



AGENDA

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

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

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

<https://us02web.zoom.us/j/88681072716>

Phone:

+1 651 372 8299 US

+1 301 715 8592 US

Meeting ID: 886 8107 2716

Monday, December 21, 2020

Regular Session – 6:30 PM

CHAIR – Lynn Teach

COMMISSION MEMBERS:

Jeff Armistead

Lauren Dickie

Burke Harrington

Christopher Manning

Jena Skinner

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

Regular Session – 6:30pm

1. Call to Order

- Roll Call
- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

3. **Approval of Minutes**
 - November 10, 2020
4. **Public comments on items, which are NOT on the agenda (5min time limit per person)**
5. **Planning Commission Comments**

DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

6. **Ordinance No. (TBD) - Series 2021**
An Ordinance of the Town of Minturn, Colorado Providing for the Consistency of Land Use Application Reviews in the Town's Land Use and Subdivision Codes, Chapters 16 and 17

Recommendation: Approval

PROJECTS AND UPDATES

7. **Project Updates**
 - Chapter 16 Zoning Code Amendment
8. **Planning Director Report & Minor DRB Approvals by Director**
 - Belden Place Preliminary Plan Application Status
 - Minturn North Preliminary Plan Application Status
 - 201 Main Street Unit C-2
9. **Future Meetings**
 - January 13, 2021
 - January 27, 2021
10. **Adjournment**



OFFICIAL MINUTES

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

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Phone:

+1 651 372 8299 US

+1 301 715 8592 US

Meeting ID: 875 9010 7426

Tuesday, November 10, 2020

Regular Session – 6:30 PM

CHAIR – Lynn Teach

COMMISSION MEMBERS:

Jeff Armistead

Lauren Dickie

Burke Harrington

Christopher Manning

Jena Skinner

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

Regular Session – 6:30pm

1. Call to Order

- Roll Call

Lynn T. called the meeting to order at 6:31 pm.

- Roll Call

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

Note: Jena S. is excused absent.

Staff Members Present: Town Planner Scot Hunn and Planner I Madison Harris.

- Pledge of Allegiance

2. Approval of Agenda

- Items to be Pulled or Added

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

Note: Jena S. is excused absent.

3. Approval of Minutes

- October 14, 2020

Lynn T. had two minor corrections.

Motion by Lauren D., second by Jeff A., to approve the minutes of October 14, 2020 as amended. Motion passed 5-0.

Note: Jena S. is excused absent.

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

No public comment.

5. Planning Commission Comments

No Planning Commission comments.

DESIGN REVIEW AND LAND USE PUBLIC HEARINGS

6. 801 Main Street – Brown Residence Application for New Parking Spot Julia and Rob, Property Owners and Applicants

Review and approval of application for new on-site parking spot.

Recommendation: Approval

Madison H. introduced the application. Julia and Rob Brown, owners of 801 Main Street, are looking to incorporate an on-site parking space at their property. Currently they have no designated parking on their lot and so utilize the on street parking on Highway 24. They have a shared access driveway easement with their neighbors at 795 Main Street, however they cannot park in that driveway as that would block the neighbor's access to their garage.

Mr. Rob Brown, 801 Main, said that the parking changed when the sidewalk project went in. There is a shared easement with their neighbors. They would move the trees and the fence eight or nine feet. They would cover the area with gravel. They currently have two public parking spots in front of their property on Highway 24.

Scot H. asked why they cannot park in the back of the property.

- Mr. Brown stated that the neighbors have two large trucks that take up space in the driveway and it would require the movement of their back fence.

Burke H. asked if this is allowed. What are the dimensions of the proposed space?

- Madison H. clarified that according to Sec. 16-2-50 (m) of the Minturn Municipal Code states that “The first ten (10) feet of the front yard setback shall be dedicated to landscaping, except for driveways and non-motorized sidewalks and trails”, and according to Sec. 16-2-20 the definition of parking area “means any public or private area under or outside of a building or structure, designed and used for parking motor vehicles, including parking lots, garages, private driveways and legally designated areas of public streets”. Thus what the applicant is proposing to do is allowed and they are planning to put a nine foot by eighteen foot space in.

