

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING

January 2, 2018

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m. with Commissioners Emilson, Liske, Nelson, Councilor Hunter, Mayor Clark and Chairperson Canright in attendance. Commissioner Falk was absent.

PUBLIC HEARING

1. Application for Plat Amendment; Location: Cora Quad Split, Lot B; Address: To be determined North Cora Street; Zone: Historic Residential; Applicant: Michelle Montague; Owner: Michelle Montague.

Notice of Public Hearing dated 1-21-17; Application for Amended Plat dated 12-8-17; Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

Town Planner Shay Coburn presented an application for amended plat that will reduce the overhead utility easement by five feet. She explained the current fifteen foot easement was created to provide access to the overhead power line serving the building just north of the subject property, when Lots A and B were subdivided. The San Miguel Power Association confirmed a ten foot easement would be sufficient and since all other requirements are met with the request, staff recommends approval of the application.

ACTION:

Mayor Clark moved to recommend approval of the Amended Plat for the Cora Quad Lot Split to the Town Council. Councilor Hunter seconded the motion and it carried unanimously.

2. Application for Deviation; Location: Solar Ranches Filing 2A, Lot 20; Address: To be determined Chipeta Drive; Zone: Residential; Applicant: Brian Buzarde; Owner: Cottonwood Creek, LTD, c/o Raleigh Coburn.

Notice of Public Hearing dated 12-21-17, Application for Deviation from Single Family Design Standards dated 12-11-17, and Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

Ms. Coburn presented an application for deviation from the Single Family Home Design Standards. She explained though the applicant is requesting a roof pitch of less than the required 3:12, the design plans provide compensating features to meet the required standards while ensuring compatibility with the neighborhood, which are the two criteria required to be granted a deviation.

Chairperson Canright disclosed that he is on the Executive Board for Solar Ranches Filing 1 and 2A and that he had no involvement with the Architectural Review Committee that recommends approval of the plans for the deviation request. He further stated that since he

lives next door to the applicant he has had a number of discussions with the owners, but none specific to the details of what is being proposed with this request.

ACTION:

Councilor Hunter moved to approve the deviation of the roof pitch to Single Family Home Design Standards from 3:12 to 2:12 and 1:12 for Solar Ranches Filing 2A, Lot 20; address to be determined Chipeta Drive. Commissioner Nelson seconded the motion and it carried unanimously.

3. Application for Conditional Use Permit; Location: River Park Ridgway Business Park Filing 1, Second Lot-Split of Block 2, Lot 4; Address: 687 North Cora Street; Zone: Light Industrial 2 (1-2); Applicant: Daniel Richards; Owner: Chad Baillie.

Notice of Public Hearing dated 12-21-17, Application for Conditional Use Permit dated 12-13-17, and Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

The Town Planner presented an application for a conditional use permit to convert warehouse storage space into a brewery. She noted "manufacturing, processing, and packaging of food or beverages" is a use by right in the Light Industrial 2 District; however, any uses that requires state and federal permits becomes a conditional use. She reviewed the criteria for a conditional use and further noted the building is legally non-conforming with the Performance Standards in (D) (3) because the standards were implemented after the building was constructed.

Coburn explained the application pertains to 1/6 of the building use. However, the landscape requirements for the original building plans required six trees to be planted, and that has not been completed. She also explained the applicant plans to open a small retail area that will be open approximately four to twelve hours a week and recommended that the Town should reserve the right to address parking issues if traffic, safety or parking becomes a problem.

The Commission discussed public parking accommodations for retail business with the applicant, and resolution of the tree planting issue with staff.

ACTION:

Mayor Clark moved to approve the Conditional Use Permit for 687 North Cora Street with condition number 2 listed in the Staff Report date January 2, 2018. "The Town reserves the right to work with the Applicant to find appropriate operating hours for the retail business if traffic, safety or parking become a problem." Staff is also directed to contact the original building owner to ensure the prior requirements for tree plantings are met. Councilor Hunter seconded the motion and it pass unanimously.

NEW BUSINESS DISCUSSION

4. Zoning and Subdivision Workshop

Town Planner Coburn informed the Planning Commission that staff is developing a zoning and subdivision workshop due to increase activity in town and new positions filled within the Commission and Council. She explained the purpose of the workshop is to ensure that the

Commission and Council understand the subdivision process and how each of their roles relate to the process. She asked the Commissioners to email topics to her that they would like added to the agenda. The Planner added an affordable housing workshop is likely to be scheduled for some time in February.

The Commission agreed this workshop would be helpful to review the basics of our existing zoning and subdivision regulations. .

5. Updating the Comprehensive Plan

The Planner provided a brief from the State of Colorado Department of Local Affairs, *Master Plan Primer* for the discussion.

Ms. Coburn explained the ten year old documents in the current Plan need to be updated and streamlined into one comprehensive document. She further explained the process will require public outreach and assistance from a consultant. The budget is hoped to be \$100,000.00; \$75,000.00 is appropriated in the Town's budget and the Town plans to apply for a \$25,000.00 planning grant from the Department of Local Affairs. Resource material will be emailed to the Planning Commission for preparation of the project.

Planner Coburn outlined the draft scope of work for the project that will include the Town's mission, vision, values; research analysis demographics and background; identifying community assets; challenges and opportunities; identifying major topic issues; establishing goals, objectives, policies, indicators and action items, and creating an action plan.

This topic will be discussed again on January 30th, 2018 in a Joint Workshop with Town Council.

APPROVAL OF THE MINUTES

6. Approval of the Minutes from the meeting of December 5, 2017.

ACTION:

Councilor Hunter moved to approve the Minutes from the meeting of December 5, 2017. Commissioner Liske seconded the motion and it carried unanimously.

ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk