

PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING

JUNE 29, 2021

CALL TO ORDER

The Planning Commission convened in person at 201 N. Railroad Street and broadcast the meeting to the public via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy, due to the COVID-19 pandemic.

The Chairperson called the meeting to order at 5:30 p.m. Commissioners Liske, Montague, Nelson, Mayor Pro-Tem Meyer, Mayor Clark and Chairperson Canright attended the meeting in-person and Commissioner Emilson attended the meeting virtually via Zoom.

PUBLIC HEARINGS

1. Application for Temporary Use Permit; Location: Phillips Resubdivision, Block 34, Lots A-B; Address: To-Be-Determined (TBD) Clinton Street; Zone Historic Business; Applicant: Karl Thees; Property Owner: Jenny Lee Phillips Revocable Funded Living Trust

Staff Report dated June 22, 2021, presenting background, analysis and recommendation prepared by TJ Dlubac, AICP of Community Planning Strategies.

Planner Dlubac presented an application to temporarily use for an off-premises staging area on Lots A and B which are adjacent to the demolition and reconstruction project site of lots C and D, at 540 Clinton Street. He reviewed the scope of the project, noting the applicant will use Town rights of way by utilizing a public parking space and sidewalk. Dlubac recommended approval for the request with the following conditions:

- 1) *Equipment shall not be idled between the hours of 7pm – 7am.*
- 2) *Temporary Use Permit shall expire on March 31, 2022.*
- 3) *Adequate signage identifying the sidewalk being closed to pedestrians and that a detour is in place to use the sidewalk on the north side of Clinton should be used by pedestrians shall be added to the site plan.*
- 4) *Obtain an encroachment permit from the Town for right-of-way infringement on Town sidewalks and parking spaces for construction fencing.*

Applicant Karl Thees reviewed the demolition and reconstruction schedule with the Commissioners. He explained a fence barrier blocking the sidewalk is needed for pedestrian safety because the existing structure abuts to the sidewalk. The fence will be set in place and removed as need during the project so that the sidewalk will not be blocked during down times.

The Chairperson opened the hearing for public comment and there was none.

**ACTION:**

Commissioner Montague moved to approve the Temporary Use Permit for Lots A and B, in the Phillips Resubdivision with the following conditions: 1) Equipment shall not be idled between the

hours of 7pm – 7am. 2) The Temporary Use Permit shall expire on March 31, 2022. 3) Adequate signage identifying the sidewalk being closed to pedestrians, and that a detour is in place to use the sidewalk on the north side of Clinton Street should be used by pedestrians, shall be added to the Site Plan. 4) Obtain an encroachment permit from the Town for right-of-way infringement on Town sidewalks and parking spaces for construction fencing. Mayor Clark seconded the motion. On a call for the roll call vote, the motion passed unanimously.

2. Application for Preliminary Plat for Riverfront Village Planned Unit Development (PUD); Location: Triangle Subdivision, Lot 1; Address: TBD Highway 550; Zone: General Commercial; Applicant: Joel Cantor, Alpine Homes Ridgway, LLC; Owner: Alpine Homes Ridgway, LLC

Staff Report dated July 23, 2021, presenting background and recommendation prepared by TJ Dlubac, AICP of Community Planning Strategies.

TJ Dlubac presented the Staff Report dated July 23, 2021, and explained the previous hearing for the preliminary plat application was continued as requested by the Applicant at the April 27<sup>th</sup> Regular Planning Commission Meeting because more time was needed to respond to staff review comments and questions. Mr. Dlubac noted though progress has occurred, he and the Development Team for Riverfront Village PUD agree more time is needed to ensure a comprehensive review of the project. He further explained the Applicant is requesting the hearing be continued to a Special Planning Commission Meeting where time can be devoted only to this application due to the complexity of the proposed project.

The Chairperson opened the hearing for public comment and there was none.

The Planning Commission agreed there would be a quorum for a Special Meeting to hear the request on July 13, 2021.

ACTION:

Commissioner Nelson moved to approve a continuance of the hearing for the Preliminary Plat Application for Riverfront Village PUD at a Special Planning Commission Meeting on July 13, 2021, to allow time for the Applicant to comply with the Ridgway Municipal Code requirements. Mayor Clark seconded the motion. On a call for the roll call vote, the motion passed unanimously.

3. Application for Final Plat; Location: Parkside Subdivision, Lot 14; Address: TBD North Laura Street; Zone: Residential; Applicants: Josh and Terese Seal; Owner: Joshua C. Seal

Staff Report dated July 22, 2021, presenting background and recommendation prepared by TJ Dlubac, AICP of Community Planning Strategies.

Mr. Dlubac presented the Staff Report dated July 22, 2021, and noted the previous hearing for the final plat application was continued as requested by the Applicants at the April 27<sup>th</sup> Regular Planning Commission Meeting. The hearing was continued so the Applicants could address the Planning Commissions concerns outlined in the Staff Report, and the Applicants have requested to continue this hearing to the July Regular Planning Commission Meeting.

Planner Dlubac explained the Applicants had also requested a variance to lot width at the April 27, 2021, Regular Planning Commission Meeting. The Applicants have been working with a surveyor to ensure the lot widths for each of the 3 individual single family dwelling units allowed

on the parcel meet the minimum lot width required in the Ridgway Municipal Code. The Applicants now anticipate that a variance request may not be needed.

Dlubac noted progress has been made addressing the Planning Commissions concerns, and a letter from the Homeowners Association approving the subdivision of Lot 14 has been received. However, the Applicants have not resubmitted an application with the updated information which will require staff review. He recommended a continuance for this hearing to the July Planning Commission Regular Meeting provided the Applicants resubmit the required materials by July 6, 2021, to allow for a thorough staff review prior to the meeting.

Applicant Terese Seal said the requirements for the resubmittal have been met and will be presented to Staff on June 30, 2021.

The Chairperson opened the hearing for public comment and there was none.

#### ACTION:

Mayor Clark moved to continue the subdivision process for the Parkside Subdivision, Lot 14 to the July 25, 2021, Regular Planning Commission Meeting. Mayor Pro-Tem Meyer seconded the motion. On a call for the roll call vote, the motion passed unanimously.

#### OTHER BUSINESS

##### 4. Review of Proposed Updates to the Landscaping Regulations

Staff Report dated July 23, 2021, presenting background and recommendation prepared by TJ Dlubac, AICP and Katie Schwarz, AICP of Community Planning Strategies.

Planner Katie Schwarz presented a comprehensive update via Power Point presentation to the Town's Landscaping Regulations based on the comments received from the public and Planning Commission at the May 25, 2021, Regular Planning Commission Meeting; and on public comments received after the meeting. She reviewed the updates with the Planning Commission and presented scenarios showing how the updates would apply to existing parcels in town.

The Commissioners provided feedback and requested a few changes to the updates. Ms. Schwarz agreed to update the regulations as discussed in the meeting before presenting the final document to the Town Council.

#### ACTION:

Commissioner Nelson moved to recommend approval to the Town Council for the Landscaping Regulations as presented to the Planning Commission, along with the requested changes as discussed. Commissioner Liske seconded the motion. On a call for the roll call vote, the motion passed unanimously.

#### APPROVAL OF THE MINUTES

##### 5. Approval of the Minutes from the Meeting of May 25, 2021

**ACTION:**

Mayor Pro-Tem Meyer moved to approve the Minutes from May 25, 2021. The motion was seconded by Mayor Clark. On a call for the roll call vote, the motion carried with Commissioner Emilson abstaining.

**ADJOURNMENT**

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Karen Christian  
Deputy Clerk