Burke H. asked where 18 feet would put you on the property. Will they be swinging onto the sidewalk when they back out? Can everyone park on their front lawns? Is everyone entitled to it or do they have to ask?

- Scot H. stated that everyone should be asking to do something like this as it is a development/improvement and needs permission.

Burke H. Is this how we want to see Main Street look like, ideally? Everyone should please keep that in mind.

Lynn T. asked how wide the shared driveway is.

- Mr. Brown said that it is 12 ft. wide. The rights 6 ft is the neighbors and the left 6 ft. is the Brown's.
- Jeff A. clarified that it is 6.2 ft.

Lynn T. stated that it is not wide enough for two cars to park side by side.

Jeff A.'s experience with shared easements is that smaller lots would share their driveways to maximize space. It wasn't created to share parking on, just to share access. It is supposed to get you to and from where you were parking on your property. With the Brown's house so close to the road, historically the parking might have been in the back. If it's within the Brown's right to do by the code then that is their choice. It might not be the most aesthetic choice and might set a bad precedent, but if it is allowed, then he can't say no. If it blocks half the easement then that might cause problems with the neighbors. CDOT access is shared and they don't want people backing into Hwy 24.

- Scot H. said that we need a drawing to scale and need to draw out the 9' x 18' parking stall.

Lynn T. asked if it will cause an issue with the fire department.

- Scot H. said that it might not be in the access way, depending on what is parked

there. We will need to run a tape measure.

Chris M. loved the idea of getting a car off the street and if it is in the code then he is for it.

Lauren D. stated that if it is compliant with the code then she doesn't have much to say. Echoes what Burke H. and Jeff A said. Minturn is a unique place and if there is anything that can be done to keep the house looking the way it does that would be greatly appreciated.

Scot H. asked if the fence that runs parallel to the sidewalk would stay and create a buffer.

- Mr. Brown said the intention is to move the fence to the left so that it stops at the second post to the right of the front walkway is.

Lynn T. asked Staff to get the measurement from the house to the sidewalk.

Jeff A. said that it would be nice to have a visual continuity with the fence close to the house from the aesthetic point of view. It might give the illusion of the fence continuing.

Scot H. said that they could pull the fence out to their property line or even into CDOT Right-Of-Way. The Town has the ability to approve improvements in that ROW.

- Jeff A. said that aesthetics would be better overall if the fence was pulled out and it keeps the feel for the town. It would be a better end result than losing the whole thing completely.

Motion by Lauren D., second by Chris M. to approve 801 Main Street – Brown Residence Application for New Parking Spot subject to the homeowners providing the dimensions to the Town and Scot H. finding them acceptable.

PROJECTS AND UPDATES

7. Project Updates

- Chapter 16 Zoning Code Amendment Reintroduction of Project
 - Lynn T. agrees with Public Works Director Arnold Martinez on snow storage. When talking about the parking requirements, for the multifamily, what is currently there isn't enough parking spots.
 - Scot H. stated that if we aren't ready to talk about parking in an informed manner then we could do a parking study.
 - Chris M. asked what half a parking spot does.
 - Scot H. clarified that staff would round up.
 - Jeff A. said that it makes a difference when you have a large development.
 - Scot H. said that in the future there might be incentives to lighten up on parking requirements and get credits if they are within a certain distance to a bus stop.

Note: Lauren D. left the meeting at 7:32. There was still a quorum.

- Scot H. said that if we aren't ready to talk about this then we can wait until we have a study and a comparison with other codes.
- Lynn T. said that when comparing to other codes it's difficult as we are a very small town. There are already issues in certain spots of town and we wouldn't want to exacerbate them. What is the accessibility to other parking? She would like to talk about this some more.

Note: Burke H. left the meeting at 7:45. There was still a quorum.

- Jeff A. agrees with Arnold about snow storage. Would like to do a parking study.
 - Scot H. said that in talks with Arnold that he would prefer the snow storage be accessible, practical, and consolidated in one spot.
- Lynn T. and Chris M. say to take out the use Mobile/Manufactured Home Sales, Service and Rental from the proposed C-2 Zone District.
- Lynn T and Chris M. say to take out the use Automotive Detail Shops in the 100 Block, but can be left in the proposed MU-1 Zone District.
- Lynn T. doesn't want dry cleaners in 100 Block as the previous place that had a dry cleaners has had a lot of problems
 - Scot H. clarified that a filtration system would probably be necessary. It could be in Grouse Creek or Cross Creek MU, but not the 100 Block.

8. Planning Director Report & Minor DRB Approvals by Director

- Belden Place Preliminary Plan Application Status
 - Staff will be meeting with Alison Perry and Jena Skinner to discuss their submittal of their preliminary plans with slightly altered plans taking into account comments made by the Planning Commission and their new acquisition of the Duran property and Hawkeye's property.
- Minturn North Preliminary Plan Application Status
 - Submitted preliminary plan in October. Staff needs to say whether or not it is complete. Then Staff will send it out for referral over a 21 day period. Then a hearing date will be set. Would not expect them to schedule hearing dates until after the first of the year.
- Dowd Junction
 - There is a competition every year through CU: Denver where they take a property, there are four teams, and grad students compete through master planning the site.

9. Future Meetings

- November 23, 2020
- December 9, 2020

10. Adjournment

Motion by Jeff A., second by Chris M., to adjourn the regular meeting of November 10, 2020 at 8:02 pm. Motion passed 3-0.

Note: Jena S., Burke H., and Lauren D. are excused absent.

Lynn Teach, Commission Chair

ATTEST:

Scot Hunn, Planning Director

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



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

Memorandum

Date: December 17, 2020
To: Minturn Planning Commission
From: Scot Hunn, Planning Director
Re: Draft Chapter 16 Amendment Ordinance

The attached draft ordinance is presented to the Planning Commission for review prior to any consideration by the Town Council. The ordinance addresses amendments in the following sections of the Minturn Municipal Code, Chapter 16 – *Zoning* as well as Chapter 17 - *Subdivisions*:

1. **Section 16-15-90 - Concept development plan application and checklist**
2. **Section 16-15-130. - PUD preliminary development plan application**
3. **Section 16-21-180 - Determination of completeness**

During the review of Chapter 16 over the past year, staff has focused primarily on zone district standards and uses, as well as dimensional limitations and other specific standards applicable to all development in the Town. Staff has also spent time reviewing administrative and process-related sections of Chapters 16 and 17, which set forth the application review and referral processes, from initial application to the scheduling of public hearings.

As a reminder, the Code currently requires the following steps for most application types:

1. **Pre-application Meeting:** this meeting between an applicant and staff is required before any application can be received. The intent of this meeting is to ensure that the Applicant understands the approval process and timelines for their particular application type (DRB review, Variance request, or PUD, for instance) and can adequately address relevant standards or criteria in their formal applications. It is a time when applicants can ask questions of staff and staff can provide informal feedback on a proposal prior to an application being submitted.
2. **Application Completeness Review:** Upon receipt of a formal application, Town staff (Planning, Engineering, Public Works, Attorney, and other consultant or contract staff members) reviews the application for “completeness”. Does the application contain the

minimum amount and type of information required by the Code, and will that information be sufficient to allow the Town and Planning Commission to adequately review the proposal? This stage in the process is not a deep dive into the application for conformance with the applicable standards, but is intended to ensure that the level and type of information received is adequate.

Issue:

The Code currently provides Town staff ten (10) calendar days in which to review applications and to make a determination of completeness. This time frame is not realistic for most application types given trends in work load, the capacity of staff, as well as the type, amount, and complexity of the applications.

Recommendation:

Staff is proposing to increase this time frame to a minimum of fourteen (14) business days (M-F).

3. **Public Review and Referral:** Upon a determination by the Planning Director that an application is complete and sufficient for review and referral to Town staff, consultants and other referral agencies (CDOT, Colorado Parks and Wildlife, USFS, for instance), the referral period starts.

Issue:

The Code does not provide a clear or consistent purpose, process or timeframes for this critical step in the review of new development applications. Proposed amendments to this section of the Code will be important to provide predictability for developers and citizens in the process (ensuring that everyone involved knows who gets to review the application, how long they will be given to review the application, and what happens after the referral agencies or consultants provide their comments or recommendations).

Recommendation:

Staff is proposing the addition of several steps and timeframes in the Code to clearly outline the process involved in sending referrals to consultants and other referral agencies, receiving their comments, and working with Applicants to ensure that issues and comments are addressed prior to setting a date for public hearings.

4. **Post-Referral Period:** This is also an important aspect of the review process where applicants are given a specific amount of time (typically 180 days) to respond to comments, concerns, as well as recommended revisions or requests for further information by Town staff, consultants or other referral agencies.

Issue:

While there are sections of the Code that do outline the basics of a referral and post referral response period, this section lacks adequate details outlining the steps necessary to ensure due process. Meaning, the current Code does not specify what happens when an applicant doesn't adequately address referral comments, or how much time the Town will allow the applicant to remedy deficiencies; it also does not clearly set forth processes and timelines necessary for determination that an application is ready for a public hearing.

Recommendation:

Staff proposes to add several sections to the Code outlining additional steps and timelines to clearly communicate the post-referral process.

Over the past several years, the amount and types of land use applications have increased and have become increasingly complex. As the Town continues to receive more and, in some cases, larger and more complex applications, amending these chapters is important to:

- Ensure adequate time for staff to adequately and accurately review new applications prior to scheduling public hearings.
- Ensure proper, predictable and consistent due process for applicants, referral agencies, and citizens.
- Promote accurate and informed decision making by the Planning Commission and Town Council when considering land use applications by ensuring that applications are complete and that issues identified during completeness and referral review periods are addressed to the highest extent prior to presenting applications to either decision making body.

With the Planning Commission's recommendation, staff will present the draft ordinance to the Town Council at their regularly scheduled meeting of Wednesday, January 6, 2021.

TOWN OF MINTURN, COLORADO
ORDINANCE NO. __ – SERIES 2021

AN ORDINANCE OF THE TOWN OF MINTURN, COLORADO
PROVIDING FOR THE CONSISTENCY OF LAND USE
APPLICATION REVIEWS IN THE TOWN'S LAND USE AND
SUBDIVISION CODES, CHAPTERS 16 AND 17.

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, Minturn Municipal Code (the “Code”) Chapter 16, Zoning and Chapter 17 Subdivisions contain various inconsistent timeframes and procedures for the Planning Director and staff to conduct reviews of land use applications; and

WHEREAS, Town planning staff and applicants require more consistency in review procedures and timeframes for complex land use applications; and

WHEREAS, on December 21, 2020 the Minturn Planning Commission recommended approval of this ordinance; and

WHEREAS, the Minturn Town Council finds and believes that it is necessary and proper to amend the Minturn Municipal Code to provide for consistency and additional time in the determination of completeness for land use applications made under Chapter 16.

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. Section 16-15-80 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.

Sec. 16-15-80. - Fees.

- (a) The application fee for a Planned Unit Development and for amendments to a PUD shall be set by the Town Council by resolution. Applications deemed by the Planning Director to have significant design, land use or other issues that may have a significant impact on the Town may require review by consultants other than Town staff. ~~When a determination is made by the Town staff that outside assistance is needed to review any PUD application, the Town staff shall obtain approval of the Town Council for hiring outside consultants.~~

- (b) ~~Upon approval of the Town Council to hire outside consultants,~~ The Town staff shall estimate the amount of money necessary to pay the consultant, and this amount shall be forwarded to the Town by the applicant prior to undertaking substantive review of the application. ~~scheduling the application for Planning Commission hearing.~~ Upon completion of the review by the consultant, any of the funds forwarded by the applicant for payment of the consultant, which have not been paid to the consultant, shall be returned to the applicant. Expenses incurred by the Town in excess of the amount forwarded by the applicant shall be paid by the applicant within thirty (30) days of notification by the Town.

