

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**SPECIAL MEETING
WEDNESDAY, JANUARY 18, 2023
5:30 p.m.
VIRTUAL MEETING VIA MICROSOFT TEAMS
CONFERENCE ID: 284 610 209 719#**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, January 18, 2023, by electronic participation through the Microsoft Teams application. Chair Alison Johnston, called the meeting to order at 5:32 p.m. Commissioners present were Suzanne Pugsley, Michael Parsons, Tom Karpowich, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner; Nicolas Cotton-Baez, Town Attorney; and Michelle Haynes, Recording Secretary.

INTRODUCTIONS OF THE PLANNING COMMISSION

Town Council Resolution No. 03-23, Series of 2023 Appointing Suzanne Pugsley to the Planning and Zoning Commission. The Commission welcomed new member, Suzanne Pugsley. Suzanne gave the group an introduction of herself and her background in Planning. The group proceeded to introduce themselves to Suzanne and staff.

APPROVAL OF THE MINUTES OF NOVEMBER 7, 2022, REGULAR MEETING

Commissioner Cribbet moved to approve the minutes from the November 7, 2022, regular meeting. Commissioner Parsons seconded the motion, which passed unanimously.

PUBLIC COMMENTS

Heidi Aggeler with the Summit County Housing Authority introduced herself but had no comments.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) UPDATE

Michael Parsons attended last week's EDAC meeting and gave the Commission an update. The group reviewed the JGJP Dillon, LLC Master Plan map. Nick Cotton-Baez gave the Commission an explanation of the discussion EDAC had about the plans and assured them the plans presented were concept plans only. Council will make the final say on the approval of the plans. Planning and Zoning will review/approve any Land Use applications. Nick informed the group that Council will be undergoing a special district educational class during a future meeting and he recommended that the Planning and Zoning Commissioners attend the meeting.

Both EDAC and Planning and Zoning expressed concern that two venues in the Town Core is excessive. There was concern about JGJP Dillon having too much power if special districts are granted to them. Ned informed the group that Corinthian Hills is a Metro District and uses their funds for their Club House maintenance and improvements. The Commission would like to know more about the economic impacts of the JGJP Master Plan.

CONSIDERATION OF RESOLUTION PZ 01-23, SERIES OF 2023

A RESOLUTION APPROVING A MASTER SIGN PLAN AMENDMENT FOR THE MULTI-TENANT BUILDING LOCATED AT 701 E. ANEMONE TRAIL.

SUMMARY:

The Town has received a Class 1 Sign Application for a Master Sign Plan Amendment for the multi-tenant building located at 701 E. Anemone Trail. The Applicant is Brent Ford, Pioneer Sports, under the authorization of the Masthead Commercial Condominium Association, Inc. The Dillon Municipal Code requires a Master Sign Plan for multi-tenant buildings, and then permits for each sign. Master Sign Plans are reviewed and approved by the Planning and Zoning Commission in a public meeting, but a public hearing is not required. Once approved, individual signs for tenants are approved on the staff level.

COMMISSIONER QUESTIONS:

Ned West informed the Commission that the proposed Master Sign Plan meets all Code criteria and staff recommends approval. Commissioner Parsons asked for a further explanation of how Master Plans are created. It was explained that Master Sign Plans conform with the Sign Regulations found in the Dillon Municipal Code, but provide certain common elements and defined sign band locations for building signs. At least two common elements are required.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Mark Cribbet moved to approve Resolution No. PZ 01-23 Series of 2023. Commissioner Tom Karpowich seconded the motion, which passed unanimously.

DISCUSSION: SIGN CODE AND CONSTITUTIONAL UPDATES

SUMMARY:

Town staff has been presenting the Planning Commission and Town Council with several discussion items relating to the Dillon Municipal Code (“DMC”) Sign Regulations including proposed Sign Zone Map Changes and a proposal for two new Sign Zones: Town Center Sign Zone and a Park & Waterfront Sign Zone. These concepts have been well received by the Planning Commission and the Town Council. At the present time, staff is delaying the adoption of new sign zones to a future date. Important to these new sign zones will be wayfinding sign input from the University of Colorado Denver Technical Assistance Program (UTAP), Comprehensive Plan updates, completion of the 50% design drawings (Mead & Hunt) for Highway 6 traffic improvements at Lake Dillon Drive / Evergreen and County Road 51 (concept of two (2) roundabouts), the walkability work performed by a Town hired consultant (Clark & Enerson), and other long range planning efforts for the Core Area and Dillon Marina.

Staff has been working with the Town attorney to address content-based sign regulations currently found in the Code as previously discussed with the Commission. This agenda item furthers the study of the subject matter.

COMMISSIONER QUESTIONS:

Upon review of the Code, the Commission was still unsure of what feed back they needed to provide. The Town Attorney, Nick Cotton-Baez, recommended they look for regulations and deregulations that they do not agree with. He recommended the group state any concerns directly into the record or in writing to him. Nick will identify the concerns and bring them back for review at the next meeting.

Suzanne Pugsley would like additional time to review the Code and give feedback. The Commission will return to the discussion after reviewing and editing the materials provided.

DISCUSSION: COMPREHENSIVE PLAN AMENDMENT

SUMMARY:

Ned West reviewed the background and progress of the Comprehensive Plan with the Commission. As part of this discussion item, the Town staff is particularly interested in whether the Commissioners agree with the permitted and conditional uses proposed for each zone district, and whether the Commissioners believe the permitted and conditional uses align with the Comprehensive Plan and the Zone District Purpose Statements.

Town staff would like the Planning Commission to study the Comprehensive Plan and determine if there are portions of the Plan that might warrant focus for potential amendments. During the previous Planning Commission study sessions on the Comprehensive Plan, a few areas of interest have been discussed:

- Workforce Housing
- Walkability, Connectivity, and Creating a Sense of Place in the Core Area
- Tourism & Recreation – The Town has created a Recreation Department and hired a recreation manager with the Events Department.
- Transportation
- Community gathering spaces and creating a sense of place
- Land Use Guidelines and High Priorities
- Utilities
- Sustainable land and water use goals
- Source Water protection
- Summit County Housing Crisis
- Addressing Equity in the Plan

COMMISSIONER QUESTIONS:

Suzanne Pugsley would like additional time to review the Plan and give feedback. The Commission will return to the discussion after reviewing and editing the materials provided.

PROJECT UPDATES:

- Marina: Steps complete. Dock and fuel system installed, will need updates in the Spring.
- Panera Bread: Tenant finish underway, sewer delay.
- Urgent Care: OPEN!
- CR51 Project: Negotiations underway.
- Uptown 240: Debt purchased by JGJP Dillon, LLC and under foreclosure.
- Lodgepole St: Will begin in the spring and then finish in the fall.
- Town Park: Will start back up in the spring.
- Denver Water wildfire mitigation will begin in the Spring around the raw water diversion structure at the end of County Road 51.

OTHER BUSINESS:

No other business discussed.

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission