



TOWN OF DILLON
Planning and Zoning Commission
Regular Meeting

Council Chambers
275 Lake Dillon Drive

Wednesday, May 3, 2023 | 5:30 p.m.

MINUTES

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, May 3, 2023, in person at the Dillon Town Hall. The call to order was delayed until Commissioner Cribbet arrived in the chambers. Vice Chair Michael Parsons called the meeting to order at 5:43 p.m. Commissioners present were Suzanne Pugsley, Michael Parsons, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner; Nicolas Cotton-Baez, Town Attorney; and Libba Muzi, Recording Secretary.

APPROVAL OF THE MINUTES OF APRIL 5, 2023, REGULAR MEETING

Commissioner Pugsley moved to approve the minutes from the April 5, 2023, regular meeting. Commissioner Cribbet seconded the motion, which passed unanimously.

PUBLIC COMMENTS

No public comment.

CONSIDERATION OF RESOLUTION PZ 05-23, SERIES OF 2023

A RESOLUTION RECOMMENDING APPROVAL OF A LEVEL IV DEVELOPMENT APPLICATION FOR A PUD DEVELOPMENT PLAN FOR 780 LITTLE BEAVER TRAIL.

SUMMARY:

Ned explained the situation of the property and what the plan for it is. It would be a completely residential development.

Summit County government (“Applicant”) has applied for a Planned Unit Development (PUD) application for the previously developed property they own at 780 Little Beaver Trail. The purpose of the PUD primarily relates to the desire to have one hundred percent (100%) workforce housing residential use in the Mixed Use (MU) zone district with proposed renovation of the existing structure. Town staff has evaluated the application in consideration of the Dillon Municipal Code (“DMC” or “Code”), the adopted Comprehensive Plan of the Town of Dillon, and in consideration of the existing development neighborhood.

The proposed project involves the interior renovation of the existing multi-family residential building to increase the total number of residential units and to substantially upgrade them to functional, livable spaces. The project also includes safety improvements related to reducing the steepness of the driveway entrance off the Little Beaver Trail roadway, replacing the parking that backs out onto Little Beaver Trail with parallel parking on the property, and by adding a van-accessible ADA compliant parking space and accessible aisle in accordance with federal law. Another substantial safety improvement is the probable sprinkler fire suppression system currently required by Summit Fire & EMS.

The project will involve boulder retaining wall construction and fill placement to improve the steep grades of the site and to provide a new, paved parking lot surface. Curb and gutter will collect storm drainage and divert it to a surface stormwater collection system and water quality & stormwater detention pond. These improvements will substantially improve the water quality flowing into the Straight Creek drainage and associated wetlands, reducing on-site erosion and sediment transport off-site and attenuating the rate of stormwater discharge.

A waste enclosure system has been identified using small modular enclosures rather than a more typical large waste container enclosure. The Applicant has found a hauler willing to service the proposed system.

PUBLIC COMMENT:

No public comment.

COMMISSIONER QUESTIONS:

The parking lot was a large topic of discussion, as it involves wall construction and fill placement. Ned explained, it is to be paved, but because the paving season is short, the resolution conditions of approval allow for the paving to be accomplished within one-year of the issuance of the certificate of occupancy.

Commissioner Pugsley wanted clarification on the paving of the parking lot. She wondered if a bond should be required. Ned replied that the Town did not feel that a performance bond would need to be provided by Summit County. Suzanne was concerned there would be nothing to hold them to the obligation. Ned replied that the supply of water by the Town could be leveraged to ensure the pavement. The allowance of additional time is in understanding the short paving season and the potential for contractor shortages, thus the leniency.

Commissioner Pugsley also asked for clarification of the timeline. Town Planner West clarified that this is the final plan for the PUD review, and it will now need to be recommended for approval by the Town Council. Upon approval, it will then be recorded and then the Town Planning Department will review the construction plans which will then be submitted to the Summit County

Building Inspection Department. The Planning Commission will have no further involvement with the PUD application should they approve it tonight.

Commissioner Parsons asked for clarification of the terminology of a sprinkler system being “possible”. Town Planner West clarified that it is currently required by the Fire Department, but it has not been confirmed that it is required if challenged in a Code review by the applicant. At present it is very likely a required system.

Lastly, the issue of snow removal and storage was covered. Town Planner West stated that there is a Code requirement that in the case of a snowfall over four inches, the property owner is required to clear the snow from hardscape surfaces. When there is a lack of adequate snow storage on site, the Dillon Municipal Code allows for an agreement with the property owner for the guarantee of continual snow and ice removal. The property owner has indicated their willingness to enter into such an agreement. It is a required condition of approval of the project.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Suzanne Pugsley moved to approve Resolution No. PZ 05-23, Series of 2023. Commissioner Mark Cribbet seconded the motion, which passed unanimously.

DISCUSSION: CONTINUING STUDY OF THE COMPREHENSIVE PLAN UPDATE

SUMMARY:

The Comprehensive Plan is a long-range, evolving document that guides the Town in achieving the vision and goals of the community by establishing a framework for developing regulatory tools and advising decision making for the future of the Town of Dillon. Under the stewardship of the Planning and Zoning Commission (“Planning Commission”), this dynamic document strives to promote the community’s values, goals, and vision for the Town. The Comprehensive Plan is not a regulatory document but provides the background for advised decision making for establishing policies, for the delivery of services, for providing orderly growth and development criteria, embodies both current and long-range needs, and provides for a balance between the natural and built environment.

As a guiding document, the Comprehensive Plan is not binding on the Town. However, the Zoning Code is intended to carry out the purposes of the Comprehensive Plan.

Town staff has worked with the Planning Commission to study the Comprehensive Plan to determine if there are portions of the Plan that might warrant focus for potential amendments.

Based on a series of study sessions with the Planning Commission, there are a few areas where the Comprehensive Plan warrants the greatest attention. These are incorporating more about water into the Comprehensive Plan, expanding on Tourism and Recreation, and Housing. Around these topics, goals and policies need to be developed to include in the Plan. The

present goal is to continue to work with the Commission to develop draft language for the Plan and work towards adoption of the amended Comprehensive Plan in 2023.

The Planning Commissioners reviewed the draft policies and goals attached to the staff summary as Exhibit A & B, Recreation and Tourism and Water, respectively.

Exhibit 'A'
Tourism and Recreation
Draft Goals & Policies

Goal: Foster community in Dillon by providing free and low-cost recreational, educational, entertainment and cultural programs to bring residents together

Policies: Provide both free and affordable recreational programming such as fitness classes, adult programming, recreational leagues, and youth programming

Invest in free community events with a variety of entertainment, educational and recreational aspects

Offer varied pricing options to encourage local participation

Create opportunities for both beginners and experts to participate in programming and feel a sense of camaraderie with fellow community members

Goal: Offer a variety of recreational programs to support both local community and visitors

Policies: Activate all amenities and recreation areas in Dillon to provide varied programming and access; including parks, lakefront, amphitheater, winter amenities, nature preserve and disc golf course

Provide variety of programming types, including series and drop-ins to allow participation from both local community and visitors

Goal: Provide sustainable and accessible recreational, educational and cultural programs to both visitors and community members

Policies: Intentionally plan recreational program to complement existing Town events and operations, being mindful of traffic flow, parking, attendee distribution, and impact on other Town resources
Offer programs that encourage visitors and community members to spend further time within Dillon

Partner with local businesses and organizations to help advertise, provide support, and drive customers to local businesses

Exhibit 'B'
Water
Draft Goals & Policies

Goal: Protect Dillon's source water basin

Policy: Partner with the U.S. Forest Service, the National Forest Foundation, and the Summit County Wildfire Council to implement wildfire fuels mitigation and forest management in the Straight /Creek drainage basin

Basin
Continue to champion keeping HazMat vehicles off of I-70 in the Straight Creek

Continue to support the maintenance of sediment catch basins for traction sand coming off of I-70

Educate the community on the importance of protecting water resources

Develop a source water protection plan and an ordinance protecting the source water basin

Goal: Increase community awareness of the critical state of the Colorado River Basin and increase water conservation

Policy: Launch water conservation initiatives

Expand voluntary watering restrictions

Require smart irrigation controllers and irrigation system designs with conservation in mind. Require separate water meters for irrigation systems related to new developments

Promote native landscapes and consider incentive programs for the installation of native species landscapes

Promote sensible and appropriate trees and shrubs for Dillon's alpine environment

Prepare ~~draught~~ drought response action plan

Promote community awareness

Promote and incentivize noxious weed removal

The Commissioners also discussed the suggested edits to the Existing Land Use Patterns section of Comp Plan presented in Exhibit C of the staff summary. Mr. West provided a red-lined version of the section with numerous suggested edits and updates.

COMMISSIONER QUESTIONS:

The spelling error of draught where drought was intended was noted and will be corrected.

Commissioner Parsons challenged the usage of the term "low density" being used, in an area that is arguably highly dense. There was agreement among the Commission.

Parsons also suggested more clarifying language around the term "town amenities" and what that means.

Town Planner, Ned West, prompted the Commission to begin considering the Transit section of the Comprehensive Plan and how it can be presented in the plan itself. He mentioned the previous discussion with the management of Summit Stage for a potential new transit transfer station for the Summit Stage in the Dillon Ridge Marketplace. Also, an RFP for micro-transit has been issued by Summit Stage and the RFP is currently still open.

DISCUSSION: SB23-213 "Housing Now" Update

SUMMARY:

This item was presented aside from the materials initially provided in the agenda due to the status changing so quickly. The bill received a great deal of pushback across the state. This resulted in legislators making many amendments, but then quickly reversing those amendments and essentially returning to the initial bill. It is unclear which way it will go.

COMMISSIONER QUESTIONS:

Commissioner Cribbet inquired about how quickly a bill such as this one will get challenged. Town Attorney, Nick Cotton-Baez, answered with the fact that it will likely be very quickly and situations such as this almost always go to litigation.

PROJECT UPDATES:

- Utility updates on Lodgepole Street:
 - Fire hydrant installation
 - Storm Drainage down toward the highway
- RFP Trails Master Plan
 - Zehren and Associates will be the consultant partnering with the Town to complete this project.

OTHER BUSINESS:

No other business discussed.

ADJOURNMENT

There being no further business, Commissioner Parsons adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Libba Muzi

Libba Muzi
Secretary to the Commission