SECTION 3. Section 16-15-130 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.

Sec. 16-15-130. - PUD preliminary development plan application.

- (a) The purpose of the preliminary plan review is for the applicant to specifically respond to the issues and concerns identified during concept plan review and to propose detailed, properly engineered solutions to those problems that conform in all respects to the approved concept plan. The burden at the preliminary plan stage is on the applicant to provide detailed information and mitigation proposals to be evaluated by the Town. The preliminary plan shall include a Community Plan and Development Guidelines to the development of the PUD (hereinafter the "PUD Community Plan and Development Guidelines"), specifying the standards and limitations that will guide the future development of the property.
- (b) A preliminary development plan application and checklist shall be submitted to the ~~Town Planner~~ Planning Director no more than ~~ninety (90) days~~ one year after the approval of the concept plan, along with the required fee. The preliminary development plan application shall be accompanied by an application for an amendment to the Official Zone District Map as well as a preliminary plat application in accordance with the requirements and provisions of Section 16-15-140(b)(1) of this Code.
- (c) Within ~~(40)~~ thirty (30) business days of receipt of the land use application form and fee, the Planning Director shall determine if the application is complete and includes sufficient data to evaluate the application to determine general compliance with the requirements of this Code. For large applications, the Planning Director may extend the completeness review period by an additional fourteen (14) business days by sending notice to the applicant. Upon acceptance of the application as complete, the Planning Director shall refer the application to Town staff, consultants ~~the Town Council, the Planning Commission~~ and other agencies as provided in Section 16-21-180 of this Code ~~deemed appropriate.~~
- (d) Within five (5) business days following the Planning Director's determination of completeness, the Planning Director shall provide notice to the applicant specifying

any changes needing to be made to the application prior to commencing the public referral process as well as notifying the applicant of the number and manner of public referral copies of the application are required for Town staff to facilitate the public referral. The public referral period shall be a minimum of twenty-one (21) business days.

SECTION 4. Section 16-21-180 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.

Sec. 16-21-180. - Determination of completeness; Referral.

(1) Within ~~fourteen (14)~~ thirty (30) business days of receipt of the application, the ~~Town Planner~~ Planning Director shall determine if the application is complete and includes sufficient data to evaluate the application to determine general compliance with the requirements of this Code. ~~data in sufficient detail to evaluate the application, and determine whether it complies with the appropriate substantive requirements of these Land Use Regulations. For large applications, the Planning Director may extend the completeness review period by an additional fourteen (14) business days by sending notice to the applicant. Upon acceptance of the application as complete, the Planning Director shall refer the application to Town staff, consultants, and other agencies as provided herein.~~

(a) Determined incomplete. If the ~~Town Planner~~ Planning Director determines that the application is incomplete, a written notice shall be mailed to the applicant specifying the application's deficiencies. No further action shall be taken on the application until the deficiencies are remedied. If the applicant fails to correct the deficiencies within one hundred eighty (180) calendar days, the Planning Director may determine the application is withdrawn and be returned to the applicant. The applicant may appeal the Planning Director's determination to the Town Council pursuant to these Land Use Regulations.

(b) Determined complete. ~~When the application is determined complete, the Town Planner shall notify the applicant, in writing, of the application's completeness and of the date set for the first public hearing for the application, which shall be no later than sixty (60) calendar days after the date the application was determined to be complete.~~

Within five (5) business days following the Planning Director's determination of completeness, the Planning Director shall notify the applicant specifying any changes needing to be made to the application prior to commencing the public referral process and specifying the number and manner of public referral copies of the application required for Town staff to facilitate the public referral.

(2) Referral distribution. Within five (5) business days from the date that the requested number and type of referral copies are received by the Planning Department, the Planning Director or assigns shall distribute the application materials provided to the appropriate review agencies.

(a) Referral time period. The length of the referral period shall be a minimum of twenty-one (21) calendar days for: PUD Preliminary Development Plan applications; PUD Final Plan applications; Preliminary Subdivision Plat applications; Final Subdivision Plat applications; Minor Type 'B' and Minor Type 'A' Subdivisions; Amended Final Plat applications; Correction Plat applications; Conditional Use Permit applications, Zone District Map Amendment applications; and Amendments to the Text of the Land Use Regulations applications.

(3) Post referral period.

(a) Within ten (10) business days following completion of the referral period, if the referral responses disclose deficiencies in the application, the Planning Director or assign will schedule a stakeholder meeting with the applicant and appropriate Town staff, consultants, or agency representatives deemed appropriate by the Planning Director. The purpose of the stakeholder meeting will be to discuss identified concerns of the Planning Department and/or referral agencies, and to determine the applicant's necessary course of action to adequately respond to and remedy identified concerns prior to establishment of the first public hearing date for the application.

(b) Within ninety (90) business days, the applicant shall respond to and/or remedy all concerns, deficiencies and recommendations set forth in the referral responses received within the referral period and shall submit a written response to the Planning Director or assign. If the applicant fails to submit a thorough response within ninety (90) business days, and has not communicated a viable reason for delay to the Planning Director or assign, then the application may be considered withdrawn and returned to the applicant.

(c) Following receipt of the applicant's response the Planning Director or assign and any other Town staff, consultant, or other referral agency representatives who provided referral response shall review the resubmitted application materials and prepare written comments for the applicant clearly delineating which concerns, deficiencies and/or recommendations have been adequately addressed or remedied and which, if any, outstanding concerns, deficiencies and/or unsatisfied recommendations remain.

(d) Upon written request of the applicant, the Planning Director may provide additional time to the applicant to address any concerns, deficiencies and/or

recommendations that the applicant has not adequately addressed during the first post referral remedy period.

(e) In the event the Planning Director and the applicant are not able to resolve deficiencies as delineated in Section 16-21-180 7-9 above, the applicant may request in writing that the application be scheduled for a public hearing. The applicant shall provide the Town with a written response detailing how referral comments have been addressed, or, if not addressed to the satisfaction of Town staff, consultants or other referral agencies, why the applicant was unable to address or remedy outstanding concerns, deficiencies or recommendations.

(4) Following a determination by the Planning Director or assign that the applicant has successfully and adequately addressed or remedied all concerns, deficiencies and recommendations set forth in the referral responses; or, in the event the Planning Director or assign has received a written request by the applicant to schedule a public hearing as provided in Section 16-21-200 of this Code.

SECTION 5. Section 16-15-90 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.

Sec. 16-15-90. - Concept development plan application and checklist.

* * *

(b) Concept development plan application. A concept plan application and checklist shall be submitted to the Planning Director. Within ~~(10)~~ thirty (30) business calendar days of receipt of the application, the Planning Director or assign shall determine if the application is complete and includes sufficient data to evaluate the application to determine general compliance with the requirements of this Code.

SECTION 6. Section 17-5-20 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 17 which are not expressly described in this Ordinance are deemed to continue to be in full effect without change.

Sec. 17-5-20. - Staff review.

The Planning Director shall distribute copies of the preliminary subdivision plat to Town staff and other agencies as he or she deems appropriate and as provided in Section 16-21-180 of this Code. They shall review the plat with site visits as needed to determine whether the proposal conforms with the Town's regulations, goals, policies and plans in their areas of responsibility. They shall submit their comments to the Project Planner at least seven (7) days before the appropriate Planning Commission meeting. The Project Planner shall compile their comments and prepare for the Planning Commission a summary of the issues which it should consider in reviewing the proposal.

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 ____ DAY OF _____ 2021. 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 ____ DAY OF _____ 2021 AT ____ p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

John Widerman IV, 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 WEB SITE THIS ____ DAY OF _____ 2021.

TOWN OF MINTURN, COLORADO

John Widerman IV, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk