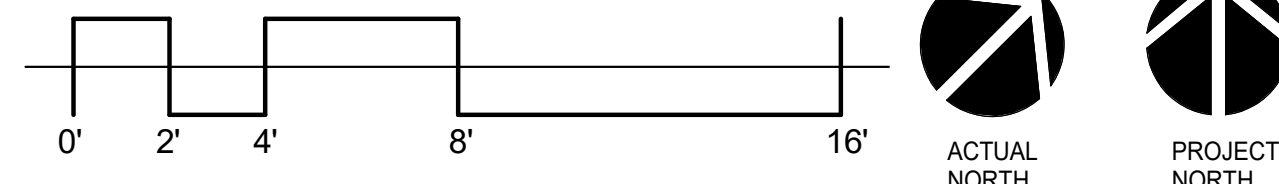
Date: 8-12-22
Project number: JG-2206
DEMO SITE PLAN + LIGHTING
A1.2

MARTIN MANLEY ARCHITECTS
970.328.5151 OFFICE
P.O. Box 1587, Eagle, CO 81631
www.martinmanleyarchitects.com

8/11/2022 5:50:44 PM



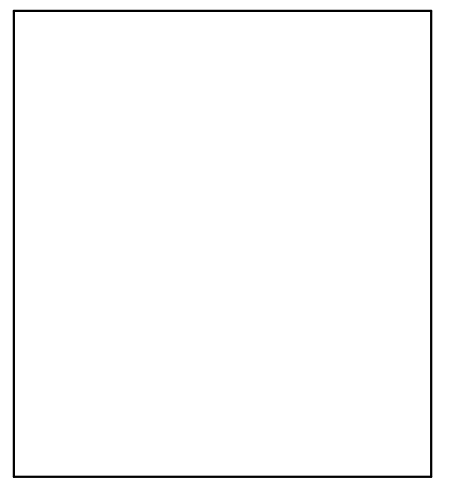
1 1 LOWER LEVEL PLAN
1/4" = 1'-0"



MARTIN MANLEY
ARCHITECTS
970.328.5151 OFFICE
P.O. Box 1587, Eagle, CO 81631
www.martinmanleyarchitects.com

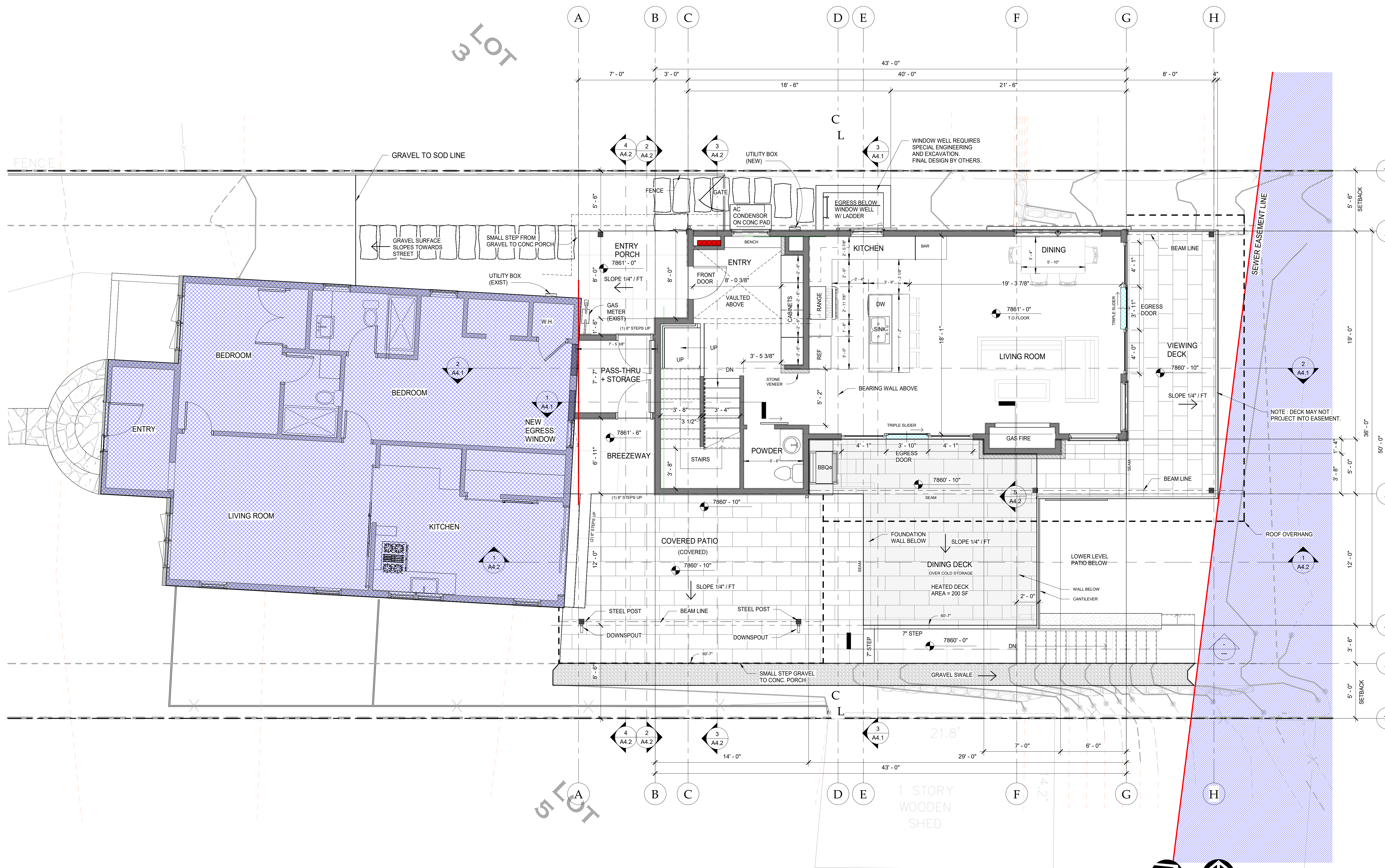
No.	REVISIONS Description	Date

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

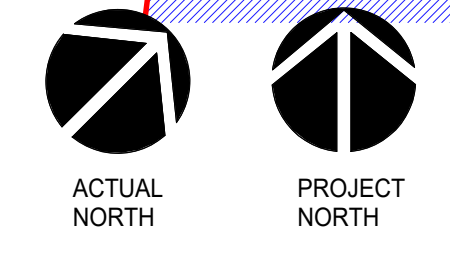
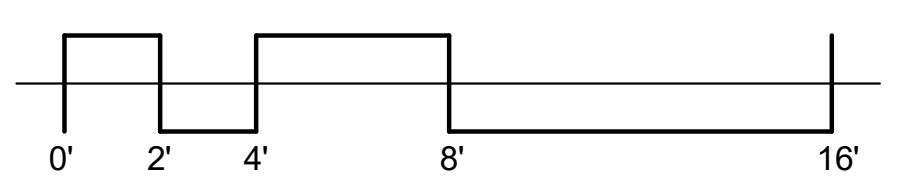


Date	8-12-22
Project number	JG-2206
LOWER LEVEL PLAN	
A2.1	

8/11/2022 5:50:45 PM



1 2 MAIN LEVEL PLAN
1/4" = 1'-0"

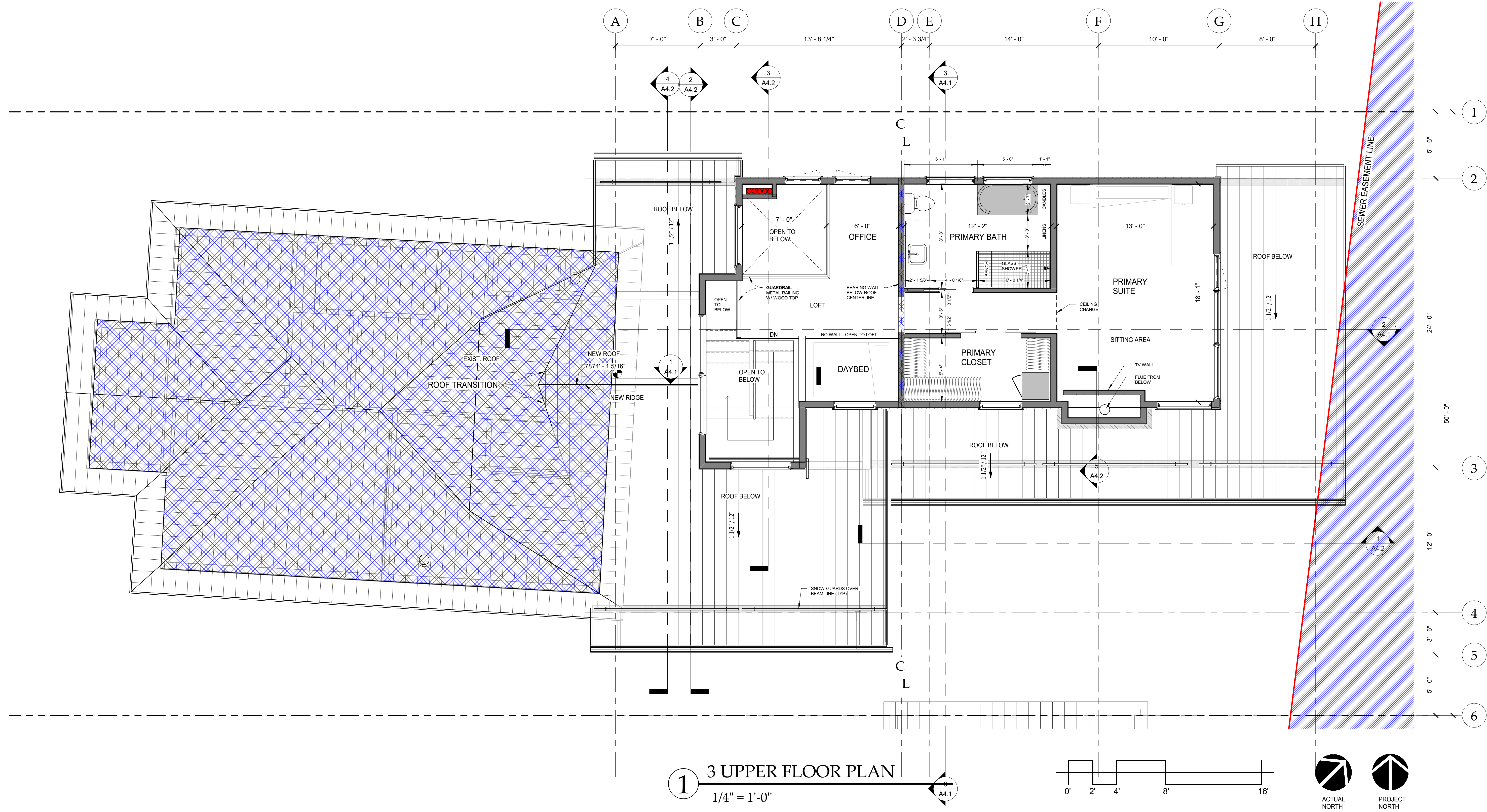


No.	Description	Date

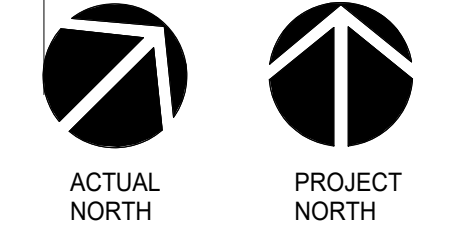
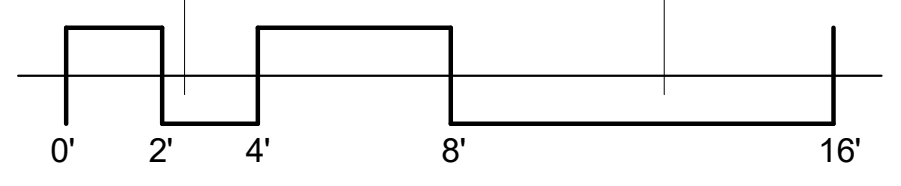
MARTIN MANLEY ARCHITECTS
970.328.5151 OFFICE
P.O. Box 1587, Eagle, CO 81631
www.martinmanleyarchitects.com

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

Date: 8-12-22
Project number: JG-2206
MAIN LEVEL PLAN
A2.2



1 3 UPPER FLOOR PLAN
1/4" = 1'-0"



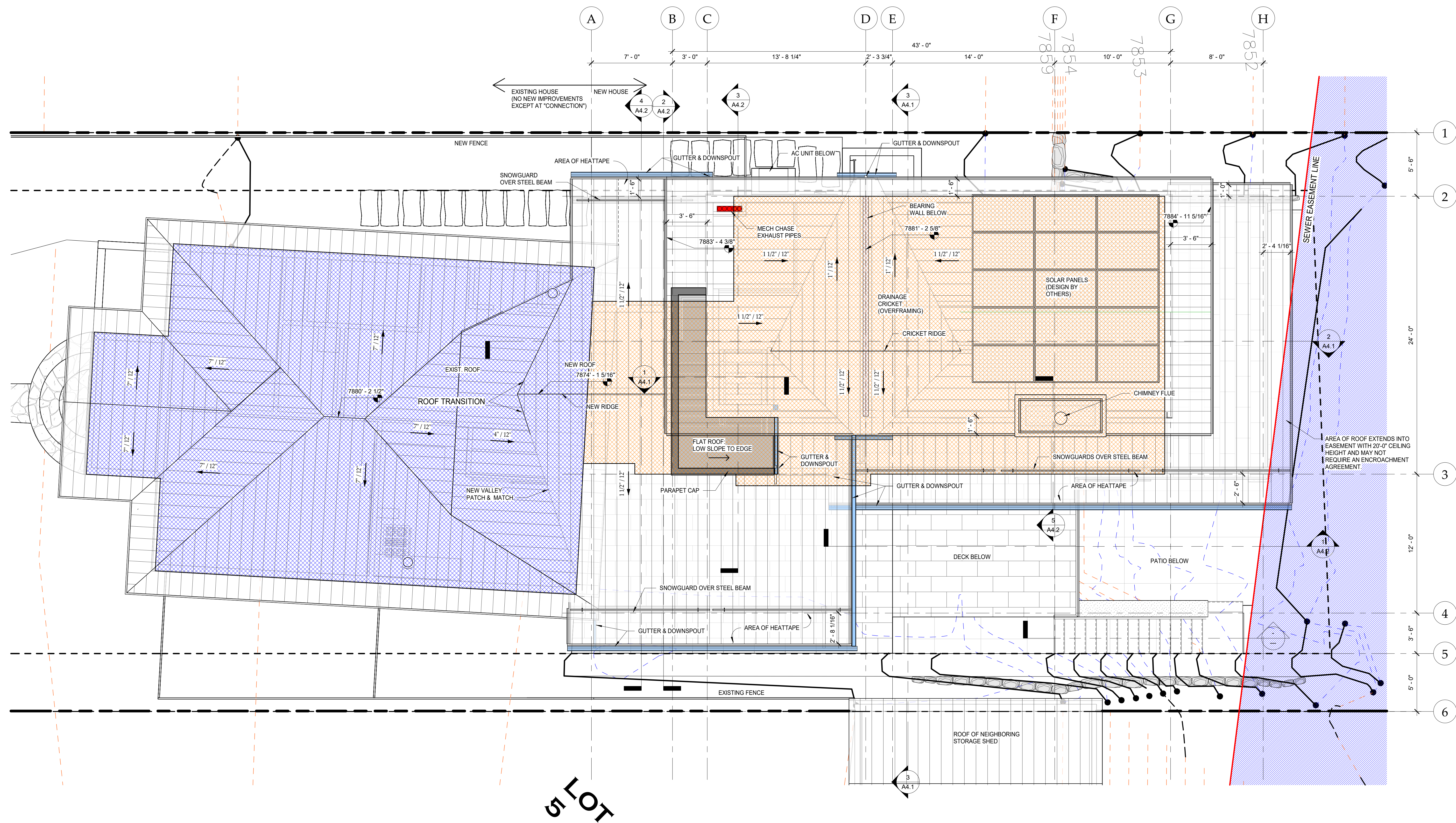
No.	Description	Date

MARTIN MANLEY ARCHITECTS
 970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

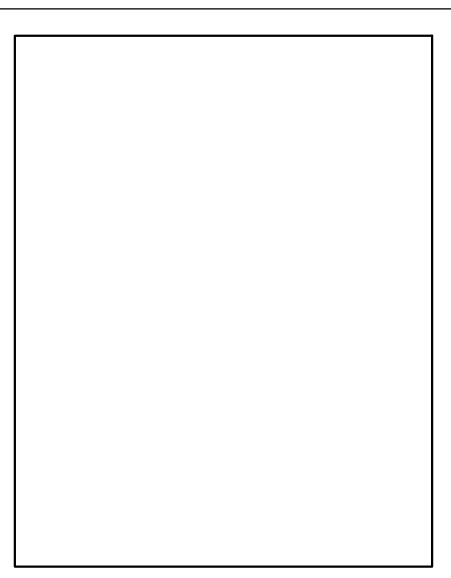
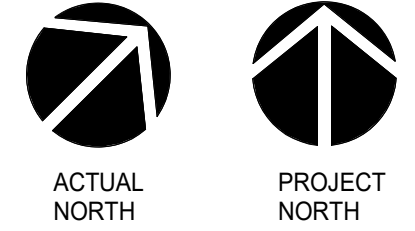
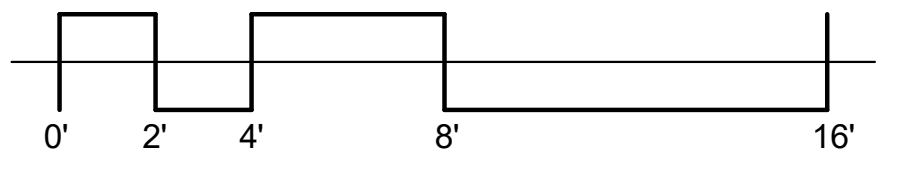
Lisa Keogh
542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

Date: 8-12-22
 Project number: JG-2206
 UPPER LEVEL PLAN
A2.3

8/11/2022 5:50:46 PM



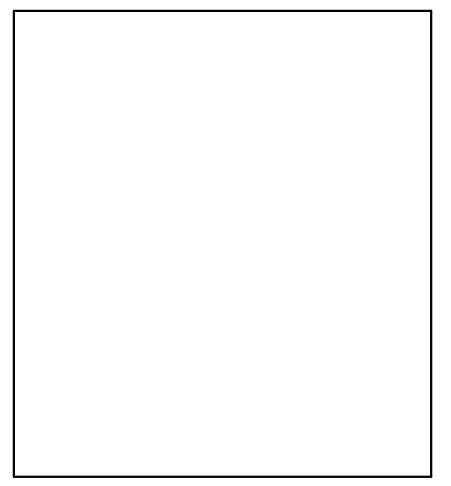
1 4 ROOF PLAN
 1/4" = 1'-0"



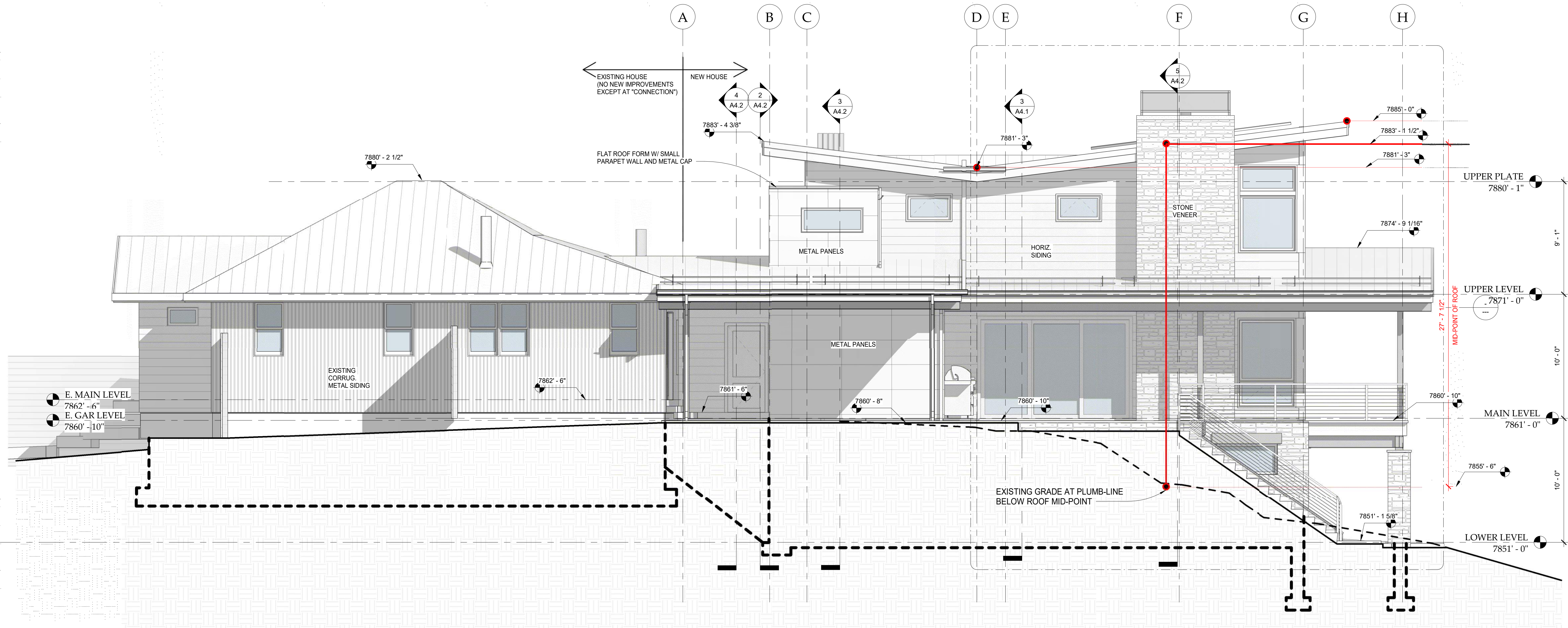
MARTIN MANLEY
 ARCHITECTS
 970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

No.	REVISIONS Description	Date

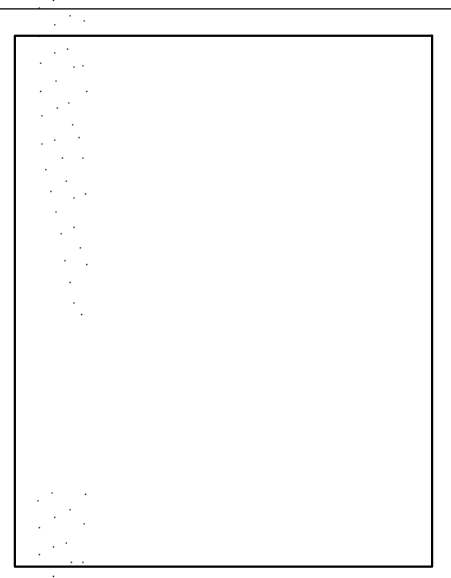
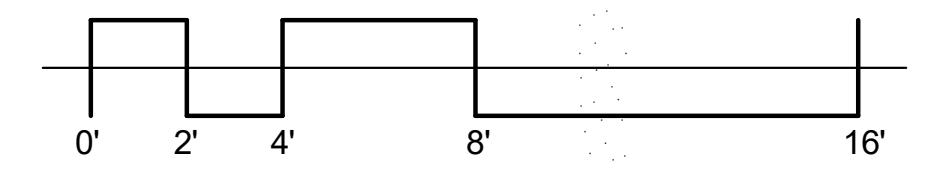
Lisa Keogh
542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)



Date	8-12-22
Project number	JG-2206
ROOF PLAN	
A2.4	



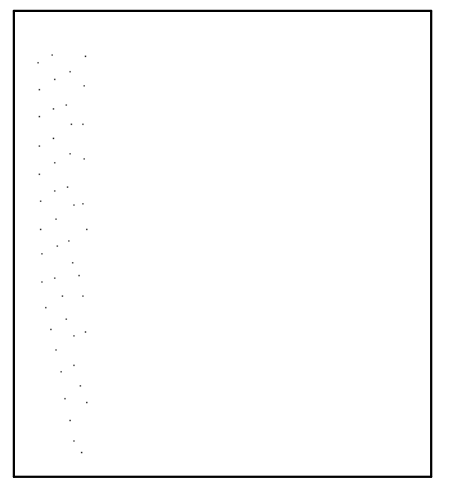
1 ELEVATION - LOOKING NORTH
1/4" = 1'-0"



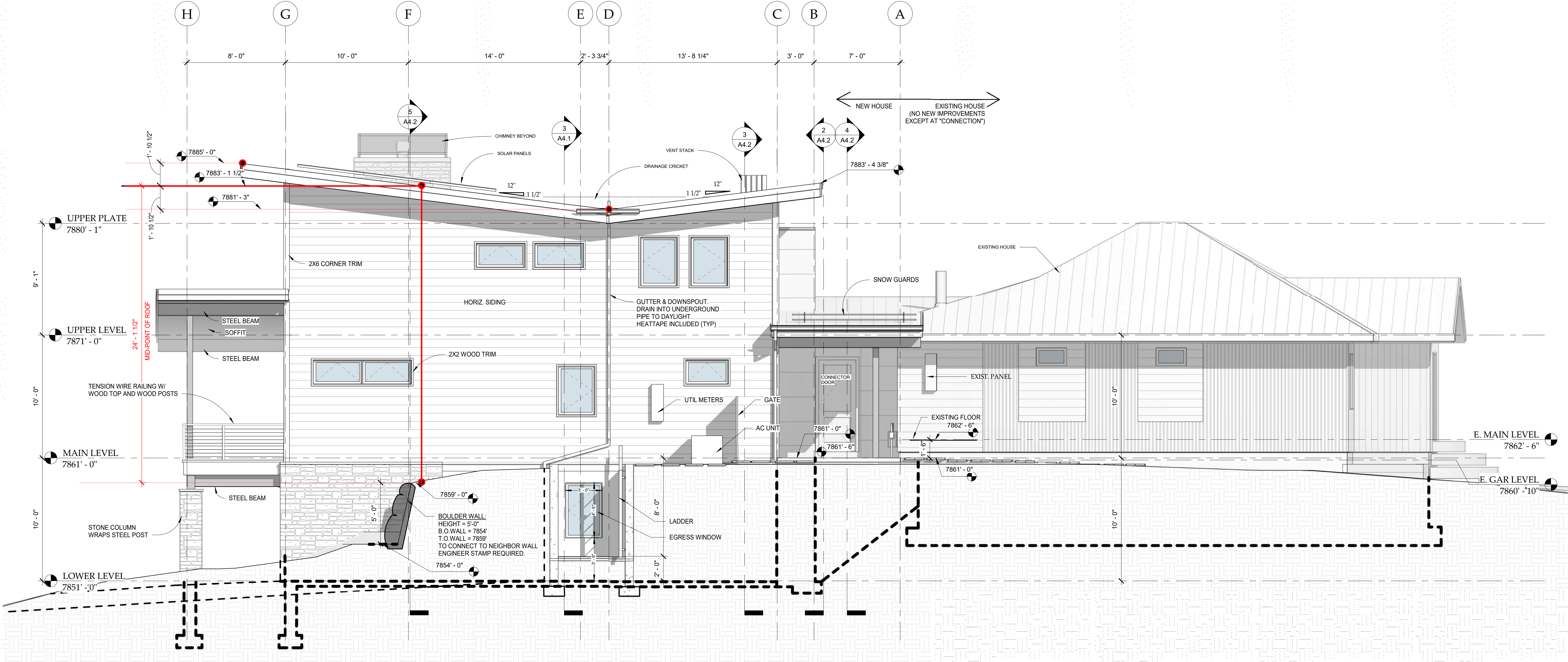
MARTIN MANLEY
ARCHITECTS
970.328.5151 OFFICE
P.O. Box 1587, Eagle, CO 81631
www.martinmanleyarchitects.com

No.	Description	Date

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)



Date	8-12-22
Project number	JG-2206
EXTERIOR ELEVATIONS	
A3.1	



1 ELEVATION - LOOKING SOUTH
 1/4" = 1'-0"

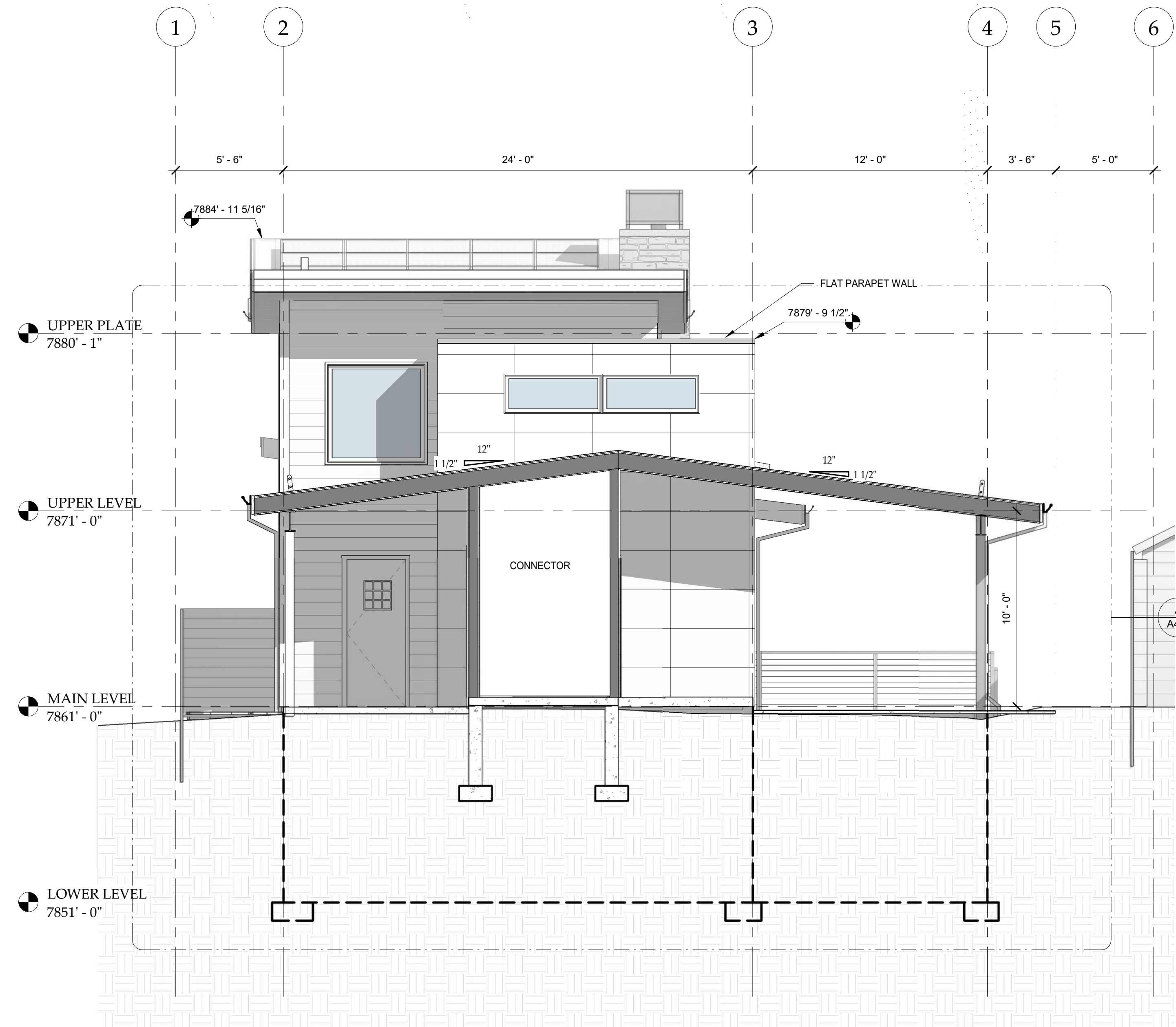
8/11/2022 5:50:56 PM

MARTIN MANLEY ARCHITECTS
 970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

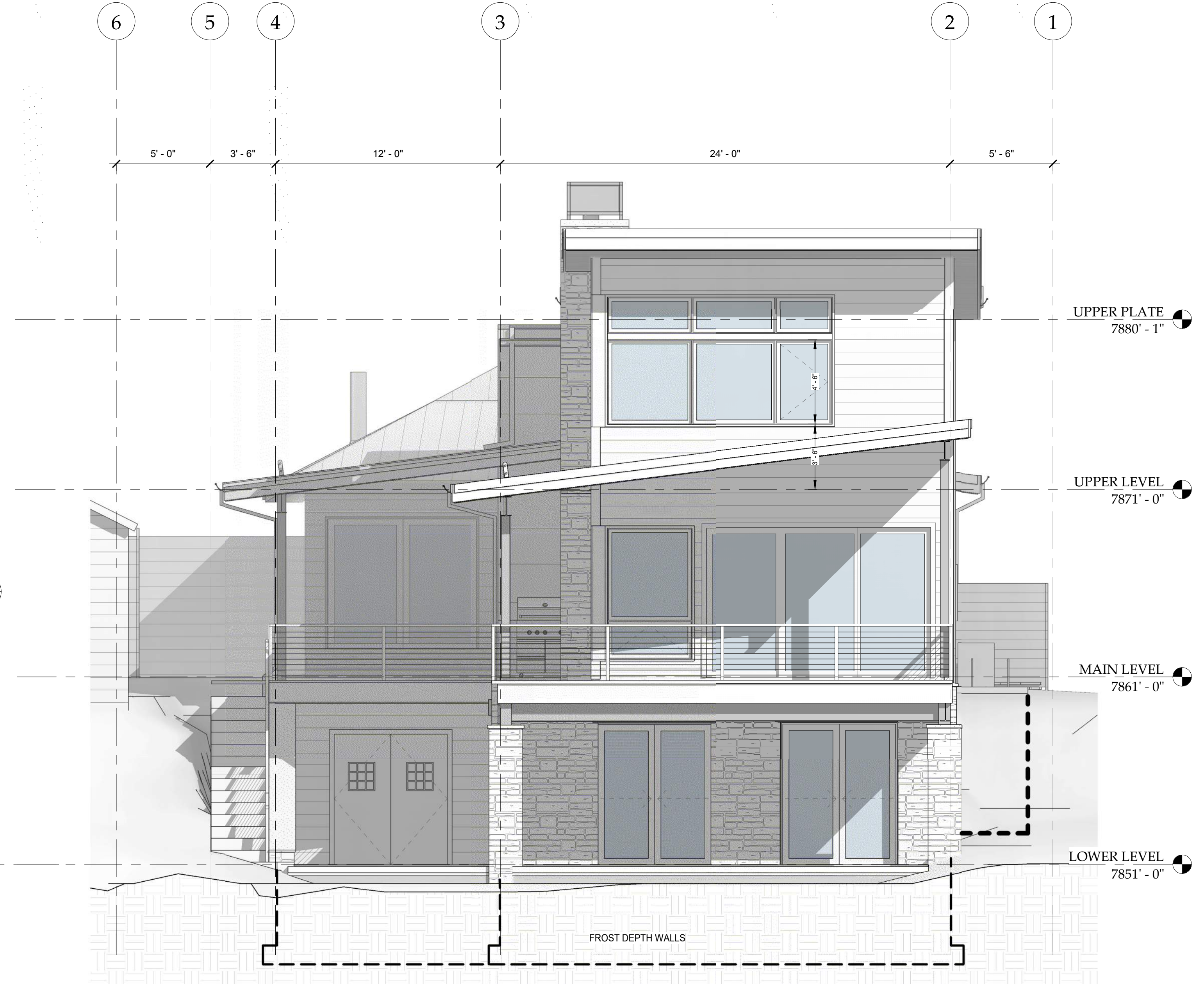
No.	REVISIONS Description	Date

Lisa Keogh
542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)

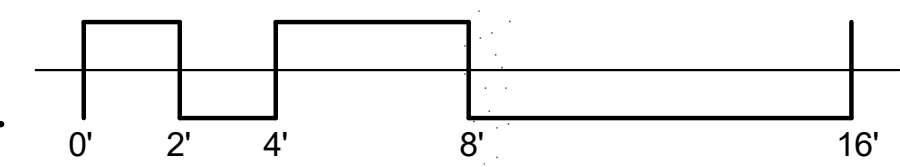
Date: 8-12-22
 Project number: JG-2206
 EXTERIOR ELEVATIONS
A3.2



1 ELEVATION - LOOKING EAST
1/4" = 1'-0"

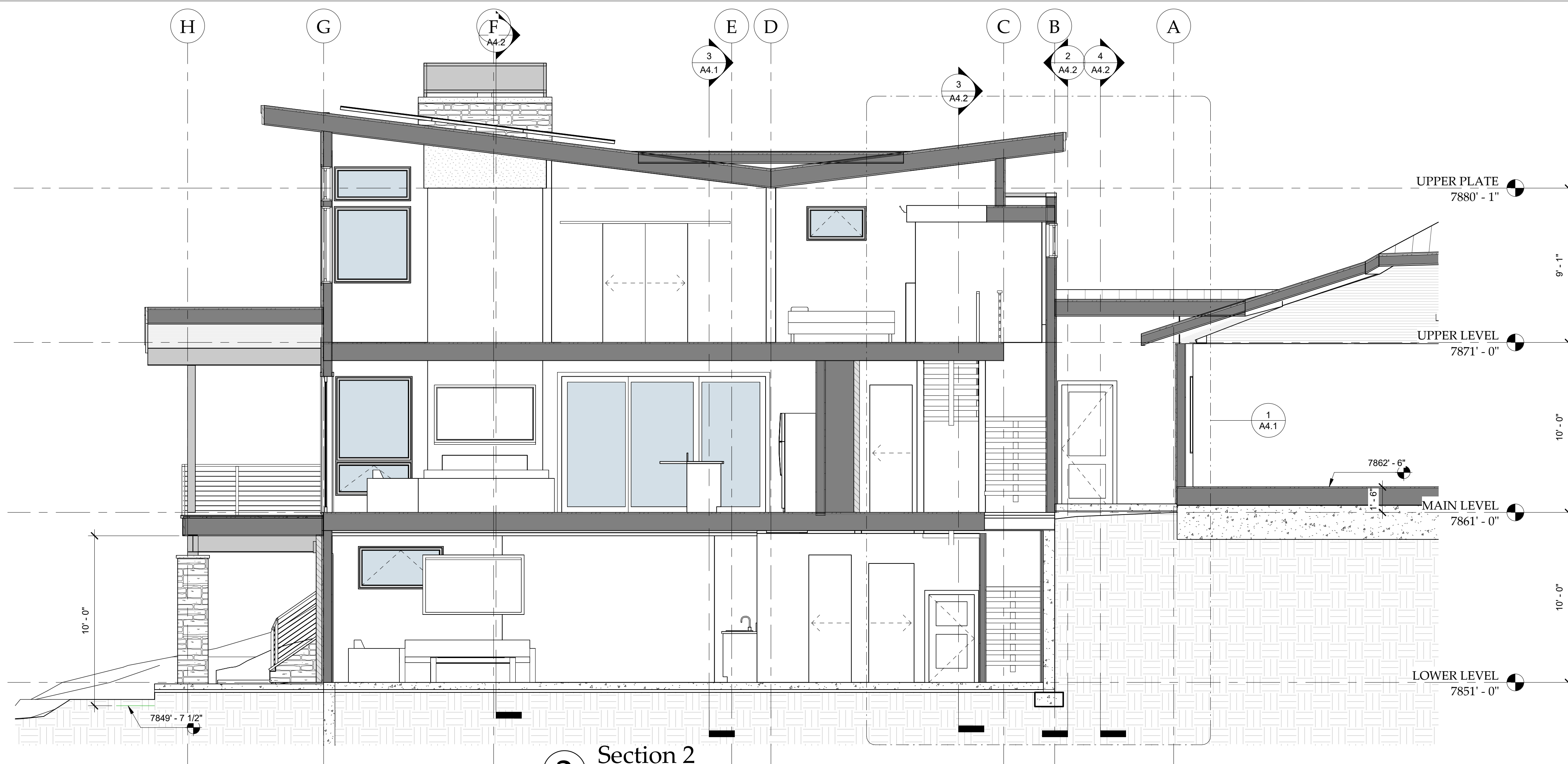


2 ELEVATION - LOOKING WEST
1/4" = 1'-0"

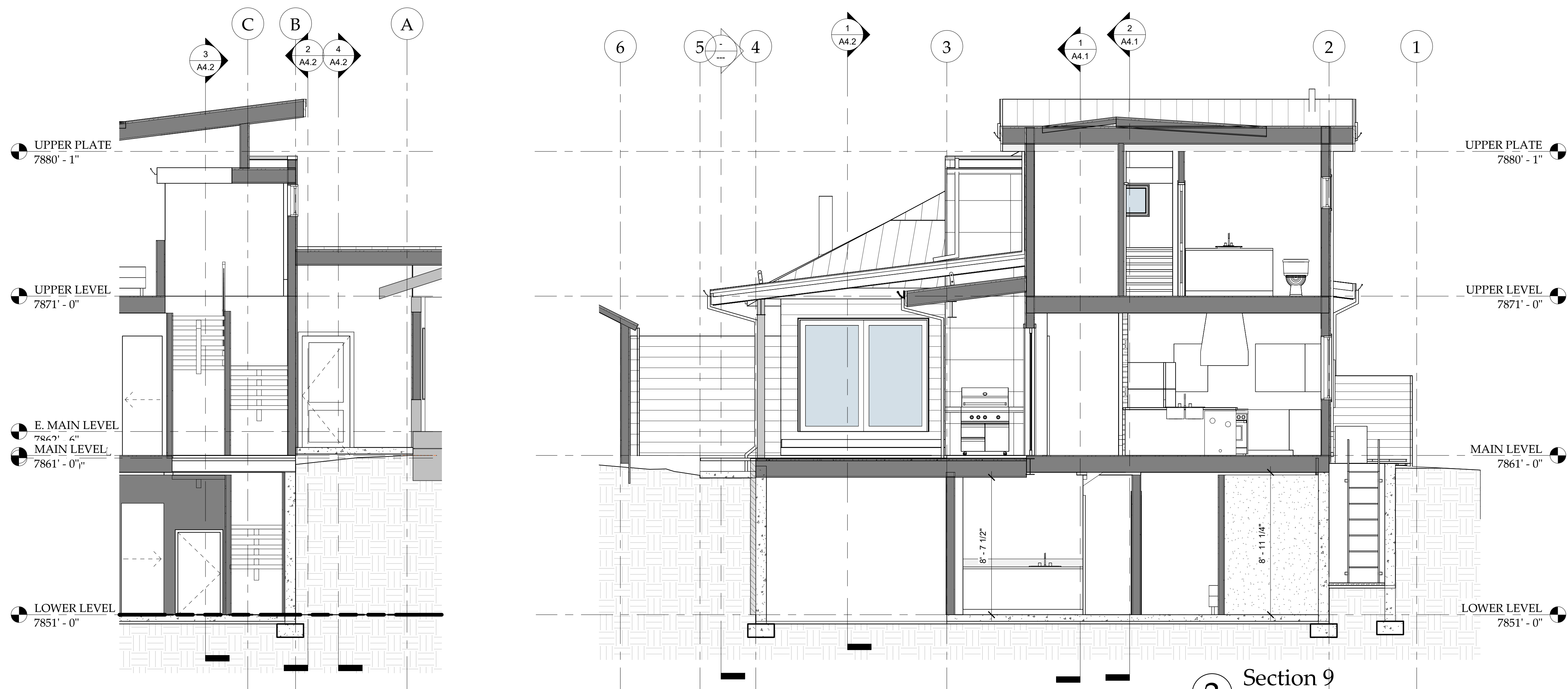


No.	Description	Date

Lisa Keogh
542 Main Street
Lot 4, Block 3, Booco's 2nd Addition
Town of Minturn, Colorado 81645
DESIGN REVIEW SET (2)



2 Section 2
1/4" = 1'-0"



1 Section 1
1/4" = 1'-0"

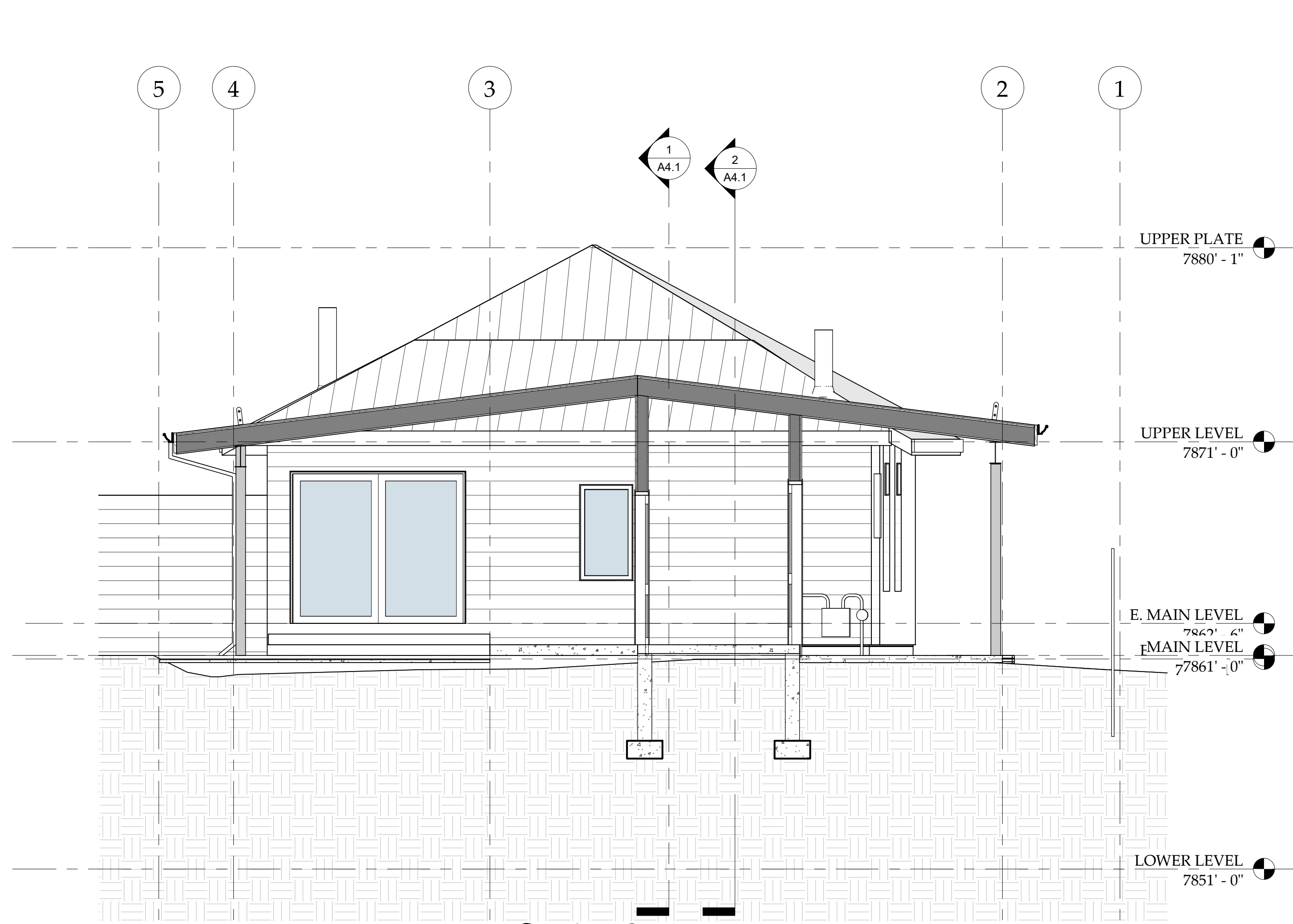
3 Section 9
1/4" = 1'-0"

MARTIN MANLEY ARCHITECTS
 970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

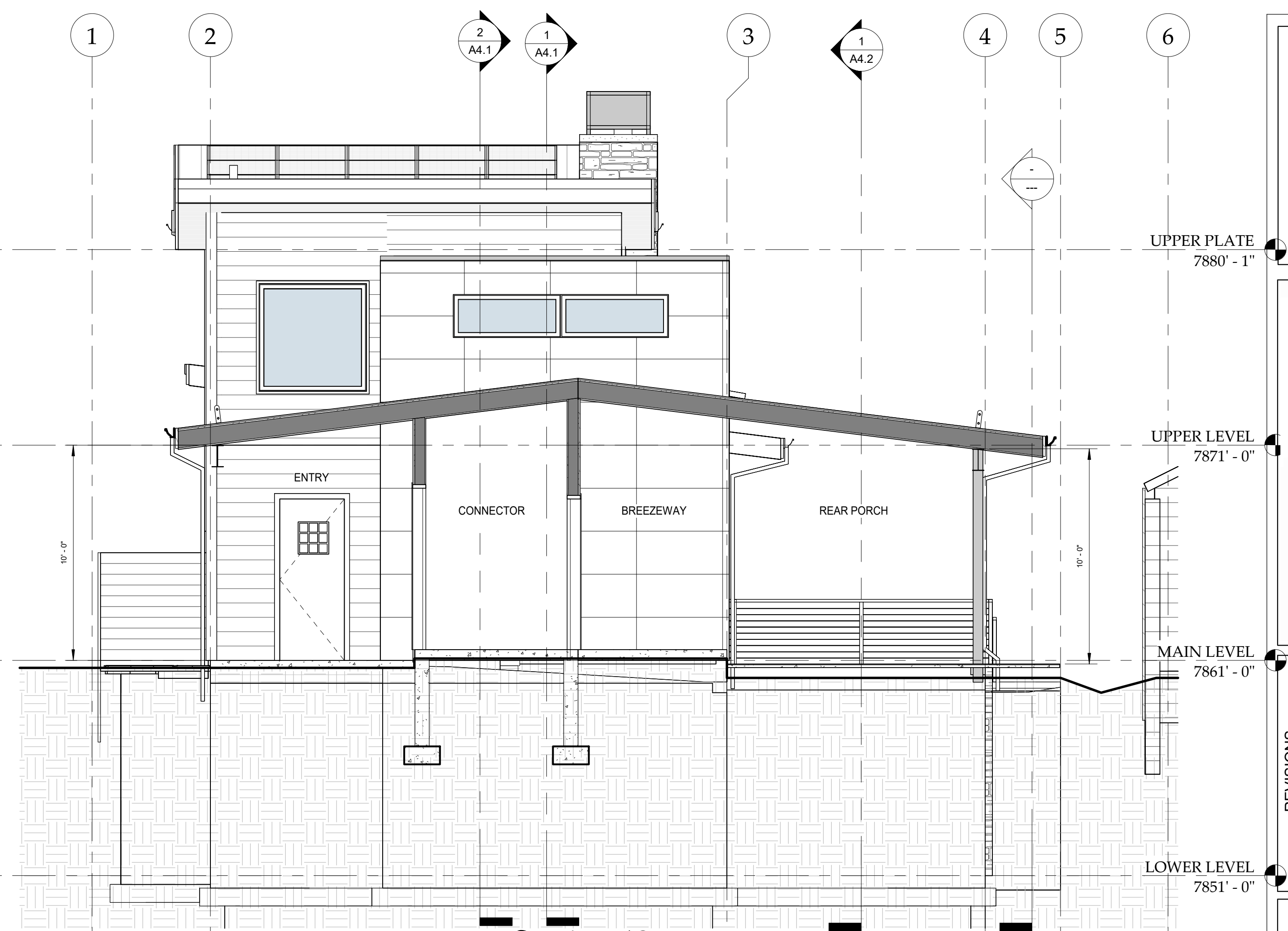
No.	Description	Date

Lisa Keogh
 542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
 DESIGN REVIEW SET (2)

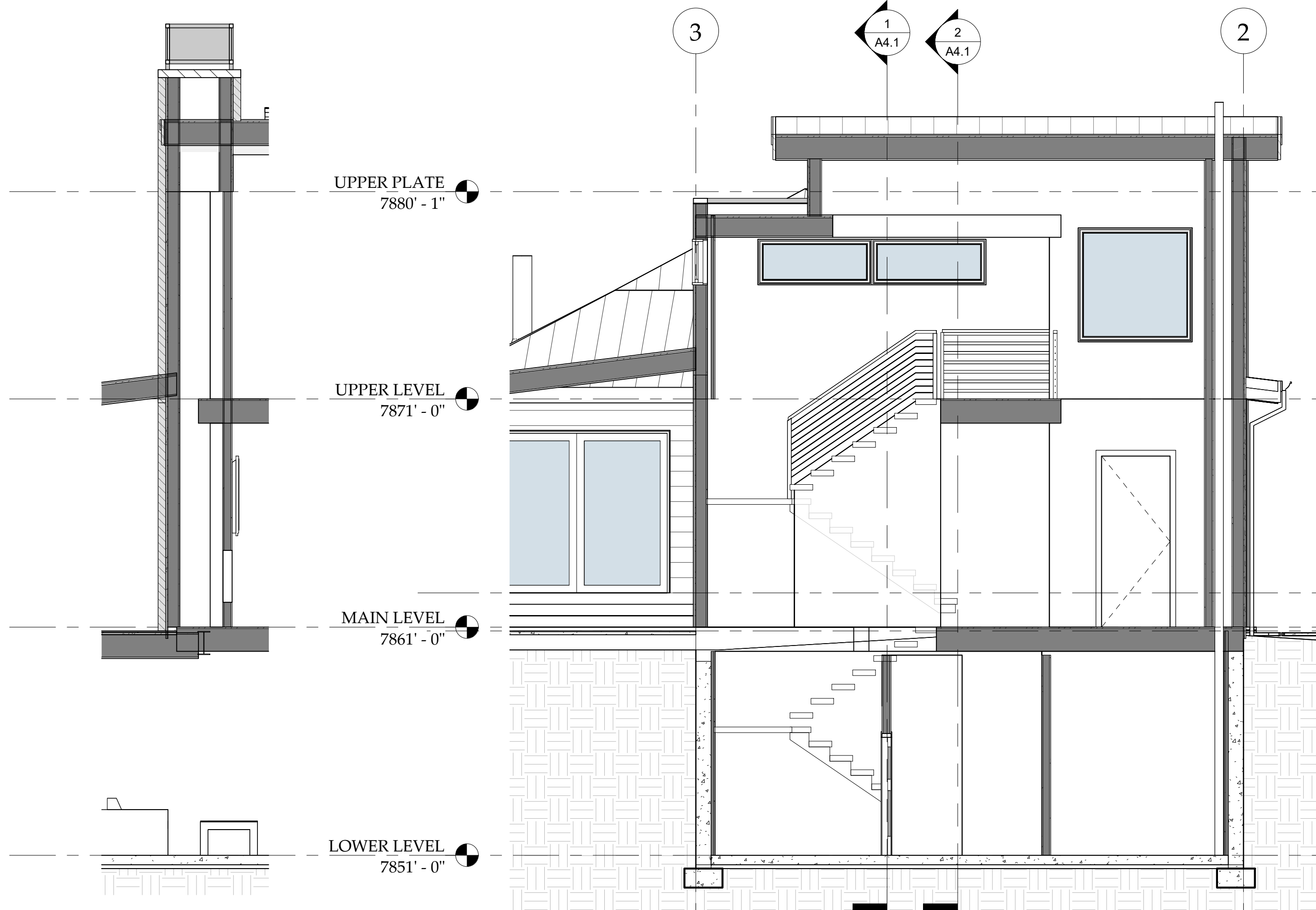
Date	8-12-22
Project number	JG-2206
BUILDING SECTIONS	
A4.1	



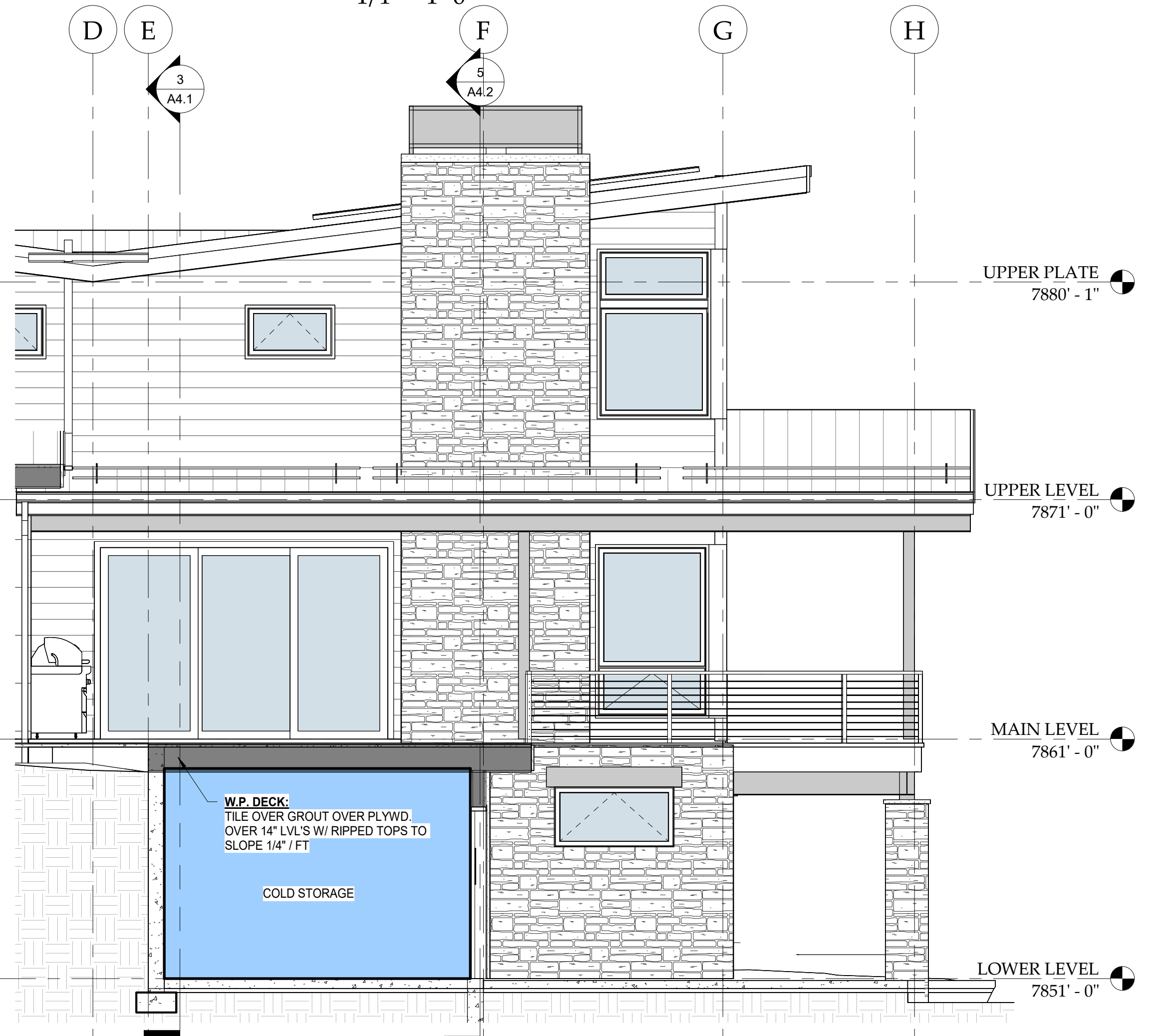
4 Section 3
1/4" = 1'-0"



2 Section 12
1/4" = 1'-0"



3 Section 13
1/4" = 1'-0"



1 Section 15
1/4" = 1'-0"

5 Section 14
1/4" = 1'-0"

MARTIN MANLEY ARCHITECTS
 970.328.5151 OFFICE
 P.O. Box 1587, Eagle, CO 81631
 www.martinmanleyarchitects.com

No.	Description	Date

Lisa Keogh
 542 Main Street
 Lot 4, Block 3, Booco's 2nd Addition
 Town of Minturn, Colorado 81645
 DESIGN REVIEW SET (2)

Date	8-12-22
Project number	JG-2206
BUILDING SECTIONS	
A4.2	

TOPOGRAPHIC MAP
Lot 4, Block 3,
BOOCO'S 2ND ADDITION
TOWN OF MINTURN, COUNTY OF EAGLE, STATE OF COLORADO

LEGAL DESCRIPTION

Lot 4, Block 3, Booco's 2nd Addition to the Town of Minturn, according to the Plat thereof dated October 1901, recorded in the Office of the Clerk and Recorder, County of Eagle, State of Colorado.

CENTERLINE OF SEWER EASEMENT RECEPTION No. 899588, DETERMINED BY 1 FOOT SOUTHERLY OFFSET FROM CENTER OF SEWER MANHOLE LIDS SURVEYED EACH SIDE OF LOT 4 - THIS SURVEYOR HELD THIS LOCATION AS THE MOST RESTRICTIVE OPTION DUE TO THE FACT THAT THE ACTUAL BURIED SEWERLINE WAS NOT EXPOSED.

NOTES:

- 1) Survey Date: October 15, 2021.
- 2) Location of Improvements, Lot lines, and Easements are based upon the PLC Improvement Survey Plat, dated 6-27-19 and Survey Monuments found at the time of this survey. This Survey does not constitute a boundary survey. All easement information shown was derived from the hereon referenced Improvement Survey Plat - no title commitment was researched for this product.
 - Building setback information provided by others.
 - Location of Easement recorded as Reception No. 899588 is based off scaling from the above referenced Improvement Survey Plat. This location should be verified prior to construction of structural improvements which may fall "close" to the easement line shown.
- 3) Elevation Datum: 7894.20' on the NGS monument S 280. This elevation is based on NAVD 88.
- 4) Contour Interval: 1 feet.
- 5) Surveyor does not warrant or certify to the integrity of any Digital Data supplied in conjunction with this map and survey.
- 6) Posted Street Address: 0542 Main Street.
- 7) This Topographic Survey was prepared for the exclusive use of Lisa Keogh, and is valid only if print has original seal and signature of surveyor.
- 8) Lineal Units are U.S. Survey Feet.

Surveyor's Certificate:

I, Matthew S. Slagle, a Licensed Professional Land Surveyor in the State of Colorado, hereby certify that this map was prepared by me or under my responsible charge, is based upon my knowledge, information and belief, and is in accordance with applicable standards of practice, and is not a guaranty or warranty, either expressed or implied. The Notes hereon are a part of this certification.



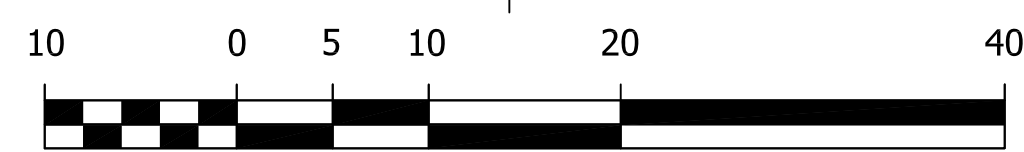
Matthew S. Slagle PLS 34998
 Professional Land Surveyor
 State of Colorado

Revised Sewer Easement Location 11-22-21 MSS
 Revised certain Drafting items 11-5-21 MSS

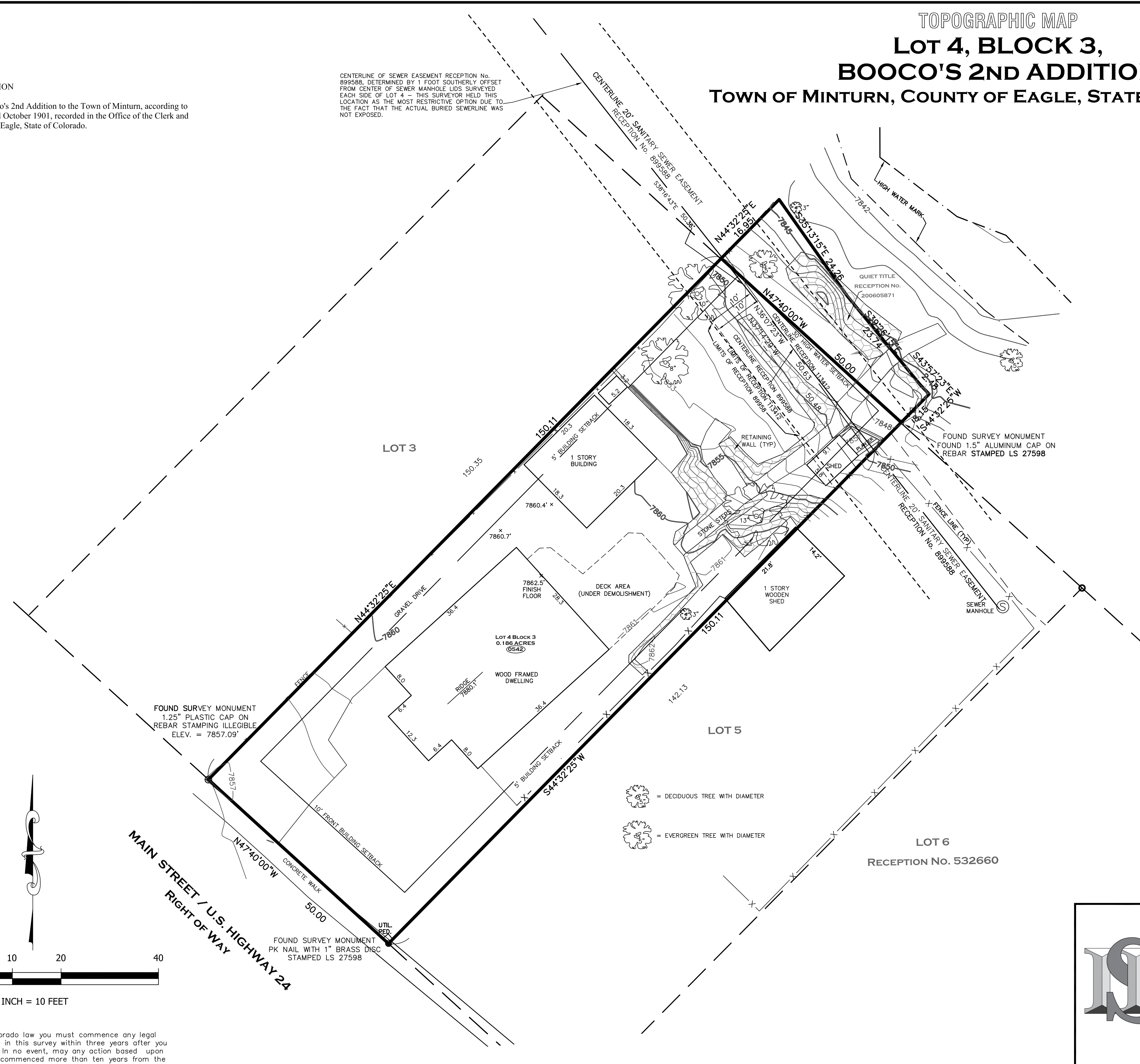
SLAGLE SURVEY SERVICES
 800 Castle Drive - P.O. Box 751 Eagle, Colorado 81631
 970.471.1499 Office matthew@slaglesurvey.com
 www.SlagleSurvey.com

TOPOGRAPHIC MAP
Lot 4, Block 3,
BOOCO'S 2ND ADDITION
TOWN OF MINTURN, COUNTY OF EAGLE, STATE OF COLORADO

DRAWN BY: MSS	JOB NUMBER: 21089	DRAWING NAME: 21089_Topo.dwg
SHEET 1 OF 1	DATE: 11-05-2021	



NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discovered such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of certification shown hereon.



September 27, 2022

Scot Hunn
Town of Minturn Planner
PO Box 309
Minturn, CO 81645

Re: Lot 4, Block 3, Booco's 2nd Addition, Minturn, CO.
542 Main
Ordinary High Water Mark (OHWM)
Project No. 22-0001

Dear Scot:

We reviewed the definition of the Ordinary High Water Mark (OHWM) included in the Minturn Municipal Code; the delineation of OHWM delineated in the DRB submittal dated August 12, 2022, for 542 Main along with additional information provided and offer the following:

Minturn Municipal Code Definition of OHWM:

Section 17-2-10 of the Minturn Municipal Code (MMC): Ordinary high water means the line on the bank established by the fluctuations of water and indicated by physical characteristics such as clear, natural line impressed on the bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris or other appropriate means that consider the characteristics of the surrounding area.

The definition in the Minturn Municipal Code is consistent with the definition used by the Army Corps of Engineers published in the Code of Federal Regulations: “Ordinary high water mark. The term ordinary high water mark means that line on the shore established by the fluctuations of water and indicated by physical characteristics such as a clear, natural line impressed on the bank, shelving, changes in the character of soil, destruction of terrestrial vegetation, the presence of litter and debris, or other appropriate means that consider the characteristics of the surrounding areas”. We reviewed several Army Corps of Engineers publications and confirmed this is the definition used by the Army Corps with Benjamin Wilson, Project Manager, U.S. Army Corps of Engineers in Grand Junction.

Delineation of the OHWM:

The OHWM for 542 Main is delineated on the Topographical Map prepared by Slagle Survey Services dated November 5, 2021 included in the DRB application.

VAIL VALLEY OFFICE

30 Benchmark Road, Suite 216 | PO Box 978 | Avon, CO 81620

DENVER OFFICE

9618 Brook Hill Lane | Lone Tree, CO 80124

970.949.5072 | info@inter-mtn.net

September 27, 2022

Scot Hunn

Re: Lot 4, Block 3, Booco's 2nd Addition, Minturn, CO.

542 Main

Ordinary High Water Mark (OHWM)

Project No. 22-0001

Our review of the OHWM delineation included:

1. Discussion with the Surveyor of Record, Mathew Slagle PLS, where he confirmed the criteria used to determine the OHWM was consistent with the MMC.
2. Matt Slagle provided an electronic copy of the Topographic map which we superimposed on aerial photography. The OHWM mapping appears consistent with changes in vegetation lines observed in the photography.
3. We solicited input for the OHWM delineation from Benjamin Wilson of the Army Corps. We provided the Topographic Map, aerial photography, the photographs taken by Scot Hunn as well as photos of the high water taken by the neighbor, Mark Sullivan. His response to our inquiry included:
 - a. *You correctly stated the Corps definition of OHWM and the OHWM is often easily identifiable by visual indicators. By definition, the OHWM is not related to the floodplain, flooding flows, or high flows. Therefore, I am not surprised that high spring flows are experienced above the OHWM, especially in mountain streams driven by snowmelt.*
 - b. *I generally agree with OHWM shown on the photograph and the Topo survey helps but it would be best to have an aerial image with the OHWM to understand which bank is being shown and if it is consistent with physical indicators.*
 - c. *The Corps would not formally review and concur with a delineation of aquatic resources in cases where a Corps permit is not needed for site (which is this case).*
 - d. *If interested, I can provide outreach regarding the Corps regulations to Town representatives and/or citizens this winter via a virtual meeting.*
4. On September 25, 2022 a representative of this office visited 542 Main to review the delineation in the field. The field evidence supports the Slagle mapping of the OHWM.

Conclusion:

The definition of OHWM in the Minturn Municipal Code is consistent with the definition used by the Army Corps of Engineers and the "High Water Mark" shown on the November 5, 2021 Topographic Map is a reasonable delineation of the OHWM.

Please feel free to contact us if you have additional questions.

Respectfully,

Inter-Mountain Engineering (Town Engineer)



Jeffery M. Spanel PE

CC: Michelle Metteer, Madison Harris, Benjamin Wilson

October 3, 2022

Scot Hunn
Town of Minturn Planner
PO Box 309
Minturn, CO 81645

Re: Lot 4, Block 3, Booco's 2nd Addition, Minturn, CO.
542 Main
Ordinary High Water Mark (OHWM) – additional documentation
Project No. 22-0001

Dear Scot:

The following information is presented as a follow up to your email & our conversation this morning – the maps & photographs are included in the following link:

https://www.dropbox.com/sh/wcjn5nrbbai1ltm/AADc_9CKwWS3EeUE_5usou9aa?dl=0

1. Aerial Photography:
 - a. Aerial photograph of the 542 Main property. We scaled the OHWM on the Slagle Topographic Map and superimposed it onto this photograph.
 - b. Topographic Map of the property prepared by Slagle Survey Services
 - c. Slagle provided an electronic copy of the Topographical Map which we superimposed on the aerial photograph.
2. The photographs taken by Scot Hunn:
 - a. These photos are the subject of Ben Wilson's general agreement with the location OHWM.
3. Sketch of OHWM provided by Ben Wilson – please note his qualification: *“I drew lines where I would believe the OHWM would be at this location on the attached PDF. The lines I drew are purely so you can understand the general location of where I believe the OHWM would be and it is not precise and therefore shouldn't be relied upon for regulatory purposes.”*

Please feel free to contact us if you have additional questions.

Respectfully,
Inter-Mountain Engineering (Town Engineer)



Jeffery M. Spanel PE
CC: Michelle Metteer, Madison Harris, Benjamin Wilson

VAIL VALLEY OFFICE

30 Benchmark Road, Suite 216 | PO Box 978 | Avon, CO 81620

DENVER OFFICE

9618 Brook Hill Lane | Lone Tree, CO 80124

970.949.5072 | info@inter-mtn.net

TOPOGRAPHIC MAP
Lot 4, Block 3,
BOOCO'S 2ND ADDITION
TOWN OF MINTURN, COUNTY OF EAGLE, STATE OF COLORADO

LEGAL DESCRIPTION

Lot 4, Block 3, Booco's 2nd Addition to the Town of Minturn, according to the Plat thereof dated October 1901, recorded in the Office of the Clerk and Recorder, County of Eagle, State of Colorado.

CENTERLINE OF SEWER EASEMENT RECEPTION No. 899588, DETERMINED BY 1 FOOT SOUTHERLY OFFSET FROM CENTER OF SEWER MANHOLE LIDS SURVEYED EACH SIDE OF LOT 4 - THIS SURVEYOR HELD THIS LOCATION AS THE MOST RESTRICTIVE OPTION DUE TO THE FACT THAT THE ACTUAL BURIED SEWERLINE WAS NOT EXPOSED.

NOTES:

- 1) Survey Date: **October 15, 2021.**
- 2) Location of Improvements, Lot lines, and Easements are based upon the PLC Improvement Survey Plat, dated 6-27-19 and Survey Monuments found at the time of this survey. This Survey does not constitute a boundary survey. All easement information shown was derived from the hereon referenced Improvement Survey Plat - no title commitment was researched for this product.
 - Building setback information provided by others.
 - Location of Easement recorded as Reception No. 899588 is based off scaling from the above referenced Improvement Survey Plat. This location should be verified prior to construction of structural improvements which may fall "close" to the easement line shown.
- 3) Elevation Datum: 7894.20' on the NGS monument S 280. This elevation is based on NAVD 88.
- 4) Contour Interval: 1 feet.
- 5) Surveyor does not warrant or certify to the integrity of any Digital Data supplied in conjunction with this map and survey.
- 6) Posted Street Address: 0542 Main Street.
- 7) This Topographic Survey was prepared for the exclusive use of Lisa Keogh, and is valid only if print has original seal and signature of surveyor.
- 8) Lineal Units are U.S. Survey Feet.

Surveyor's Certificate:

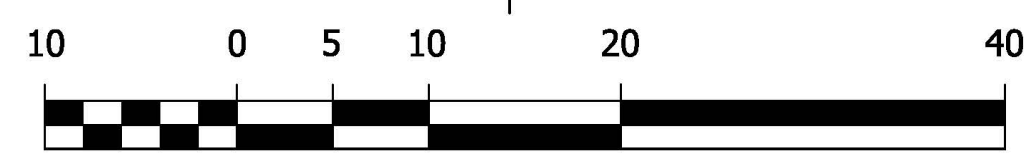
I, Matthew S. Slagle, a Licensed Professional Land Surveyor in the State of Colorado, hereby certify that this map was prepared by me or under my responsible charge, is based upon my knowledge, information and belief, and is in accordance with applicable standards of practice, and is not a guaranty or warranty, either expressed or implied. The Notes hereon are a part of this certification.



Matthew S. Slagle PLS 34998
 Professional Land Surveyor
 State of Colorado

Revised Sewer Easement Location 11-22-21 MSS
 Revised certain Drafting items 11-5-21 MSS

	SLAGLE SURVEY SERVICES 800 Castle Drive - P.O. Box 751 Eagle, Colorado 81631 970.471.1499 Office matthew@slaglesurvey.com www.SlagleSurvey.com		
	TOPOGRAPHIC MAP Lot 4, Block 3, BOOCO'S 2ND ADDITION TOWN OF MINTURN, COUNTY OF EAGLE, STATE OF COLORADO		
DRAWN BY:	JOB NUMBER:	DRAWING NAME:	
MSS	21089	21089_Topo.dwg	
SHEET 1 OF 1		DATE:	11-05-2021



NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discovered such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of certification shown hereon.



542 Main

OHWM per Slagle Survey
11.5.21

Eagle River

Eagle River

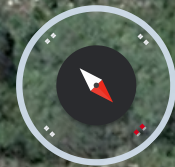
Eagle River

Google Earth

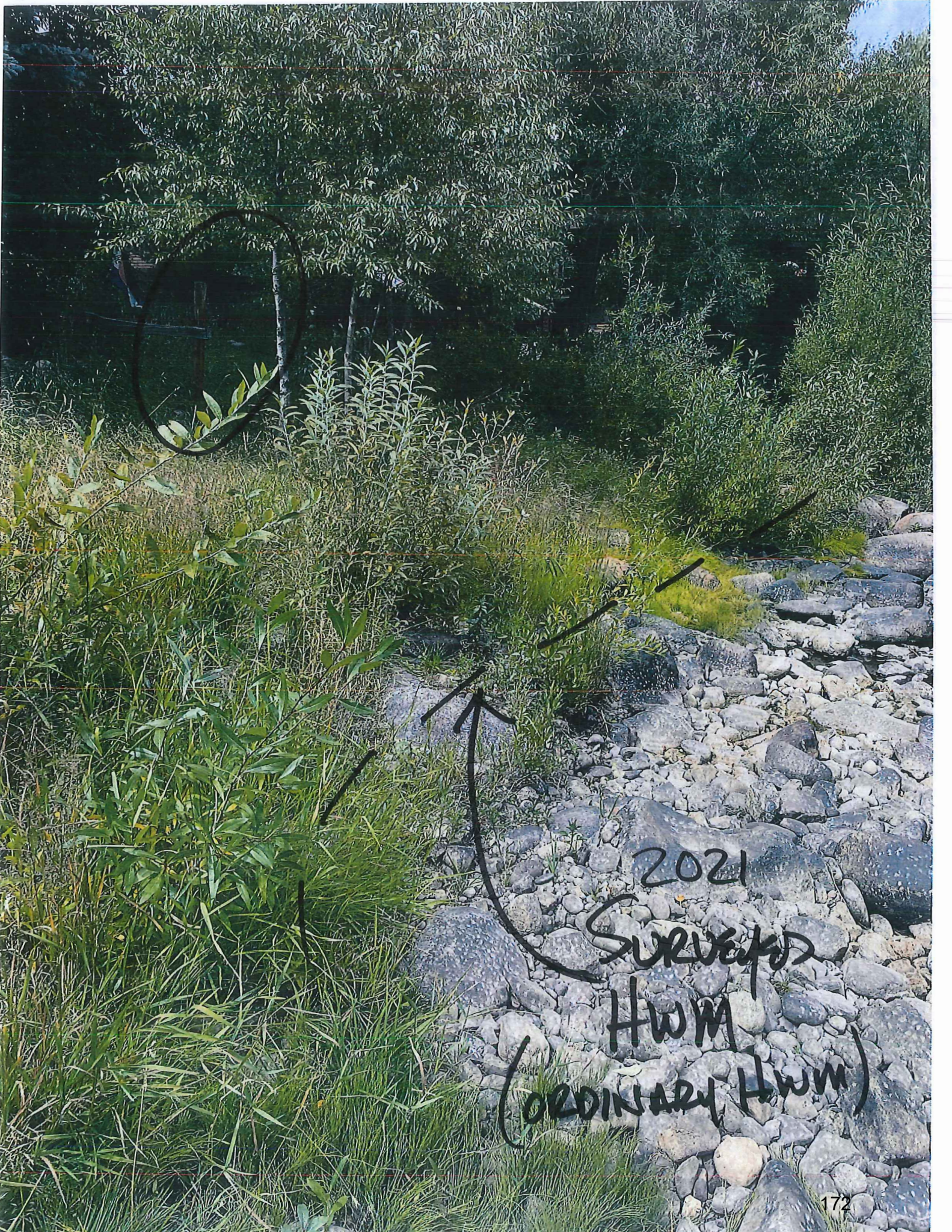
Imagery date: 9/14/19–newer

30 m
1.93 in

Camera: 2,592 m 39°35'04"N 106°25'37"W 2,397 m

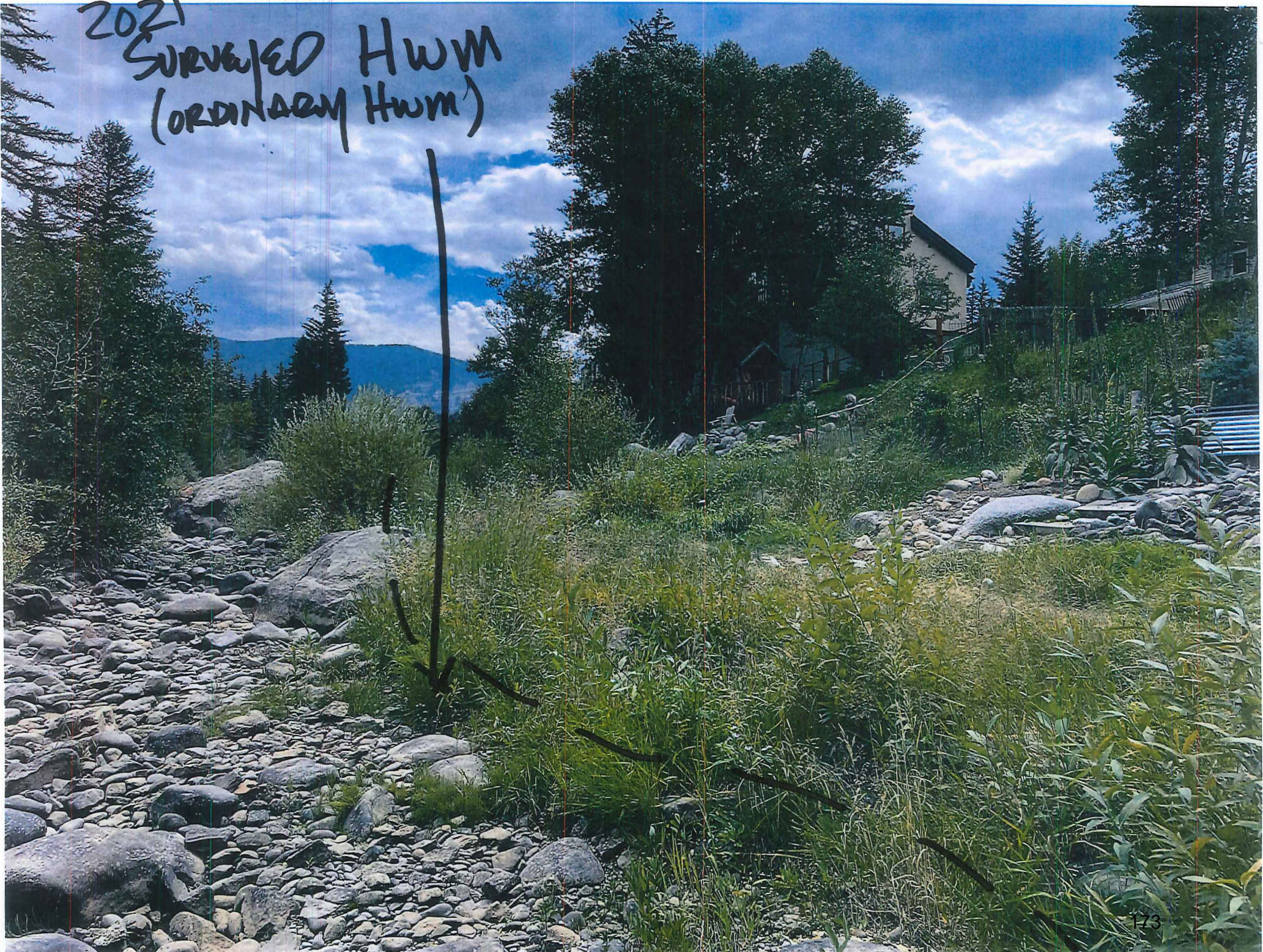






2021
SURVEYED
HWM
(ORDINARY HWM)

2021
SURVEYED HWM
(ORDINARY HWM)



Glenwood Springs – Main Office

201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen

0133 Prospector Rd.
Suite 4102J
Aspen, CO 81611

Montrose

1544 Oxbow Drive
Suite 224
Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

**Direct Mail to Glenwood Springs*

DATE: October 14, 2022
TO: Minturn Mayor and Council
FROM: Karp Neu Hanlon, P.C.
RE: Resolution 36 – Support 2A

Earlier this year, Minturn agreed to the form of an IGA with Eagle County and other towns and special districts within the county to work towards the creation of a Regional Transportation Authority. On November 8, each of these entities will have a ballot question formally authorizing this IGA that will form the entity, and levying a sales tax to fund it. The Colorado Fair Campaign Practices Act allows local governments to support ballot issues such as this. This resolution would formally declare Minturn’s support for Ballot Issue 2A regarding the formation of the Eagle Valley Transportation Authority.

**TOWN OF MINTURN, COLORADO
RESOLUTION NO. 36 - SERIES 2022**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF MINTURN, COLORADO, SUPPORTING TOWN OF
MINTURN BALLOT ISSUE 2A – FORMATION OF EAGLE
VALLEY TRANSPORTATION AUTHORITY**

WHEREAS, the Town of Minturn (“Minturn” or the “Town”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Minturn Home Rule Charter (the “Charter”); and

WHEREAS, Eagle County and the towns of Avon, Eagle, Gypsum, Minturn, Red Cliff, and Vail, and Beaver Creek Metro District (collectively referred to as the “Parties”) recognize the need and demand for improved transportation service in the Eagle Valley to serve residents, local businesses and visitors; and

WHEREAS, the Parties, along with local employers, nonprofits, and community partners, have conducted numerous meetings to formulate a proposal to improve regional transportation through the creation of an Eagle Valley Transportation Authority (“EVTA”) which involves voter approval in each of the respective jurisdictions of the Parties; and

WHEREAS, the Town of Minturn Ballot Issue 2A asks voters to approve the formation of the Eagle Valley Transportation Authority and approve a 0.5% sales tax dedicated to the EVTA to enhance, expand and improve regional transportation in accordance with the EVTA Intergovernmental Agreement, including but not limited to (1) expanding transit service express routes, and transportation options across the Eagle Valley, (2) enhancing connections between Gypsum and Eagle and other communities, (3) enhancing air service and improving access at Eagle County Airport, (4) providing a fare-free transit zone from Edwards to Vail, including Avon, Beaver Creek, Minturn and Eagle-Vail, and (5) reducing environmental impacts from transportation; and

WHEREAS, the Colorado Fair Campaign Practices Act expressly authorizes local governments to pass a resolution taking a position of advocacy and reporting the passage of, and distributing, the resolution through established and customary means by C.R.S. §1-45-117(1)(b)(III); and

WHEREAS, the Town Council believes it is in the best interest of the of the residents of the Town of Minturn to support the passage of Ballot Issue 2A to authorize the formation of the Eagle Valley Transportation Authority.

NOW, THEREFORE, IT IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the Town Council of the Town of Minturn.

Section 2. The Minturn Town Council hereby supports and endorses Town of Minturn Ballot Issue 2A for the formation of the Eagle Valley Transportation Authority in the upcoming November 8, 2022 General Election, as a measure that will improve and enhance regional transportation services offered to the workforce, residents and guests and which will also promote increased livability, sustainability and economic vitality for Minturn and the Eagle County region.

INTRODUCED, READ AND PASSED THIS 19TH DAY OF OCTOBER 2022.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

Jay Brunvand, Town Clerk



To: Minturn Town Council
From: Michelle Metteer
Date: October 19, 2022
RE: 2023 Budget Discussion

REQUEST: the purpose of this discussion is for staff to ensure a clear understanding of Council priorities prior to bringing forward the final draft of the 2023 budget for review and approval at the November 2nd and 16th Council meetings.

INTRODUCTION:

As outlined within the MMC Sec. 2-3-40 Powers and duties of Town Administrator, sub item (3) indicates *Prepare annually a proposed budget and submit the same to the Town Council for its approval and be responsible for the administration of the budget subject to its adoption.*

I will specifically want to ensure that my understanding of “responsible administration of the budget” and if it is in line with the Council’s values.

ANALYSIS:

A presentation will be provided during the Council meeting to assist in the facilitation of the budget review. Here is a list of the general discussion points expected to be covered:

- Sales tax revenues have continued to increase but due to overspending in certain areas of the budget there is very little to show for this influx.
- Understanding priorities
- Monthly reporting
- Special projects
- Second opinion costs
- Reserves
- Minimal growth philosophy

Staff’s general budget philosophy has been to balance the annual operating budget with same year revenues. The proposed 2023 budget is not currently in line with this philosophy and this should be a point of discussion.

COMMUNITY INPUT: Requested

BUDGET / STAFF IMPACT: All direction provided on this topic will have a direct impact on the 2023 budget.

STRATEGIC PLAN ALIGNMENT:

- Advance decisions/projects/initiatives that expand future opportunity and viability for Minturn
- Sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “keep Minturn Minturn”
- Practice clear, transparent and communicative local government

RECOMMENDED ACTION OR PROPOSED MOTION: Council to provide direction to the staff on the 2023 draft budget.

ATTACHMENTS:

- Link to draft 2023 budget:
https://www.minturn.org/sites/g/files/vyhlf3486/f/uploads/budget_2023-draft_100522.pdf



To: Minturn Town Council
From: Michelle Metteer
Date: October 19, 2022
RE: Manager's Report

County Road 14 Bridge Replacement Grant Opportunity

The Eagle County engineering department reached out to Minturn to gauge interest in applying for a grant to replace the bridge at the north end of town. Eagle County offered to put the grant application together on Minturn's behalf however due to Minturn's lack of reserve funds I have concerns about the Town's ability to supply a grant match. We may be able to apply for a design and engineering grant which would come with a smaller contribution, nonetheless, this is a good example of the need to have a more robust reserve in order to take advantage of opportunities such as these when they arise.

Minturn Water Loss

The Town continues to investigate the water loss data through cross referencing the meter reads provided by Eagle River Water and Sanitation District. Minturn public works will be taking a more hands-on approach to addressing this issue in the hopes we can achieve accurate water loss data. More to come.

Minturn Market Visioning Committee

The Market Visioning Committee has met twice and through the efforts of some amazing local volunteers, has created a vision and mission statement for the market moving forward. Special thanks to this dedicated group of Minturn volunteers who continue to work on the Community's behalf!

Vision Statement:

A welcoming destination market that is uniquely Minturn, which creates a hub for commerce, entertainment, social engagement, and activities for neighbors and visitors of all ages.

Mission Statement:

*The mission of the Minturn Market is to create a friendly gathering place that brings community and **tourists** together by **inviting** vendors with unique goods, experiences and ideas, while celebrating Minturn's small town charming character.*

(Words in red were discussed at length, so other words might end up being used here). (ie, visitors vs. tourists, showcasing vs. inviting).

Minturn Shooting Range Discussion

The materials for the Minturn Shooting Range discussion were not received by the packet submission deadline and we therefore will hope to have this important discussion item on a future Council agenda.

Construction Manager at Risk – Water Infrastructure

The Scope of Work as well as the Request for Proposals documents are almost complete. These documents will be utilized in securing a contractor for better understanding real-time costs for the construction of a water treatment plant and associated infrastructure. Once we have a contractor on

board, they will work with the engineering firm to provide more information to the internal team as well as the Town Council.

Historic Preservation Commission

Work is beginning on the creation of a Historic Preservation Plan. This draft plan is intended to outline the steps necessary for executing the intent of the Historic Preservation Policy. Once the draft plan is completed it will come before Council for review and approval.

Colorado City & County Manager's Association (CCCMA)

After almost five years of town management, I have finally started getting involved in CCCMA. This is an amazing organization comprised of the city and county managers of Colorado...my colleagues. I have started helping with the coordination of the annual conference. This committee has introduced me to other city and county managers and assistant managers from areas such as Snowmass Village, Boulder, Lakewood, Littleton, Fairplay, Broomfield, Crestone, Castle Pines, Greeley and others. I am hopeful that through these new connections and others, I will further expand my knowledge and town management support system in a way that better serves Minturn.

Jay Brunvand
 Clerk/Treasurer
 301 Pine St #309 ♦ 302 Pine St
 Minturn, CO 81645
 970-827-5645 x1
treasurer@minturn.org
www.minturn.org



Town Council
 Mayor – Earle Bidez
 Mayor Pro Tem – Terry Armistead
 Council Members:
 George Brodin
 Lynn Feiger
 Gusty Kanakis
 Kate Schifani
 Tom Sullivan

Below reflects proposed topics to be scheduled at future Town Council meetings and is informational only. Dates and topics are subject to change.

REGULAR TOWN COUNCIL MEETINGS
October 19, 2022
Ordinance 11 – Series 2022 (Second Reading) An Ordinance creating 100 Block Design Guidelines
Executive Session – Battle Mountain
FY2023 Budget Discussion: Legal Expenses, Reserve Fund and Special Projects
542 Main Street Call-Up
Resolution ___ - Series 2022 A Resolution Establishing Procedures Governing Actions of the Town Council for the Town of Minturn
November 2, 2022
Ordinance ___ - Series 2022 – Water Wise Guidelines
Executive Session – Battle Mountain
FY 2023 Budget – Public Hearing
Eagle County Community Wildlife Roundtable Presentation
Resolution ___ - Series 2022 A Resolution Approving the 2022 Minturn Community Plan
Minturn Shooting Range Discussion – Keystone Policy Center
Water Infrastructure Research Contract
November 16, 2022
FY 2023 1 st reading of Budget Ordinances
Discussion/Direction - School District Cash in Lieu Fee
Proclamation – Colorado Gives Day – John Weiss
Little Beach Park Sub Area Master Plan Review – Zehren & Associates
December 7, 2022
FY 2023 2 ND reading of Budget Ordinances
Groundwater Cleanup update – Shop & Hop
DATE TO BE DETERMINED
January 18, 2023 – Review Renewal of Ordinance 05 – Series 2020; An Ordinance Implementing a Water Tap Moratorium
Chapter 16 Zoning Amendments
Assessment of UPRR property
Potential legislation regarding Mobile homes – This will be removed by 11/2/22 Unless Council deems this a priority