

RIDGWAY PLANNING COMMISSION

AGENDA

Tuesday, July 30th, 2019
Regular Meeting; 5:30 pm
Ridgway Community Center
201 North Railroad Street, Ridgway, Colorado

ROLL CALL: Chairperson: Doug Canright, Commissioners: Tessa Cheek, John Clark, Thomas Emilson, Larry Falk, Bill Liske, and Jennifer Nelson

PUBLIC HEARINGS:

1. **Application:** Sketch Plan; **Location:** Block 28, Lots 16-20; **Address:** 283 N Cora Street; **Zone:** Historic Residential (HR); **Applicant:** Matt McIsaac; **Owners:** Matt McIsaac

OTHER BUSINESS:

2. Dark Skies
3. Ouray County Multi-Hazard Mitigation Plan, 2019 update – project introduction and update

APPROVAL OF MINUTES:

4. Minutes from the meeting of June 25th, 2019

ADJOURN

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Ridgway Planning Commission will hold a **PUBLIC HEARING** at the Town Hall Community Center, 201 N. Railroad Street, Ridgway, Colorado, on Tuesday, July 30th, 2019 at 5:30 p.m., to receive and consider all evidence and reports relative to the application described below:

Application for: Sketch Plan

Location: Block 28, Lots 16-20

Address: 283 N. Cora Street

Zoned: Historic Residential (HR)

Applicant: Matt Mclsaac

Property Owner: Matt Mclsaac

ALL INTERESTED PARTIES are invited to attend said hearing and express opinions or submit written testimony for or against the proposal, to the Town Clerk.

FURTHER INFORMATION on the above application may be obtained or viewed at Ridgway Town Hall, or by phoning 626-5308, Ext. 223.



DATED: July 18, 2019

Deanna Drew, Planning Assistant



Planning Commission Hearing Request

Official Use Only
Receipt # CK#1008
Date Received: 7-9-19
Initials: AK

General Information

Applicant Name MATT MCISAAC Application Date _____
Mailing Address P.O. BOX 942 RIDGWAY 81432
Phone Number _____ Email MATTHEWMCISAAC@GMAIL.COM
Owner Name MATT MCISAAC
Phone Number 970-787-0368 Email _____
Address of Property for Hearing 283 N. CORA ST
Zoning District HR

Brief Description of Requested Action

SUBDIVISION / P.U.D. (6 PLEX)

Action Requested and Required Fee Payable to the Town of Ridgway

<input type="checkbox"/> Temporary Use Permit per 7-3-13(C)	\$150.00	Subdivisions per 7-4 unless noted	
<input type="checkbox"/> Conditional Use per 7-3-14	\$250.00	<input checked="" type="checkbox"/> Sketch Plan	\$300.00 (+ \$10.00/lot or unit)
<input type="checkbox"/> Change in Nonconforming Use per 7-3-15	\$150.00	<input type="checkbox"/> Preliminary Plat	\$1,500.00 (+ \$25.00/lot or unit)
<input type="checkbox"/> Variances & Appeals per 7-3-16	\$250.00	<input type="checkbox"/> Preliminary Plat resubmittal	\$750.00 (+ \$25.00/lot or unit)
<input type="checkbox"/> Rezoning per 7-3-17	\$250.00	<input type="checkbox"/> Final Plat	\$600.00
<input type="checkbox"/> Other Reviews Pursuant to 7-3-18	\$250.00	<input type="checkbox"/> Minor Subdivision	\$450.00 (+ \$25.00/lot or unit)
<input type="checkbox"/> Variance to Floodplain Reg. per 6-2	\$150.00	<input type="checkbox"/> Lot Split	\$450.00
<input type="checkbox"/> Master Sign Plan Pursuant to 7-3-12	\$150.00	<input type="checkbox"/> Replat	\$150.00 (+ \$25.00/lot or unit)
<input type="checkbox"/> Deviations from Single Family Design	\$175.00	<input type="checkbox"/> Plat Amendment	\$250.00
Standards per 6-6		<input type="checkbox"/> Planned Unit Dev. per 7-3-11	See Preliminary and Final Plat
<input type="checkbox"/> Other	\$ _____	<input type="checkbox"/> Statutory Vested Rights per 7-5	\$1,500.00

Applicant and owner shall be jointly and severally responsible for legal, engineering, planning, administrative and miscellaneous fees, including recording costs, if incurred. (R.M.C. 7-3-20(B) and 7-4-12(B)). Water and sewer tap fees and development excise taxes are due at approval of final plats.



Attachments Required

For All Applications

- ☒ Evidence of ownership or written notarized consent of legal owner(s).
- ☒ Information proving compliance with applicable criteria (see the Ridgway Municipal Code for criteria), like a narrative, site plans, and/or architectural drawings drawn to scale on paper size of 8.5 x 11 or 11 x 17.

For Conditional Use Permits

- ☐ The site plan shall show the location of building(s), abutting streets, all dimensions, off-street parking requirements, and landscaping.
- ☐ Architectural drawings shall include elevations and details of building(s).

For Changes in Nonconforming Use

- ☐ Description of existing non-conformity.

For Variances

- ☐ The site plan shall show the details of the variance request and existing uses within 100 ft. of property.

For Rezoning

- ☐ Legal description, current zoning, and requested zoning of property.

For Subdivisions

- ☒ All requirements established by Municipal Code Section 7-4.
- ☒ Sketch plan submittals shall be submitted at least 21 days prior to the Planning Commission hearing at which the applicant wishes to have the application considered.
- ☐ Preliminary plat submittals shall be submitted at least 30 days prior to the Planning Commission hearing at which the applicant wishes to have the application considered.
- ☐ Final plat submittals shall be submitted at least 30 days prior to the Planning Commission hearing at which the applicant wishes to have the application considered.

Please note that incomplete applications will be rejected.

Applicant Signature

7/9/19
Date

Owner Signature

7/9/19
Date

WARRANTY DEED

THIS DEED, Made this day of February, 2019,
between



Daniel J. Wasser and Lavonne M. Wasser

of the County of Delta, State of Colorado, grantor, and

Matthew McIsaac

whose legal address is P. O. Box 1317, Ridgway, CO 81432
of the County of Ouray, State of Colorado, grantee:

WITNESSETH, That the grantor, for and in consideration of the sum of Five Hundred Thousand (\$500,000.00) DOLLARS, the receipt and sufficiency of which is hereby acknowledged, does grant, bargain, sell, convey and confirm, unto the grantee, his heirs and assigns forever, all the real property, together with improvements, if any, situate, lying and being in the County of Ouray, State of Colorado, described as follows:


Lots 16, 17, 18, 19 & 20, Block 28, Town of Ridgway, according to the plat thereof recorded July 7, 1890, in Plat Book 1 at Page 23, County of Ouray, State of Colorado.

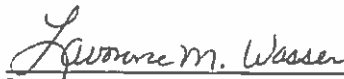
also known by street and number as: 283 N. Cora St., Ridgway, CO 81432

TO HAVE AND TO HOLD the said premises above bargained and described with the appurtenances, unto the grantee, his heirs, successors and assigns forever.

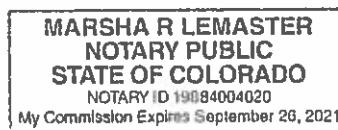
The grantor shall and will WARRANT AND FOREVER DEFEND the above-bargained premises in the quiet and peaceable possession of the grantee, his heirs, successors and assigns, against all and every person or persons claiming the whole or any part thereof except and subject to existing easements, rights of way and reservations, visible or of record, including without limitations reservations in U.S. patents and all matters disclosed on plat of the Town of Ridgway recorded July 7, 1890, in Plat Book 1 at Page 23; and subject to the proration of current real estate taxes to the date hereof. The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

IN WITNESS WHEREOF, The grantor has executed this deed on the date set forth above.


Daniel J. Wasser


Lavonne M. Wasser

STATE OF COLORADO)
) ss.
County of Delta)



The foregoing instrument was acknowledged before me this 24th day of February, 2019, by Daniel J. Wasser and Lavonne M. Wasser.

Witness my hand and official seal.

My commission expires: 9 26 21


Notary Public

Rec 7/9/19

BLOCK 28, LOTS 16-20

July 8, 2019

Matt McIsaac

283 N. Cora St.

Subdivision sketch plan for proposed PUD

I believe the subdivision and development of block 28 conforms to the Ridgway Master Plan perfectly. As it's been discussed many times, the need for housing in the area is at an all time high. It is crucial we allow the densification of the urban corridor in mindful and creative ways. This proposed project will add 6 new homes to our historical residential district with two ample off street parking spaces per unit. It also been noted the town has a storm water drainage issue located at the corner of Charles st. and Cora st., This development allows both the town and developer to address these issues with proper curb, gutter and drainage.

As designer, builder and developer, it is my passion to build an aesthetically pleasing structure that will compliment the town's artistic fiber. The use of mixed material and creative design will achieve timeless, efficient, and sustainable housing.

6 units with a maximum occupancy of 4 people

2 bedroom, 2.5 bath per unit

Estimated water usage per unit: 2600 gal/month

Living square footage per unit: 1,560 (+ garage)

Parking spaces per unit: 2

Total current lot size: 20,164 sq ft (.46 acres)

Est. Lot size per unit: .047 acre (end units) .035 acre (center units)

Estimated construction cost: \$2.5m (Construction Bank Loan, Pre-Sale, Private Investors)

Estimated Construction Costs:

Property Costs: \$500,000

Planning and Engineering: \$20,000

Infrastructure: \$75,000

Curb, Gutter and Sidewalk: \$30,000

Building costs: \$2,025,000

\$2,650,000

Town of Ridgway Costs:

Sketch Plan: \$360

Preliminary Plat: \$1,625

Final Plat: \$600

Excise Tax: \$9,000


Water tap fee: \$36,000

Sewer tap fee: \$18,000

\$65,585





 **Technician Energy Corporation**
The power of human connection

Date: 7-18-2019

To whom it may concern:

This is a "will-serve" letter for PROPOSED TOWNHOMES 283 NORTH CORA STREET

I have reviewed the plans based on drawing # C1.0

SMPA will be the electric service provider for 283 N. CORA TOWNHOMES and has sufficient capacity and ability to provide single phase electrical service subject to the provisions of the Service Connection and Line Extension Policy as found in SMPA's Rules, Regulations, and Policies.

If you have any questions please feel free to contact me at our Ridgway office.

Best regards,

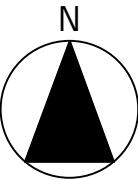


Duane DeVeney
Service Planner
Mobile: (970) 209-5684
Office: (970) 626-5549 x214



 **Technician Energy Corporation**
The power of human connection

Hrs: MON.-THUR. 7:00 a.m. - 5:30 p.m.
San Miguel Power is an equal opportunity provider and employer



NOTES: MC ISAAC SUBDIVISION

-LOT LOCATION: 283 CORA ST., TOWN OF RIDGWAY IN OURAY COUNTY

-ZONING: HISTORIC RESIDENTIAL

-EXISTING NUMBER OF UNITS: 1

-PROPOSED TOWNHOMES: 6 UNITS

-TOTAL FOOTPRINT OF 6 UNITS: 126' X 40'

-PROPERTY SIZE: EAST & WEST UNITS: 28' X 73' (.047 ACRES)












-PROPERTY SIZE: 4 MIDDLE UNITS: 21' X 73' (.035 ACRES)

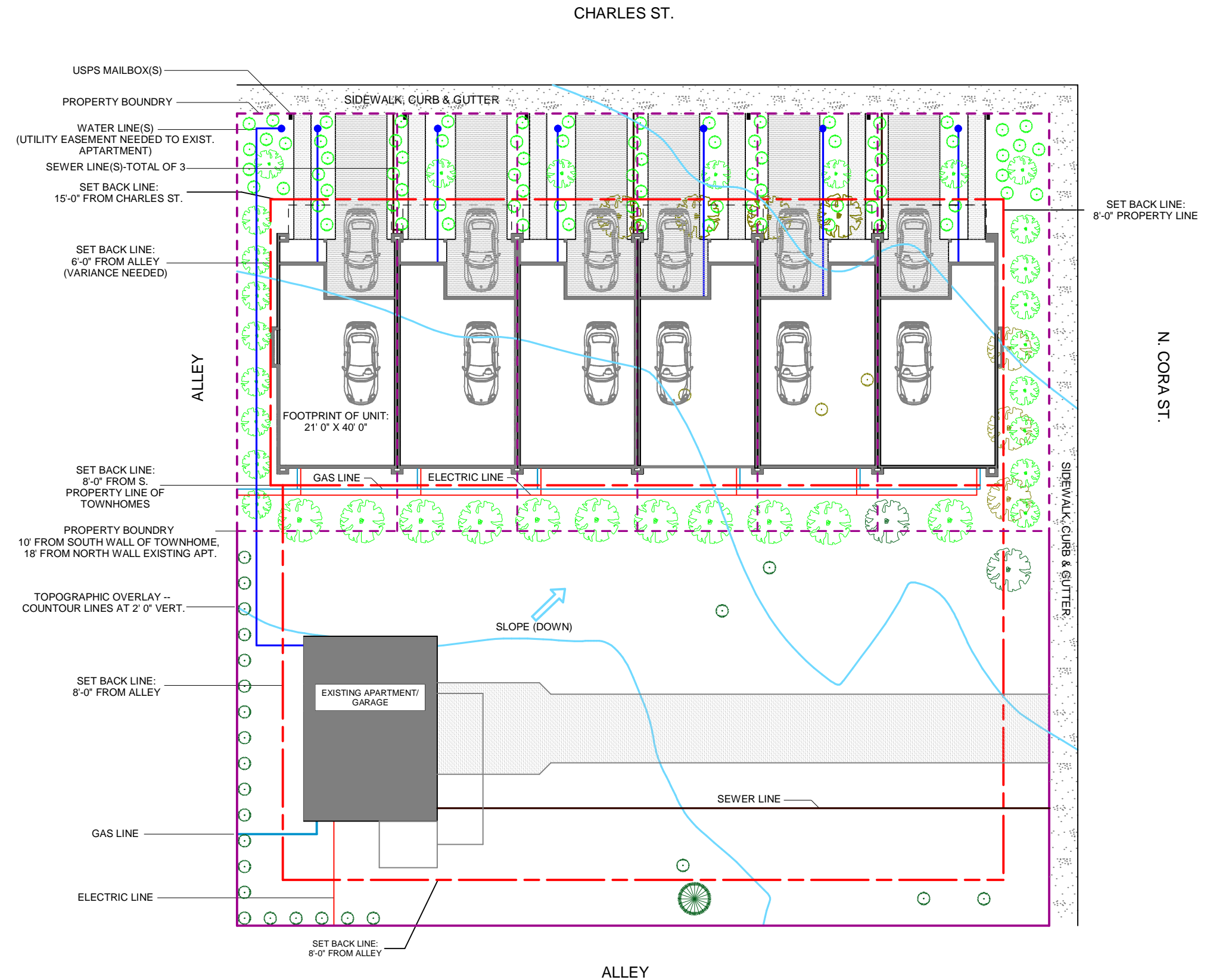
-APPROX SQ. FOOTAGE OF EACH UNIT: 1560 SQ. FT. HEATED LIVING SPACE (OVER 2 LEVELS), 580 SQ. FT. GARAGE

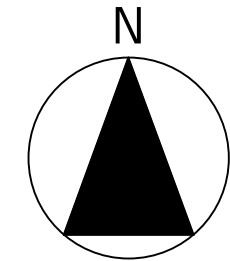
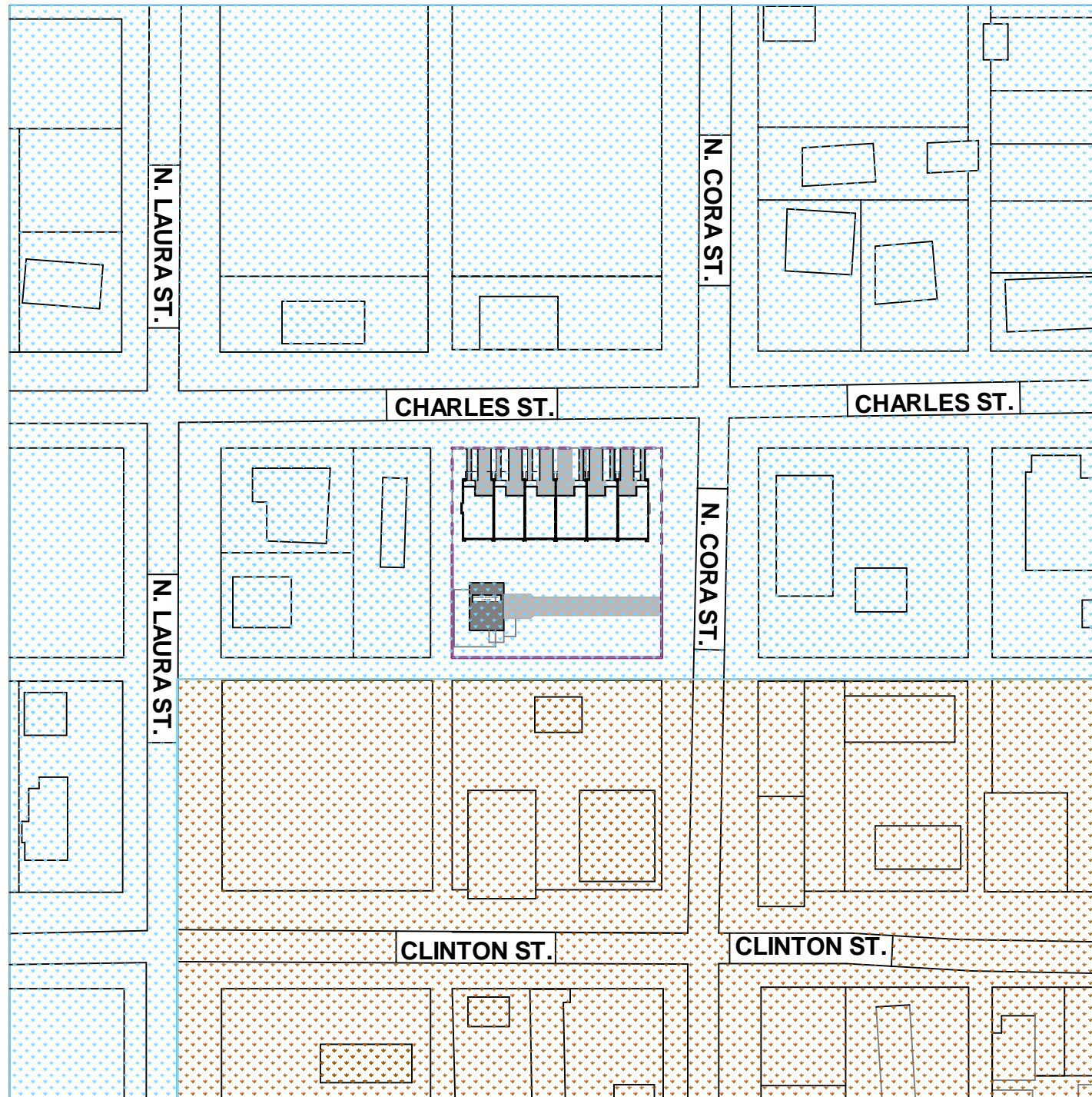
-LEGAL SUMMARY: SUBD: TOWN OF RIDGWAY LOT 16 BLOCK 28, SUBD: TOWN OF RIDGWAY LOT 17 BLOCK 28, SUBD: TOWN OF RIDGWAY LOT 18 BLOCK 28, SUBD: TOWN OF RIDGWAY LOT 19 BLOCK 28, SUBD: TOWN OF RIDGWAY LOT 20 BLOCK 28, S: 16T 45: R8

-SIZE OF EXISTING PROPERTY BOUNDARIES: 142' -0" N-S X 142' -0" E-W


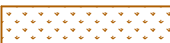
LEGEND

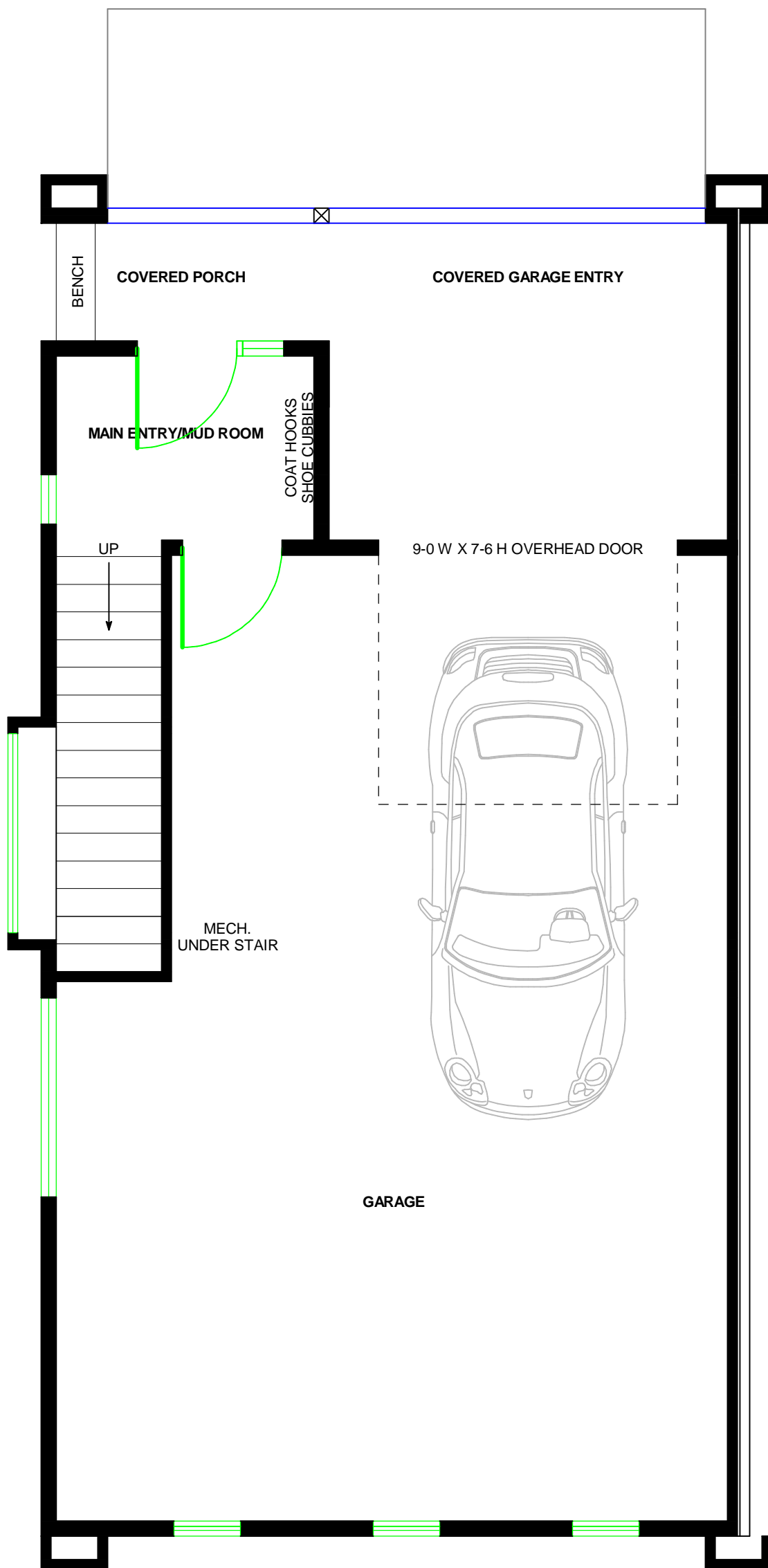
-  EXISTING PROPERTY LINE
-  SUBDIVISION PROPERTY LINE
-  SETBACK LINE
-  WATER LINE
-  SEWER LINE
-  GAS LINE
-  ELECTRIC LINE
-  TOPOGRAPHIC CONTOUR (2' 0")
-  EXISTING TREE/SHRUB
-  EXIST. TREE/SHRUB TO BE REMOVED
-  NEW LANDSCAPING

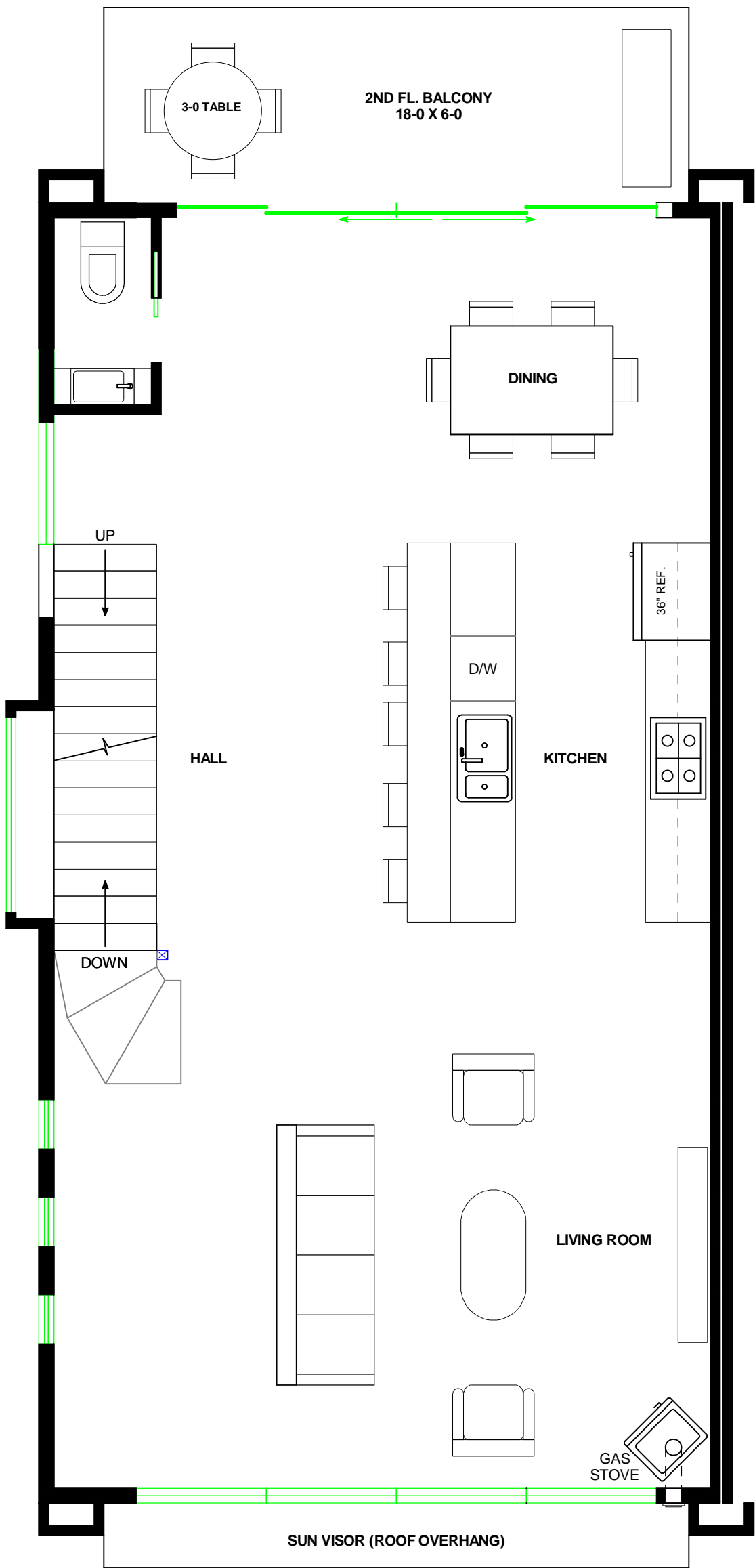
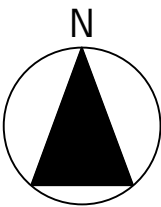


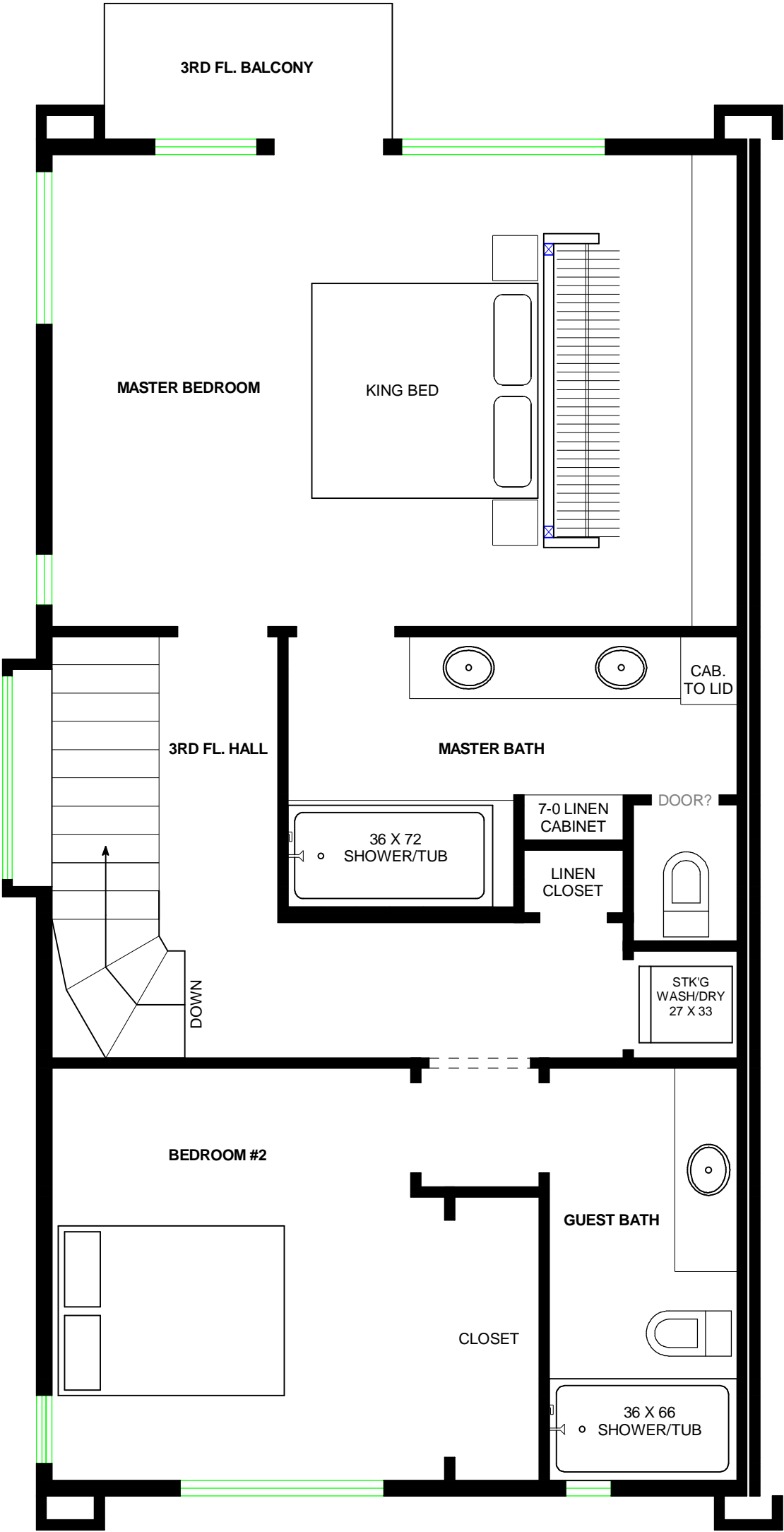
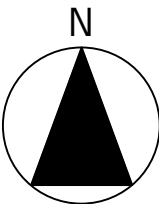


LEGEND

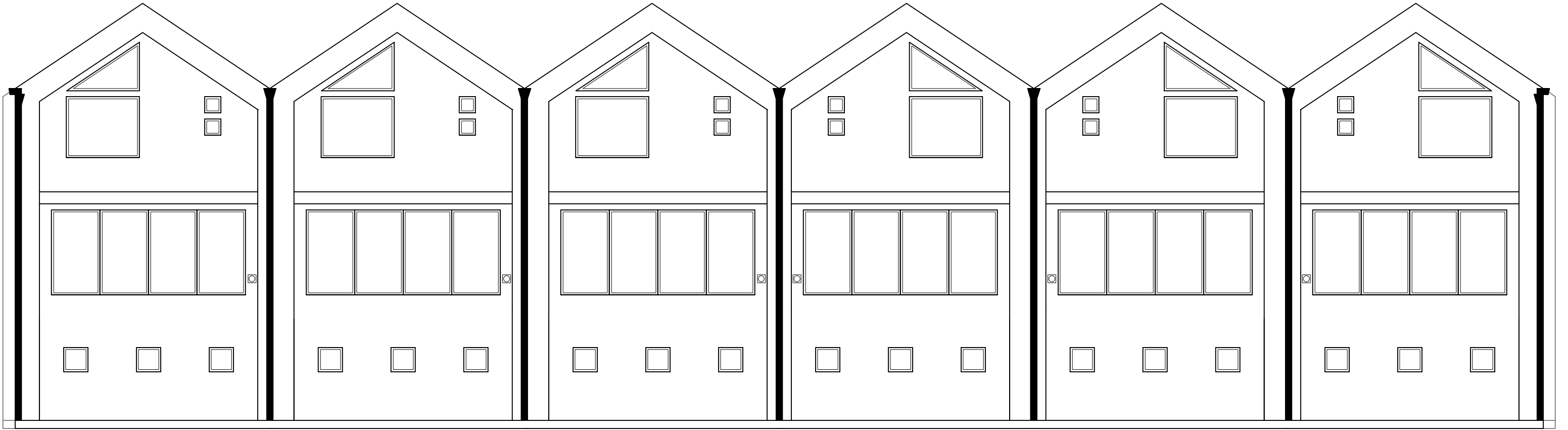
-  HISTORIC RESIDENTIAL
-  HISTORIC BUSINESS

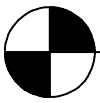




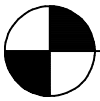








+35' 0"
TOP OF ROOF FROM
FINAL GRADE



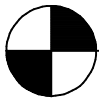
+0' 8"
TOP OF 1ST FLOOR
ABOVE FINAL GRADE



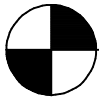
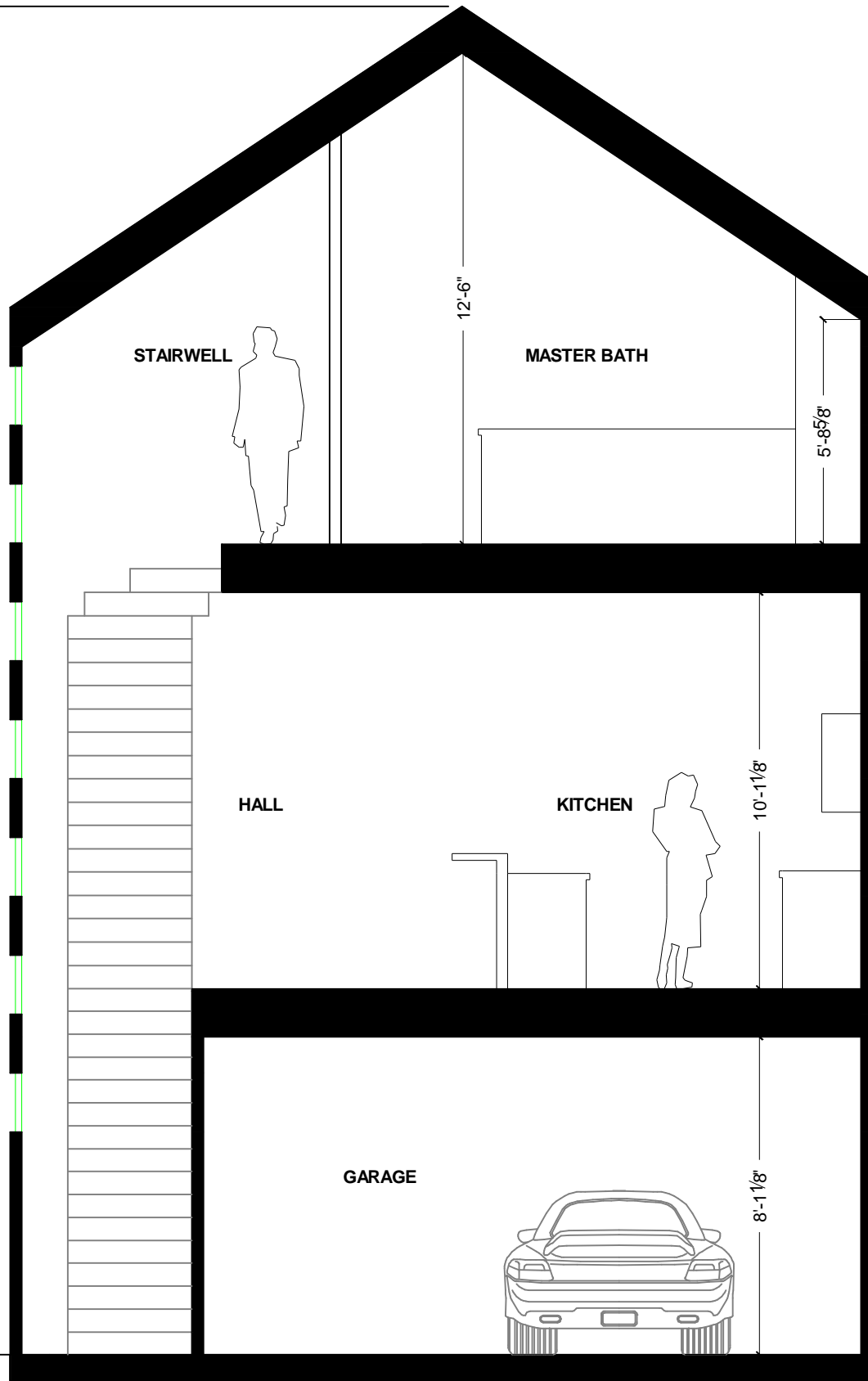
1

NORTH ELEVATION - MC ISAAC SUBDIVISION

SCALE: 1/4"= 1'



+35' 0"
TOP OF ROOF FROM
FINAL GRADE



+0' 8"
TOP OF 1ST FLOOR
ABOVE FINAL GRADE

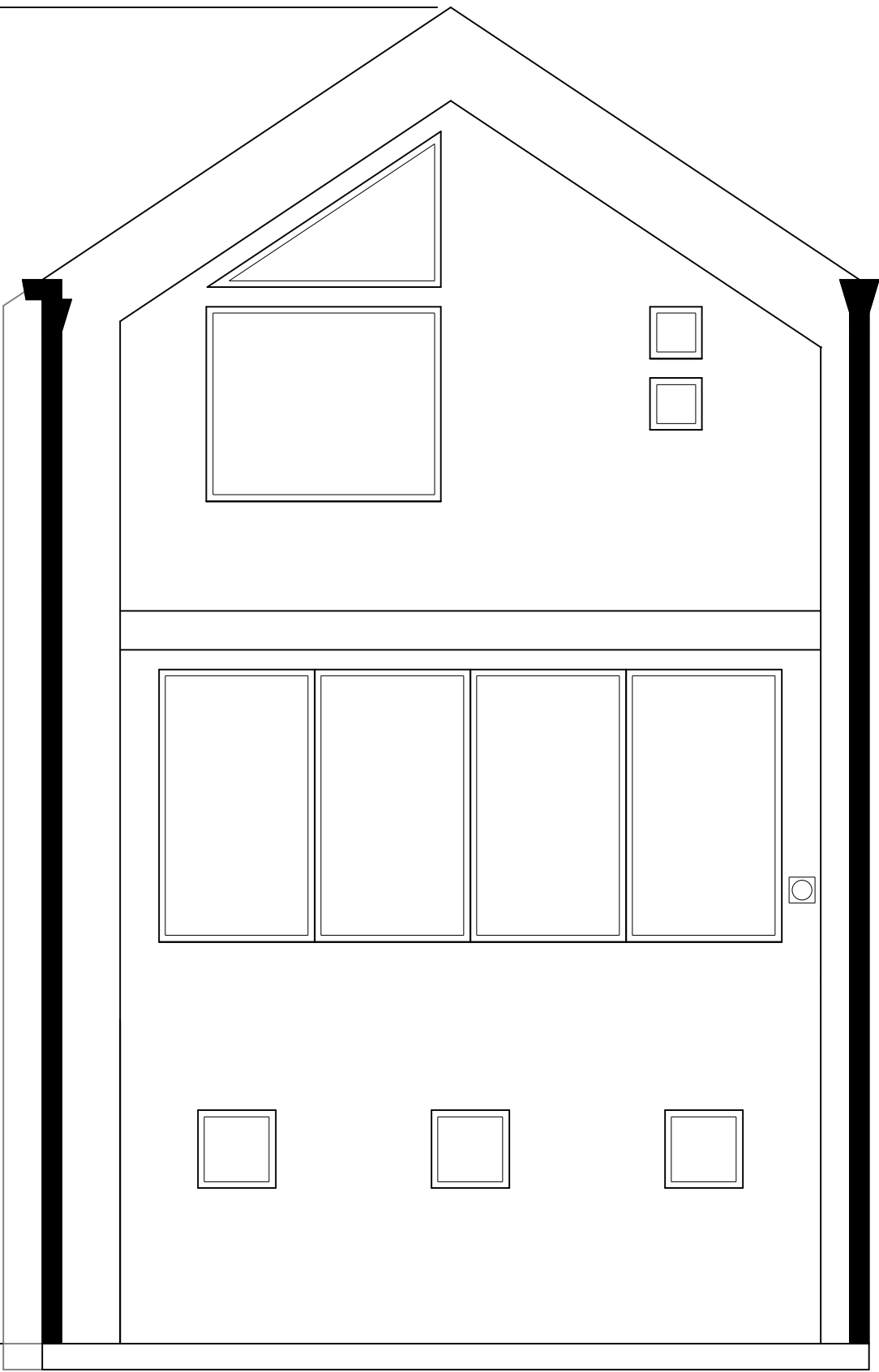
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SECTION - MC ISAAC SUBDIVISION

SCALE: 1/4" = 1'



+35' 0"
TOP OF ROOF FROM
FINAL GRADE

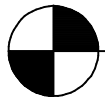


+0' 8"
TOP OF 1ST FLOOR
ABOVE FINAL GRADE

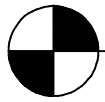
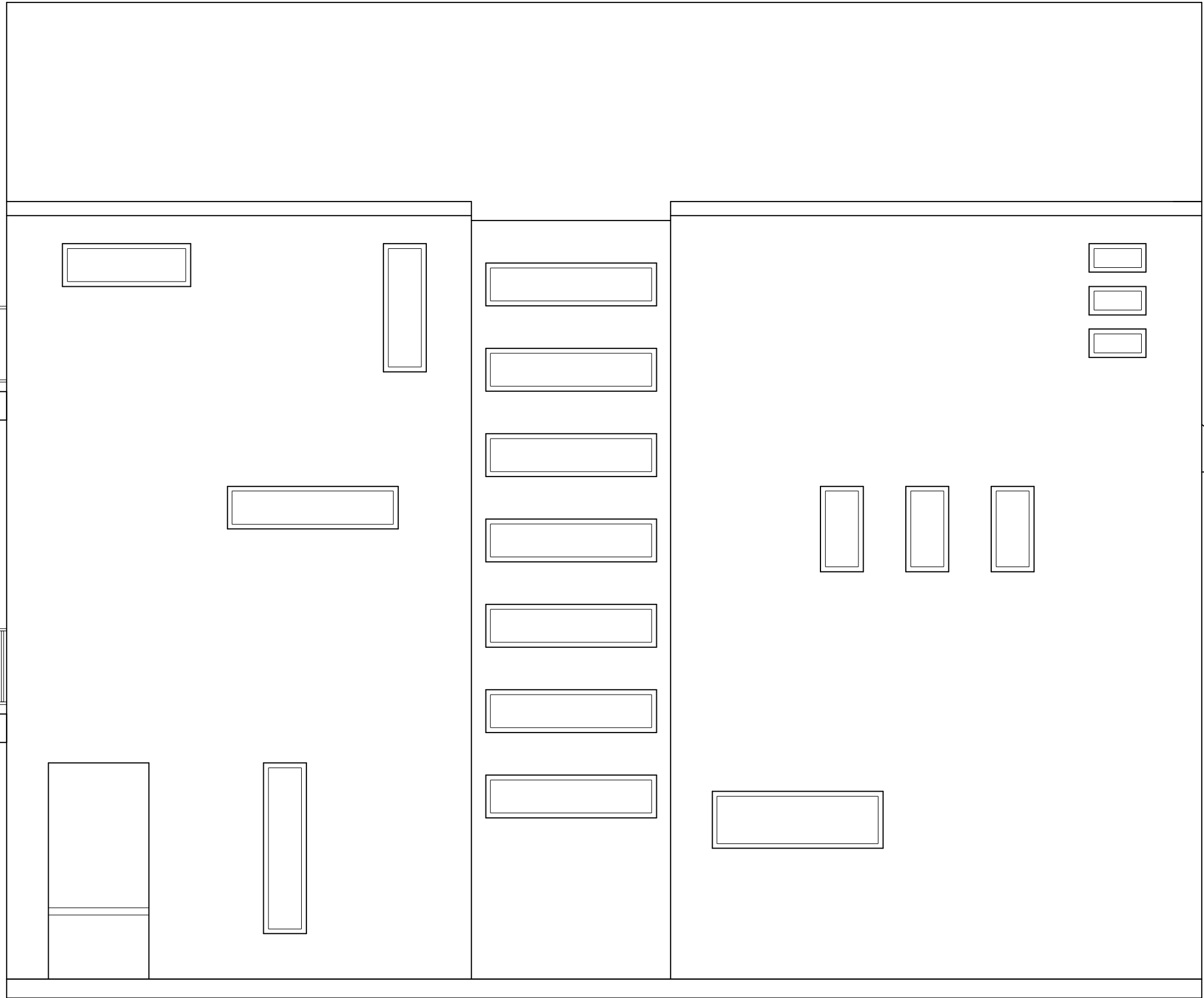
1

SOUTH ELEVATION - MC ISAAC SUBDIVISION

SCALE: 1/4" = 1'



+35' 0"
TOP OF ROOF FROM
FINAL GRADE



+0' 8"
TOP OF 1ST FLOOR
ABOVE FINAL GRADE

STAFF REPORT

Request: Sketch Plan
Legal: Town of Ridgway, Block 28 Lots 16-20
Address: 283 N. Cora
Parcel #: 430516209001
Zone: Historic Residential
Applicant: Matt McIsaac
Owner: Matt McIsaac
Initiated By: Shay Coburn, Town Planner
Date: July 30, 2019

BACKGROUND

Applicant is submitting a sketch plan for a proposed Planned Unit Development. An informal discussion was held with the Planning Commission on April 30th, 2019 and it was well received.

This property is located at the southwest corner of North Cora Street and Charles Street, in the Historic Residential district. The lot is a quarter block and is 20,164 square feet, or .46 acres.

The subdivision proposed includes dividing this parcel into seven different properties – one with the existing single-family home over an attached garage, and the other six being townhouse lots facing Charles Street. The approximate size of each new townhouse unit is 1,560 square feet of heated living space over 2 levels, and a 580 square foot garage on the ground floor. There are 2 bedrooms and 2.5 baths per unit.



Submitted with the public hearing application are the following:

- Sketch Plan Narrative
- Evidence of Ownership
- Will serve letter from SMPA
- Site Plans, building elevations and floor plans
- Signed fee acknowledgment form

The property has been noticed and posted in accordance with the Ridgway Municipal Code (RMC).

ANALYSIS

The following are considered with a Sketch Plan Review RMC §7-4-5(A). The purpose of sketch plan is to understand how a proposed development may impact the community, including: utility, streets, traffic, land use, master plan conformity, zoning regulation conformity, etc.

7-4-5(A) Informal Review and Sketch Plan

(1)(a) Conformance with the Master Plan and Zoning Regulations.

Applicable 2019 Ridgway Master Plan Goals:

Policy ENV-3.4: Design site developments to avoid excessive runoff concentrations and minimize the need for storm sewer infrastructure.

The timing of this project is in line with the town's adoption of a storm water management plan so that both the town and developer may address these issues together with proper curb, gutter and drainage elements.

Policy COM-2.2: Support the development of a range of housing options in Ridgway, including but not limited to townhomes...

Although this development proposes six homes of the same design and size, townhomes are not prevalent in this neighborhood therefore present an opportunity for varied single-family homes compared to the rest of the Historic Residential district.

Policy CHR-1.1: Encourage the development of neighborhoods that enhance and reflect the character of Ridgway through quality design.

This proposed development compliments the town's artistic fiber, uses mixed materials, and creative design.

Policy CHR-1.2: Enhance walkability and bikeability within existing neighborhoods and between other areas of town.

This development includes sidewalks around its borders which build on the sidewalk network in this area of town. The close proximity to town services afford walkability and bikeability.

Policy GRO-1.1: Direct growth to occur in a concentric fashion from the core outward, in order to promote efficient and sustainable Town services, strengthen the Historic Town Core and existing neighborhoods, and preserve the rural character of the surrounding landscape.

This proposed development would fill in the downtown core neighborhood with additional residential units which are walking distance to town shops and services, thus preserving the rural character of the landscape surrounding town.

Policy GRO-1.4: Encourage infill development on vacant parcels and the redevelopment or adaptive reuse of or underutilized parcels or structures in the Historic Town Core of other areas where infrastructure and services are already in place.

The proposed development location is in the town core near utilities and resources. The subject property contains only one single family residence and the applicant's proposal shows a creative way to utilize about half of the undeveloped parcel for six additional units.

Policy GRO- 1.6: Encourage clustering of residential development where appropriate to preserve open space, agricultural land, wildlife habitat, visual quality and other amenities.

The townhome style of this development utilizes the available space of the parcel with a more dense or clustered type of development pattern.

Historic Residential Zoning Regulations

The Historic Residential district allows for single-family and duplexes by right. However, multiple family residences are a conditional use which is being requested as part of this application.

The required minimum lot width in the HR district is 50 ft. + 25 ft. per each additional dwelling unit = 175 ft. minimum lot width for the six new units. However, the proposed lot width for the east townhome appears to be 30 ft. and the west townhouse appears to be 28 ft. The internal townhouse lot widths are 21' ft. A variance is being requested for lot width for all six townhouse units. The lot width for the southernmost lot with the existing unit is 69 ft. wide.

The required minimum lot size in the HR district is 5,000 sq. ft. + 3,000 sq. ft. per each additional dwelling unit = 20,000 sq. ft. minimum for the six new units. The proposed lot size for the east townhouse unit is 2,190 sq. ft., 1,533 sq. ft. for the interior units, and 2,044 sq. ft. for the west unit. A variance is being requested for all six townhouse lots. The proposed lot size for the southernmost lot with the existing unit is 9,798 sq. ft.

The maximum lot coverage in the HR district is 50%. Each townhouse footprint is 840 sq. ft. Lot coverage for the east townhouse unit will be 38%, 55% for the interior units, and 41% for the west unit. A variance is being requested for the internal lots. The lot coverage for the southernmost lot with the existing unit is well under 50%.

Front setbacks in the HR district are 15 ft. min. – all lots meet this minimum.

Side setbacks in the HR district are 8 ft. min., corner side setbacks are 7.5 ft. max. – The lot with the existing unit meets this requirement, the east townhouse unit meets this minimum on the east side. Otherwise, the townhouse units are attached and have a 0 ft. side setback and the west unit has a 6 ft. west side setback. A variance for side setbacks is being requested.

Rear setbacks in the HR district are 8 ft. unless on an alley where it can be as little as 2 ft. – This requirement is met on all proposed lots.

Height maximum in the HR district for multi-family structures is 35 ft. – the proposed structures are shown at 35 ft. to the top of the roof from the newly finished grade. It should be noted that Town

code requires that height is measured from the natural grade that exists today to the mid-point of the gable. This should be measured carefully to ensure the buildings are no taller than 35 ft. Also, it does not appear that the finish floor benchmarks have addressed the relationship to the grade of the street. How will the driveways work in relationship to the street, will there be steps to the units or drainage issues into the garages?

(1)(b) Relationship of development to topography, soils, drainage, flooding, potential natural hazard areas and other physical characteristics.

This site is in the heart of our historic residential and business district. It has about an 8 ft. elevation change from the high point at the southwest corner to the lot point at the northeast corner. There are existing drainage issues along N Cora Street and Charles Street that will be addressed as part of this development plan, and in coordination with our current Stormwater Master Plan efforts. The details are yet to be determined. This property is not in the floodplain and no natural hazards are evident. As with all of Ridgway and for all Preliminary Plats, the soils will need to be tested to help provide proper information for engineering.

(1)(c) Availability of water, means of sewage collection and treatment, access and other utilities and services.

Water and sewer are available on N. Cora and Charles Streets. This property has access to other utilities such as natural gas and electric in the alleys.

(1)(d) Compatibility with the natural environment, wildlife, vegetation and unique natural features.

The property is right in the middle of town and contains limited natural elements. There are a few larger trees on the site today, it appears that the majority will have to be removed for this development but the ones that can be saved will be.

(1)(e) Public costs, inefficiencies and tax hardships.

As with any new development, there are likely to be impacts that are important to consider. For example, increased traffic on the roads that surround this development is likely. However, given the location near the core of town, vehicle trips into town may not increase with residents being able to walk and bike from their home.

(2)(a) – (c) This sketch plan submittal was received on July 9, 2019. The appropriate number of copies were submitted along with the hearing fee. A vicinity map was submitted with the zoning and project location, but is missing the surrounding uses. The uses to the south are mixed with commercial and residential, the use directly to the east is Voyager, a child care center, and to the north and west are residential uses. The site plan includes topo lines.

(2)(d) Letter from Subdivider

(1) Disclosure of ownership.

The applicant submitted a copy of the warranty deed. The applicant should note that any lien holder will be required to sign the final plat which generally means they acknowledge and agree with the development plan.

(2) Total number of proposed dwelling units, and maximum occupancy.

The total number of proposed dwelling units is seven – six new and one existing. The six proposed units will be townhouse style with semi-attached walls. The proposed units will be three stories with

1,560 square feet of living space and a 580 square foot garage. The units contain two bedrooms and two and a half bathrooms. The maximum occupancy for the six units is about 24.

(3) Estimated total number of gallons per day of water system requirements, source of waters to supply subdivision requirements, and proposed dedication of water rights in accordance with existing town ordinances.

This development is located within the town core, so water systems and utilities are accessible. Estimated water usage is projected to be about 2,600 gallons per month per unit which is within the average use for single family homes in Ridgway. This development will not come with any water rights.

(4) Estimated total number of gallons per day of sewage to be treated and means for sewage disposal.

Sewage usage should be just less than the project water usage and will be connected to the Town's wastewater system.

(5) Availability of electricity, natural gas and other utilities necessary or proposed to serve the subdivision.

The proposed development is near the town core and should have access to all utilities. The applicant submitted a will serve letter from SMPA and said he is working on getting one from BlackHills.

(6) Estimated construction cost and proposed method for financing of the streets and related facilities, water distribution system, sewage collection system, drainage facilitates and such other utilities and improvements as may be necessary.

Estimated costs are projected to be about \$2.5 to \$2.7 million financed through a construction loan, pre-sales and private investors. The Applicant submitted a cost estimate breaking down these costs a bit further. Note that a fire suppression tap will also be needed for this development which has a cost of \$500.

(7) Evidence of legal access to the property.

Proof of ownership was submitted via a copy of the Warranty Deed.

(2)(e) Sketch Plan Submittal

(1) Sketch Plan basics

The submitted sketch plan contains the boundaries of the subdivision, a north arrow, date, appropriate scale, subdivision name, county name, and section, township, and range.

(2) Lot and street layout

This ¼ block is proposed to be split into seven separate lots – one for the existing unit that will front N Cora Street and one each for the six proposed townhouse units that front Charles St. There are no streets proposed or needed with this development. The driveways for the proposed townhouses are 9 ft. wide. During the informal discussion with the Applicant, the Commission asked if he had considered accessing all of the townhouse lots from the alley and loading them from the rear rather than Charles Street. The Applicant told staff that he tried various layouts and didn't find a rear access option that worked well or that he liked better than Charles Street.

(3) Off-street parking, school bus stop and mailboxes

Parking – Under RMC 7-3-10(A), 2 parking spaces are required for residences greater than a studio size of 600 sf. All six units are above 600 sq. ft. thus requiring a minimum of two spaces for each townhouse, which are provided – one in the garage and one on the driveway. On-street parking will be non-existent on Charles Street due to the number and spacing of the driveways. The existing unit has the two required off-street parking spaces.

Bus Stop – there is a bus stop across the street at Voyager.

Mail boxes – are approved to be on Charles Street per the site plan.

(4) Site problems, drainage, floodplain, wetlands or natural and geologic hazards

There are existing drainage problems on this site and in the adjoining right of way. Pictures of these issues were submitted with the narrative. The Applicant attended the first public meeting for the Stormwater Master Plan to be sure this problem is known and addressed throughout the planning process. The design of the sidewalks, curb and gutter will need to be coordinated with the Town's plans for drainage in this area. Stormwater management will also need to be addressed in the Preliminary Plan process.

(5) Significant natural and manmade features on the site

Existing trees are identified on the site plan, seven will be removed, two will remain. Existing utilities are on the site plan.

(6) Demonstrate compatibility with natural features

There are not many existing natural features on this site. Staff is unsure how this plan works with views, existing drainage, and other existing conditions.

(7) Total acreage of the tract

This full property is 0.46 acres or 20,164 sq. ft. The lot with the existing structure will be 9,798 sq. ft., the east townhouse lot is 2,190 sq. ft., 1,533 sq. ft. for the interior lots, and 2,044 sq. ft. for the west lot.

(8) Existing and proposed zoning district boundaries

The full subject property will remain zoned Historic Residential.

(9) General Land use divisions

The full subject property will continue to be residential and is generally in conformity of the Historic Residential district intent which states "...accommodate a variety of housing types at medium density..." The townhouse properties will have 0 ft. setbacks and be semi-attached.

No parks, open space, or community facilities are proposed with this development plan.

(10) Type and layout of all proposed infrastructure

This development can connect directly to the town's water and wastewater systems; the proposed connections are on Charles Street. The Applicant is proposing for each townhouse unit to have its own water tap and every 2 units will share a sewer tap.

A utility easement will be needed for the existing unit's water line on the west townhouse lot. A utility easement will also need to be created by this subdivision to accommodate the gas lines and electric lines to the rear of the townhouse lots.

It will be imperative that this development addresses storm drainage which will include some engineering work to determine sidewalks grades and slopes. It could include improvements the streets.

(11) Public use areas

Parks, open space, community facilities, and public use areas are not included with this proposed development. Sidewalks are proposed along Charles and N. Cora Streets. The elevation of these sidewalks will need to be considered carefully to facilitate storm drainage.

(12) Existing and proposed land use patterns

The subject property currently has one single-family residence on it. It is in the historic core of town with a grid street and alley pattern. Surrounding uses include residential to the north and west, a youth day care facility (Voyager) to the east, and a mix of commercial and residential uses to the south.

(13) Adequate Water Supply

Adequate Water Supply under Town Code 7-6 does not apply as the development is less than 50 single-family equivalents.

Additional Considerations

Applicant should note that the Town is in the middle of updating the adopted building codes from 2006 to 2018. Staff hopes to have the 2018 codes ready for the Town Council to consider for adoption near the end of 2018. Fire suppression systems will be required for the townhouse units under both codes.

Affordable Housing Restrictions – with many of the past development proposals the town has required a certain percent, generally about 10%, of units be deed restricted. Since the applicant is asking for an increase in density through variances in lot width, size and setbacks, the Town can impose this requirement. However, staff is unsure how to apply this with a development of only six units. Perhaps one of the units could be deed restricted whereas upon intent to purchase, one of the prospective owners earns the majority (more than 50%) of their income in Ouray County.

Although the Single Family Home Design Guidelines are not applicable to multi-family structures, it is helpful to understand how the proposed development may or may not meet the Town's design objectives. It appears as if the design of these units will meet a lot of the standards. However, staff is not sure that the roof pitch and overhangs meet the minimums set for single-family homes. Otherwise it appears as if the architectural standards are addressed with the balconies on the 2nd and 3rd floors and pop outs on the side elevations to add some interest. It also appears as if the landscaping is ample for a site built at this density.

After this sketch plan review, the Applicant will need to prepare a Preliminary Plat submittal that will include among all requirements a draft plat map. Once approved, the Applicant can begin their site work like grading, utility installation, and other above ground or underground improvement. Once

finished, the Applicant will come back for Final Plan review. Once the Final Plat is approved, the Applicant will have saleable properties and the Applicant can then apply for building permits to build the six townhouse units. Once built, the Applicant will need to survey the new units for their exact locations and revise the final plat accordingly.

Posted Notice – per RMC 7-4-13 will need to be completed by the Applicant. Staff will work with the Applicant on this requirement.

STAFF RECOMMENDATION

Pursuant to the Town Code for Sketch Plan Review, the Planning Commission shall approve, conditionally approve or disapprove the sketch plan after the plan has been submitted in full compliance with all submittal requirements to the Commission. If the sketch plan is disapproved, the reason for disapproval shall be included in the minutes of the Planning Commission's proceedings and provided to the subdivider in writing upon request. The sketch plan shall be disapproved if it or the proposed improvements and required submittals are inadequate or do not comply with the requirements of these Regulations. Approval of a sketch plan shall lapse automatically in six months from the date of submittal, unless a preliminary plat is submitted.

Based on the 2019 Master Plan this development seems to be well suited for the community, especially given the townhouse style and that this is infill development in our town core. Staff recommends approval of this Sketch Plan submittal.



Posted notice from North Cora Street looking west.



Posted notice from Charles Street looking south.



To: Ridgway Planning Commission
From: Shay Coburn, Town Planner
Date: July 30, 2019
RE: Dark Skies Designation and Revisions to Outdoor Lighting Regulations

At the February 13, 2019 Town Council meeting, Council directed staff to prioritize updating the Town's lighting regulations to qualify to become an International Dark Sky Community (IDSC) through the International Dark-Sky Association (IDA). Staff followed up with the Planning Commission at the March 5, 2019 meeting and discussed the commitment needed for designation and proposed revisions to the Town's Outdoor Lighting Regulations. As a result, the Commission directed staff to 1) write up a summary of the town and others' responsibilities for the IDSC certification and 2) work with the dark skies community group and the IDA on a refined version of the Town's current Outdoor Lighting Regulations.

At the June 25, 2019 Planning Commission meeting the attached memo dated June 20, 2019 addressing roles and responsibilities for designation was discussed along with draft edits to the Town's Outdoor Lighting Regulations, RMC 6-5. As a result of the June meeting, the Commission directed staff to provide an updated to the Town Council. At the July 10, 2019 Town Council meeting, the Council requested that the Commission prepare and forward an ordinance for consideration at the regular August Town Council meeting along with their comments, thoughts, concerns, etc. about IDSC designation.

Draft Summary of Comments to Forward to Town Council

The following is a summary of thoughts, comments, concerns etc. that staff has documented throughout the Planning Commission meetings that the Commission may want to forward on to the Town Council:

1. The dark sky community group feels this designation will further prove the town's commitment to dark skies and to becoming a more sustainable community. Note that Town has protected this valuable resource through Outdoor Lighting Regulations established around 1997 and in our 2019 Master Plan including the following:
 - a. Policy ENV-4.4 Dark Skies: Continue to prioritize efforts to reduce light pollution and enhance the appearance of the night sky.
 - b. Action ENV-4f: Continue to protect our dark skies as a valuable community resource.
2. The amount of staff time needed to achieve and maintain this designation is not insignificant, especially considering all of the Town's other priorities. See the memo dated June 20, 2019 attached to this memo which describes the roles and responsibilities of the Town and the community group as it relates to applying for and maintaining designation. As of now, there is a knowledgeable community group willing to do most of the work required, this volunteer group may not be able to do this forever. In addition, the designation belongs to the Town and Town staff is ultimately responsible for all requirements.



3. The Town has historically done a great job promoting and protecting dark skies without the commitment of IDSC designation. It seems as though there are many things the Town could do to continue to protect the dark sky that may have less impact on town's limited resources.
4. The Commission sees the following costs and benefits with this designation, besides those listed elsewhere in this memo:
 - a. Costs: stricter rules around outdoor lighting, additional staff time needed to enforce and support the responsibilities of designation, and a monetary cost (see item below) to the Town to come into compliance.
 - b. Benefits: further protection of our night sky, a sense of pride in the community, and the potential ability to attract low-impact tourists to our Town. Note that tourism attraction has generated mixed feelings in our community.
5. Questions, concerns, thoughts about the draft revisions to RMC 6-5 (see attached):

IDA has requirements for outdoor lighting regulations in order to qualify for certification. While RMC 6-5 already meets a number of the requirements, there are a few large changes including setting a limit on correlated color temperature (kelvin), setting a lumen limit (amount of light), and adding regulations for Town-owned outdoor lighting.

 - a. Kelvin and lumen limits will increase the staff time needed for outreach, education, building permit review, and code enforcement. In order to confirm the kelvin and lumens, each light bulb needs to be looked at to read the kelvin and lumen amounts.
 - b. Proposed lumen limits were updated in this draft. This is the most controversial part of the ordinance revisions. Other community's regulations are not workable for our community for various reasons – development patterns, existing regulations, etc. The proposed revisions attached are the best option that staff can see given a lot of input from the community group. The complications with setting lumen limits include:
 - i. Per the examples in the table below, the lumen limits are quite restrictive in some instances and probably too generous in others.
 - ii. There may be instances where these regulations are in direct conflict with the Town's building codes. These building codes set absolute minimums for light fixtures, for example, at entryways and stairs. Staff tried to address this with item 6(e) but this will need review by the Town Attorney to be sure it can work.
 - iii. By setting a lumen limit based on the number of units, the total for each site will change when a unit is joined with another or split into multiple. This may require a building or property owner to modify all lights/fixtures on a site.
 - iv. The calculations may be difficult for community members to understand and apply.
 - v. No matter how the language is crafted, dense development is more restricted than spread out development. This is generally due to the fact that lights can possibly be shared; however, there are still basic requirements per the building code. Note that



our community desires development be concentrated and denser to preserve our open lands.

- vi. This particular part of the regulation could result in challenges from the community and/or a lot of requests for variances to the Commission.

Overall, there is a need to balance the Town's desires. We have building codes that set minimums for safety reasons that should not be compromised. We also want to be sure to accommodate varying circumstances, for example, people who may not see well, dense/diverse development types, businesses with outside operations like storage or patios for dining. This section of the proposed regulations should be considered very carefully.

- c. The regulations for public outdoor lighting require compliance by the Town for future public lighting, use of adaptive controls, and compliance for all lights within 5 years. An initial estimate by the community group is that town owns 24 mercury vapor lights ourselves that need to be replaced at a cost of about \$7,000. However, SMPA may be able to help with funding.
- d. Do we want to address light trespass from internal building lights?
- e. Are there items that Town could encourage rather than require, having guidelines rather than standards? Education and encouragement can often make more of a difference than mandates.
- f. Moving more incrementally into stricter regulations could be a more appeal approach for our community.
- g. The Town needs to do outreach to the community to spread awareness of this potential update.



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | www.town.ridgway.co.us

Sample Sites for Understanding Lumen Limits

Address	Name	Site Type	Acreage	Max. Lumens	# 60 watt incan. bulbs	bulbs per unit
700 Sabeta Dr.	House	Single-family residential	0.52	5,000	6.3	6.3
257 S Cora St.	House + ADU	Single-family residential	0.16	6,200	7.8	3.9
596 Sabeta Dr.	Condos (7 units)	Multi-family residential	0.9	23,800	29.8	4.3
TBD Redcliff Dr.	Vista Park Commons (23 units)	Multi-family residential	2.4	78,200	97.8	4.3
181 S Lena St.	Condos (4 units)	Multi-family residential	0.16	13,600	17.0	4.3
510-550 Redcliff Cir.	"Pondos" (40 units)	Multi-family residential	2.55	136,000	170.0	4.3
630/640 Sherman St.	Silver San Juan Building (13 units)	Mixed-use	0.32	44,200	55.3	4.3
195 S Lena St.	Redcliff Bldg. (8 units)	Mixed-use	0.16	27,200	34.0	4.3
133 N Lena St.	Decker Bldg. (8 units)	Mixed-use	0.19	27,200	34.0	4.3
TBD Clinton St.	Space to Create (26 units + MU space)	Mixed-use	0.46	91,800	114.8	4.3
373 Palomino Tr.	Ridgway Lodge	Non-residential	1.42	35,500	44.4	44.4
304 Chipeta Dr.	Chipeta Sun Lodge	Non-residential	1.2	30,000	37.5	37.5
1200 Green St.	Ridgway High School	Non-residential	23	575,000	718.8	718.8
283 Palomino Tr.	Dollar General	Non-residential	0.93	23,250	29.1	29.1
1075 Sherman St.	Rigs + others	Non-residential	0.99	25,000	31.3	6.3
618 N Cora St.	San Juan Huts	Non-residential	0.21	5,250	6.6	6.6
653 N Cora St.	Standing Mtn. Condos	Non-residential	0.28	20,000	25.0	6.25

Watts to Lumens Conversion

- Watts = power consumption (incandescent is much greater than LED)
- Lumens = amount of light emitted

Lumens	Incandescent Bulb Watts	LED Watts
1600	100 W	22 W
1100	75 W	20 W
800	60 W	12 W
400-450	40 W	5-9 W

6-5-1 GENERAL PROVISIONS.

(A) All non-exempt outdoor light fixtures and illuminating devices permanently or temporarily installed outdoors, including but not limited to devices to illuminate signs, shall meet the following requirements:

(1) They shall be shielded so no light rays are emitted at angles which will allow the light to pass directly off of the premises appurtenant to the fixture.

(2) They shall be shielded so that ~~all~~^{no} light rays are emitted by the installed fixture at angles ~~below~~^{above} the horizontal plane.

(3) All fixtures designed to illuminate signs or structures shall be mounted above the area of the sign or structure to be illuminated.

(4) Blinking, flashing, rotating or moving lights are prohibited.

(5) Correlated color temperature (CCT) is limited to 3000 kelvin per fixture.

(6) Lumens limits:

(a) Single-Family Residential Sites shall be limited to 5,000 lumens. Single-Family Residential Sites that include an accessory dwelling unit shall be limited to 6,200 lumens. Each lighting fixture shall be limited to 850 lumens.

(b) Multi-Family Residential Sites shall be limited to 3,400 lumens per unit. Each lighting fixture shall be limited to 850 lumens.

(c) Mixed-Use Sites shall be limited to 3,400 lumens per unit. Each lighting fixture shall be limited to 1,500 lumens.

(d) Non-Residential Sites shall be limited to 5,000 lumens per unit or shall be limited to 25,000 lumens per net acre, whichever is greater. Each fixture is limited to 1,500 lumens.

(e) If the above lumen limits are in conflict with the Town's building codes per RMC 6-1, the building code shall apply.

(7) Lighting for all non-residential uses shall be extinguished one hour after close of business unless there is a public safety hazard that is best mitigated by the use of lighting. Lighting intended for security purposes shall use Adaptive Controls.

(B) The following are exempt from the provisions of Subsection (A).

(1) Lights used to illuminate athletic fields or other community special event areas.~~which~~

~~are on only when the field is in use~~ Such lights shall be turned off one hour after the conclusion of the event and should be designed or placed to minimize light falling beyond the area in use.

(2) Signs which are illuminated by interior light sources, such as neon signs, provided such signs are lit only during the property owner's business hours.

(3) Official traffic control devices and lights owned and operated by or pursuant to proper authority of the United States of America, the State of Colorado or any of their agencies, and such other lights as are specifically required by federal or state law.

(4) ~~Official traffic control~~ Street lights owned and operated by the Town of Ridgway ~~to the extent that compliance with Subsection (A) is not practical while still achieving the purposes of traffic and pedestrian safety.~~

(5) Repealed by Ordinance 16-2006

(6) Lawful vehicle lights.

(7) Repealed by Ordinance 10-2007

(8) ~~Christmas-Holiday~~ lights. Christmas-Holiday lights should only be in use from November 15 to January 31.

(9) Repealed by Ordinance 2-2002

(10) Artwork that is outdoors and on public property. Such artwork shall receive a permit by the Town of Ridgway prior to installation. Such artwork shall be public and accessible to all people and may be illuminated, pursuant to the following:

(a) Artwork shall not contain lighting that exceeds 500 lumens within the entire structure, nor more than 2500 degrees kelvin.

(b) All public art that is illuminated shall include a dimmer and timer to aid the compliance with the Dark Skies Association's Outdoor Lighting Requirements, and shall have the ability to be automatically turned off. In any event such lighting shall be automatically turned off by 10 p.m. nightly.

(c) No structure may contain lighting that is cast upward or outward, but may be diffused in a way such that the lighting emits a soft glow.

(d) All structures shall be lit internally.

(e) All illuminated public art is subject to review and approval by Town staff for compliance with these regulations.

(C) Public Outdoor Lighting

~~(11)~~(1) New public lighting, owned and operated by the Town of Ridgway, including street lights, walkway lights, external buildings lights, holiday lights, and other lights to ensure safety, shall be allowed as recommended by the Town Manager and shall be in compliance with Subsection (A).

(2) Adaptive Controls or curfews shall be employed in all new public outdoor lighting installations, except for new street lighting installed according to C1 above and required for public safety.

~~(12)~~(3) All Town owned lighting shall comply with the requirements of Section 6-5 within five years from the effective date of this ordinance.

6-5-2 NONCONFORMING LIGHTS.

(A) Lights which were lawfully existing and in use at the time they became nonconforming with the requirements of this Section 6-5 by virtue of the initial adoption of this Section, subsequent amendment to this Section or by annexation into the Town, may continue to be used and operated subject to the limitations of this Section.

(B) The right to operate a lawful nonconforming light shall terminate upon any of the following:

(1) Replacement of the light fixture.

(2) Non-use of the light fixture for a period of six months.

(3) Repealed by Ordinance 16-2006

(4) Damage to the light fixture so that the cost of repair is 50% or more of the cost to replace it with a conforming fixture.

6-5-3 ADMINISTRATION AND ENFORCEMENT.

(A) The provisions of this Section shall be administered by the building official or other authorized Town officer or employee.

(B) It shall be unlawful to violate any provision of this Section.

(C) Any continuing violation of this Section is hereby declared to be nuisance, which may be abated by the Town in any lawful manner, or enjoined by a court of competent jurisdiction.

(D) No building permit or occupancy permit shall be issued for work which has noncomplying light fixtures.

6-5-4 APPEALS AND VARIANCES.

(A) Any person aggrieved by an interpretation of this Section or decision of the Town made in the administration of this Section, may appeal the interpretation or decision to the Planning Commission pursuant to the review procedure of Section 7-3-18 of the Ridgway Municipal Code upon payment of a \$250.00 application fee.

(B) (1) Any person may apply for a variance to the Planning Commission from the provisions of this Section upon payment of the \$250.00 application fee in accordance with the review procedure of Section 7-3-18 of the Ridgway Municipal Code.

(2) The Planning Commission may grant a variance only upon a determination that the following criteria are met:

- (a) The variance will be consistent with the public health, safety and welfare.
- (b) The variance is justified by unreasonable hardship not created by the activities of the applicant or strict compliance is unfeasible.
- (c) The variance will be substantially consistent with the purposes of this Section to avoid nuisances to others, preserve the ability to observe the night sky, conserve energy, reduce glare, promote traffic and pedestrian safety, preserve the small town character of Ridgway and promote the Town's master plan.
- (d) The variance will not compromise any Dark Skies Certification, if such certification is in place at the time the variance is requested.

6-5-5 PURPOSE

To protect the dark sky resource, maintain nighttime visibility, minimize light pollution and glare, promote energy conservation, promote traffic and pedestrian safety, help mitigate wildlife sleep and mitigation related issues, and preserve the small-town character of the Town.

6-5-6 DEFINITIONS

(A) Adaptive Controls: devices such as timers, motion-sensors and light-sensitive switches used to actively regulate the emission of light from light fixtures.

(B) Mixed--Use Site: an undivided or combination of undivided lots under one or more ownership or lease agreement used for a mixture of commercial, industrial, institutional, and residential uses.

(C) Multi-Family Residential Site: an undivided or combination of undivided lots under one or more ownership or lease arrangements occupied by multiple dwelling units.

~~(A)~~(D) Non-Residential Site: an undivided or combination of undivided lots under one or more ownership or lease agreement used for commercial, industrial, or institutional uses.

(E) Single-Family Residential Site: an undivided or combination of undivided lots under one ownership occupied by a single-family residential structure and related accessory structures.



To: Ridgway Planning Commission
From: Shay Coburn, Town Planner
Date: June 20, 2019
RE: Dark Skies

At the February 13, 2019 Town Council meeting, Council directed staff to prioritize updating the Town's lighting regulations in order to qualify to become an International Dark Sky Community (IDSC) through the International Dark-Sky Association (IDA). Staff followed up with the Planning Commission on this topic at the March 5, 2019 meeting. At that meeting, the Commission directed staff to 1) write up a summary of the potential town and others responsibilities for the IDSC certification as outlined in the memo provided by staff to the Commission and discussed at the meeting and 2) work with the community group interested in dark skies and the IDA on a refined version of the Town's current lighting regulations. This memo is in follow up.

Summary of Responsibilities

Based on the 2015 Program Guidelines, the following is a list of IDA's minimum requirements. In addition, an explanation of responsibilities for each requirement is included to ensure the Town's responsibilities and the responsibilities of other organizations, like the ROCC Ridgway Dark Sky Committee (RDSC) are clear.

- A. **Update the Town lighting regulations** to comply with IDA minimum standards.
 1. Town's responsibilities: Adopt a new or revised Outdoor Lighting Regulations section in the Ridgway Municipal Code 6-5 per the minimum requirements of the 2015 Program Guidelines. This will take public process and official adoption of an ordinance by Town Council. See attached. *Note that this addresses item 2 as directed by the Planning Commission.*
 2. RDSC volunteers are very willing to assist.
- B. Community commitment to dark skies and quality lighting.
 1. **All Town owned lighting must conform**, or conform within 5 years, to the new lighting regulations.
 - i. Town responsibilities: Determine if town lighting conforms to the proposed ordinance. The lighting plan should have much of this information, but this will take staff time to sort through the details. If any Town fixtures do not conform, we need to investigate what it will take to do so such as cost, time, and other resources. This would be good to do before we adopt the ordinance to know what our financial commitment might be.
 - ii. RDSC members will work with SMPA staff to generate a list of recognized nonconforming town lights, possible replacement bulbs/fixtures, anticipated town costs, available rebates, and anticipated electricity savings. Preliminary estimate by SMPA staff is that there may still be 6-12 older nonconforming town fixtures/lights.
 2. **Municipal support of dark skies** through Town publications, flyers, public service announcements, funding of lighting upgrades, etc.



- i. Town responsibilities: Work closely with RDSC on developing outreach materials including input on content and design, print and distribution. Materials will have to go on the Town's website so we will need to find a location and have staff time to do this.
 - ii. The RDSC team will assist in identifying and writing many of these materials. They may help with printing costs and logistics as well as distributing.
- C. **Broad support for dark skies** from a wide range of community organizations.
 1. Town responsibilities: submit letter of support. This will come from Town Council.
 2. RDSC members will continue to collect letters of support from key community organizations. These letters will become part of the IDA Dark Sky application packet.
- D. **Community commitment to dark skies and education** through 1) two dark skies awareness events per year, and/or 2) inclusion of dark sky awareness documents with other community informational documents, and/or 3) inclusion of dark sky education in community schools and curriculum.
 1. Town responsibilities: Help plan, promote, host, and sponsor events; provide Town facilities for programs; include awareness documents/handout online.
 2. The RDSC team will continue to assist the Town in arranging such events. Last year, RDSC arranged two lectures and dark sky "parties" in cooperation with the Black Canyon Astronomical Society and the Ridgway State Park to educate the public on the value of preserving the night sky and showcasing the night sky resource near Ridgway. In 2019, RDSC has so far held a Sherbino presentation and at least one dark sky party is being coordinated. RDSC has arranged authorization from the author and producer of the documentary film "Saving the Dark" and will make this available to the town. It may be shown (e.g. in the town park) to the community as desired.
- E. **Success in light pollution control** by at least one of the following: 1) examples of 10 projects built under the lighting code, showing success, and/or 2) alternative demonstration of success in light pollution control, to be discussed with IDA.
 1. Town responsibilities: Write description of RAMP project to serve as an example for the application. RDSC members see no need for additional data or information from the Town after designation.
 2. RDSC members are happy to assist the town in writing a description of the downtown improvement project as an example of a successful effort to preserve the night sky and manage light pollution within the context of significant Town infrastructure improvements. They do not anticipate much additional work will be needed – and foresee other past work that can also be explained if deemed necessary in the IDA Dark Sky application.
- F. **A sky brightness measurement program.**
 1. Town responsibilities: None.
 2. Since early 2018, RDSC volunteers have taken almost monthly SQM (Sky Quality Measurement) measurements at four sites within the town. ROCC contributed the funds to buy two SQM devices in early 2018. These volunteers will continue to periodically



monitor measurements at these sites, documenting our night sky quality over time. These measurements will be included in the IDA application and subsequent annual reports.

G. Reassessment of designation.

1. Town responsibilities: The Town will need to maintain and uphold the outdoor lighting ordinance and show general support for Dark Sky preservation.
2. The RDSC team will work with the town to meet IDA requirements according to criteria defined in the IDA guidelines dated October 2015. If we are recognized as an IDA Dark Sky designated town, they do not currently anticipate an IDA reassessment causing us to lose that designation.

H. Annual reports showing that the efforts are being upheld and that progress is being made.

1. Town responsibilities: The designation is owned by the town so the annual reports must come from the Town. Staff will need to review the draft, address any edits, and submit the report to IDA. Does RDSC know the time of year these reports are due?
2. The RDSC team will track the above accomplishments and compile a draft annual report. This draft report will be given to the Town for review and submittal to IDA.

I. Per 2018 criteria, once certified, a sign indicating International Dark Sky Community designation must be erected and maintained.

1. Town responsibilities: None. If a sign is required after certification, town will likely need to manage the project – planning, designing, building, funding, approvals as needed, etc.
2. RDSC mentioned that the Town can make this decision and noted that a sign would showcase to town citizens and visitors Ridgway's accomplishment in preserving the night sky. The RDSC may be able to assist with funding of physical signage.

J. IDA application process, packet and submission.

1. Town responsibilities: The application will come from the Town so the staff will need to review the application, address any edits, add necessary information, and submit it to IDA.
2. The IDA Application will include a sizeable packet documenting the Town's Outdoor Lighting Ordinance, past Dark Sky Star Party events, education on Dark Skies through documents and local lectures, letters of support, etc. The RDSC team will compile these documents and review with Town staff before submission.

Conclusion

As you can see from the above responsibilities, the amount of staff time needed to achieve and maintain this designation is not insignificant, especially considering all of the Town's other priorities. The Town has historically done a great job promoting dark skies and protecting this valuable resource. The Commission should carefully consider the costs and benefits that accompany the IDSC designation. Some of the costs include much stricter rules around outdoor lighting, additional staff time needed to enforce the regulations, additional staff time needed to support all of the above responsibilities, and potential costs



to the Town to comply with the stricter regulations. The benefits include further protection of our night sky, a sense of pride in the community, and the potential ability to attract more tourists to our Town. It should be noted that tourism attraction has generated mixed feelings in our community and through the Master Plan process we learned that the community is generally content with the number of visitors we already have. It should also be noted that the community group behind this effort feels strongly that this is an important designation that will further prove our commitment to dark skies and to becoming a more sustainable community.

For discussion:

- Review and discuss the proposed revisions to the current Outdoor Lighting Regulations. See draft below.
- If the main purpose of this designation is to protect the night sky and reduce light pollution, will this designation achieve that goal and is it worth the costs to get there?
- Could we use the IDA lighting ordinance requirements as a guide to update our current outdoor lighting ordinance, picking and choosing what is most critical to regulate in order to protect our night sky?
- Could the community group continue all of their great efforts but without the costs of designation?

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING

JUNE 25, 2019

CALL TO ORDER

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

PUBLIC HEARINGS

1. Application for Preliminary Plat; Location: Ridgway USA Subdivision, Lots 30-34; Address: TBD Redcliff Drive; Zone: General Commercial; Applicant: Vista Park Development, LLC; Owners: Ridgway Land Company, LLLP

Staff Report dated June 25, 2019 presenting background, analysis and staff recommendation prepared by the Town Planner. Document entitled *Bo Nerlin Time Sheets on Vista Commons*, submitted by the Applicant.

Town Planner Shay Coburn presented an application for preliminary plat review for the Vista Park Commons subdivision. The proposed development includes 23 single family units inclusive of 2 duplex buildings, shared parking, storage, a community building and open spaces to be constructed on 5 established commercial lots. She reviewed five previous public hearings in which deficiencies and revisions were considered and noted unresolved engineering and legal details requiring the Town Attorney's analysis.

Planner Coburn reviewed the salient points of the recent submittal with the Commissioners and explained that the dedication language on page one of the plat is not adequate. The Applicant changed the standard plat language and has not validated why the change is needed. Dimensions, bearings, distances, etc. need to be noted for the relocated irrigation ditch so that the Town can determine how it may impact the sewer lines and other items. Clarification is needed on how the sewer main will integrate with the ditch and how the Town's access to it will work. Clarification is needed regarding the combined use of the center walkway as a utility easement. More information is needed for the storm water drainage retention area to ensure that it will function as intended. The Planning Commission should consider if the proposed 5.5'-6' standard sidewalks required in a residential zone are adequate instead of the 8' sidewalk requirement for this general commercial zone. Clarification is needed for the sewer drainage area location to ensure the ground will be strong enough to secure a dump truck when the Town's Public Works crew is maintaining or repairing the sewer line. The Subdivision Improvements Agreement will need to indicate the required improvements that will be done after final plat. Knowing this information at this point would be helpful to ensure the Town is also in agreement. Planner Coburn also noted the Planning Commission should be mindful of the conditional uses, variances, and deviations being requested in the application. She reminded the Commissioners that they approved a reduction in the number of affordable housing units from 3 to 2, and more information is needed on the civil plan set to be able to layout the project. Coburn concluded that more engineering information is needed for the Redcliff right-of-way as well.

The Town Planner recommended another continuation because there are too many unreconciled details for Town Council review.

Doug Macfarlane, Architect for the project requested a conditional approval for the application to be reviewed by Town Council because in general the outstanding details are not large concept issues. He said the applicant's team intends to address all outstanding points to Staff's satisfaction, and due to time constraints a conditional approval would be in the applicant's best interest to get the project moving. Macfarlane provided clarification for the Staff comments in the Staff Report and noted information is provided in the submittal documents which will be reviewed with Staff.

Applicant Guthrie Castle said the standard plat notes were changed because the original affordable housing language excluded retired people who are downsizing their households. He presented the document entitled *Bo Nerlin Time Sheets on Vista Commons*. Castle explained the document verifies that the Town Attorney reviewed the points in question. Comments noted by the Town Attorney have been addressed entirely with the recent submittal.

The Chairperson opened the hearing for public comment.

Ridgway resident Sandy Brown said she hopes to live in a unit in the proposed subdivision, wants what is best for the community, and is concerned that inflation may ultimately hinder the affordability of the units.

The Chairperson closed the hearing for public comment.

The Commission discussed the salient points with the Applicant and Staff. They found that there will be no material changes for the proposed subdivision, only technical and engineering clarifications with Staff for many of the details.

Town Manager Jen Coates explained plat notes should be standardized for ease and consistency of plat interpretations. She asked for the Commissions' interpretation on the deviation request from the standard 8' sidewalk requirement in the General Commercial Zone. The Town Manager also explained that while the Town Attorney has performed an interim analysis of some components, a final review will be needed once the applicant has completed the submittal to Staff's satisfaction.

The Planning Commission agreed with the sidewalk deviation, to be 5.5-6' wide, since it is for residential use next to the proposed subdivision and urged the Applicant to complete all of the outstanding issues to prevent an untimely approval.

ACTION:

Commissioner Liske moved to recommend approval of the Preliminary Plat to the Town Council for Ridgway USA Subdivision, Lots 30-34; Address: TBD Redcliff Drive; Zone: General Commercial; Applicant: Vista Park Development, LLC; Owners: Ridgway Land Company, LLLP with the condition that all outstanding details pursuant to the Staff report dated June 25, 2019 are successfully completed before presenting the application to Town Council. Commissioner Cheek seconded the motion, and it carried unanimously.

OTHER BUSINESS:

2. Master Sign Discussion

Staff Report dated June 18, 2019 presenting background, analysis and staff recommendation prepared by the Town Planner and Planning Intern.

Town Planner Coburn presented the Staff Report which outlined the proposed Master Sign Plan regulation and provided background information regarding the administration of other municipalities' master sign plan regulations. Coburn explained the master sign regulations are being updated to provide for flexibility for businesses and to further define the review criteria for Master Sign Plan applications. She asked for direction and comment from the Commissioners. The Planning Commission discussed the Staff Report with the Town Planner and Town Manager and agreed that the word "creativity" is not necessary in the purpose statement; a comprehensive sign plan should be required by the landlord for all multi-tenant buildings of at least two or more tenants; master sign plans should be approved administratively if criteria and guidelines are met; and signs should be fabricated with quality materials and be weather resistant, but do not need to be professionally designed.

3. Update to the International Dark Skies Community Designation; Revisions to Outdoor Lighting Regulations RMC 6-5 Discussion

Memo dated June 20, 2019 presenting background, analysis and questions for discussion prepared by the Town Planner.

The Town Planner reported on the progress for the International Dark Sky Community certification. She reviewed the pros, cons and staffing requirements for the Town to receive and maintain the certification. Ms. Coburn explained the certification will be designated to the Town of Ridgway so the Town will be responsible to ensure and maintain compliance and additional staff time will be needed to fulfill the requirements. The summary of responsibilities includes adopting or revising the current Outdoor Lighting Regulations to meet the International Dark-Sky Association's (IDA) requirements; ensure Town owned lighting conforms; show municipal support through public awareness, education and funding of lighting upgrades; display broad support through a wide range of community organizations; provide 2 dark sky awareness events per year; show success in light pollution control; reassess the certified designation, and providing annual reports to ensure the designation is being upheld and that progress is being made. Planner Coburn concluded that the Town has historically done a great job promoting and protecting the dark skies and asked the Commission to consider if the designation is beneficial to the Town.

The Planning Commission discussed staff's other current project priorities and agreed that the Outdoor Lighting Ordinance may not be the most pressing issue to address at this time. The Commission discussed the pros and cons of IDA certification and noted that education and incremental code updates may be more successful in the community and that monitoring lighting limits can be very difficult to do. They also commented that some community members think the Town is already designated as a Dark Skies Community and the information in the Planner's memo addressing responsibilities should be considered in order to understand the commitment.

The Commission discussed the proposed revisions to the Outdoor Lighting Regulations and the limitations of enforcement with staff. The proposed revisions would bring the current Outdoor Lighting Regulations into conformity with the IDA requirements. The Commission questioned

how lumens are determined for non-residential and mixed-use sites and how the lighting regulations compares to the current regulation. They requested examples of lumen limits for review at the July regular meeting so that they can consider recommending the proposed Outdoor Lighting Regulations to the Town Council for approval. They asked staff to provide an update to the Town Council at their next regular meeting.

Rob Datsko, Dark Sky Committee member said that protected dark skies are becoming extinct across the country, and gave examples of people that visit our area to view the skies. He noted current publications that are available for dark skies education and said that once the natural resource is recognized, conformance is not an issue.

Planner Coburn commented that Dark Skies are identified as a vital resource in the recently adopted Master Plan.

APPROVAL OF THE MINUTES

4. Approval of the Minutes from the Meeting of May 28, 2019

ACTION:

Commissioner Liske moved to approve the Minutes from May 28, 2019. Councilor Cheek seconded the motion, with Commissioner Liske abstaining, and it carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk