

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, AUGUST 7, 2019
5:30 p.m.
Dillon Town Hall**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, August 7, 2019 at Dillon Town Hall. Co-Chair Steve Milroy called the meeting to order at 5:31 p.m. Commissioners present were: Steve Milroy; Charlie Oliver, Bill Engelman and Alison Johnston. Commissioner Teresa England was absent. Staff members present were Dan Burroughs, Town Engineer; Nicolas Cotton-Baez, Town Attorney and Michelle Haynes, Recording Secretary.

APPROVAL OF THE MINUTES OF JULY 3, 2019 REGULAR MEETING

Commissioner Johnson moved to approve the minutes from the July 3, 2019 regular meeting. Commissioner Oliver seconded the motion, which passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSIDERATION OF RESOLUTION PZ 16-19, SERIES OF 2019

A RESOLUTION APPROVING FINAL ARCHITECTURAL PLANS FOR THE DILLON MEDICAL BUILDING PUD DEVELOPMENT PLAN.

PUBLIC HEARING:

A Public Hearing is required for this application. The Planning and Zoning Commission shall open a Public Hearing on the application and hear testimony from Town staff, the applicant, and any public testimony submitted during the Public Hearing.

Co-Chair Steve Milroy opened the public hearing at 5:33 p.m.

Dan Burroughs, Town Engineer, presented the staff summary.

PUBLIC NOTICE:

The Town posted signs of the Public Hearing on the site on Wednesday, July 31st, 2019. A newspaper ad ran in the Summit Daily (Journal) on Friday, July 26, 2019, and a mailing noticing the public hearing time and date was sent out on Wednesday, July 31st, 2019 to property owners within 300' of the Application. These dates and notification distribution are all within the required 7- day minimum and 14-day maximum notice period required by the Dillon Municipal Code (the “Code”).

PROJECT LOCATION:

The proposed development is located on Blocks 12, 13, & 14 of the Dillon Ridge Marketplace PUD, and Tract B of the Lookout Ridge Townhomes Phase I, generally located between US Highway 6 and Dillon Ridge Road, east of North Dillon Dam Road, Dillon, Colorado (see Figure 1). The four (4) parcels shall be combined into one parcel called Block 12R.

SUMMARY:

Tom Braun, Braun and Associates presented the applicant's Summary. One of the conditions set forth in paragraph 2 of Exhibit B to Ordinance No. 01-19, Series of 2019, approval of a Level IV Development Application for the Dillon Medical Building PUD Development Plan, was as follows:

2. Prior to the issuance of a Building Permit, final architectural floorplans and elevations, architectural materials board, site plans, utility plans, landscape plans, site lighting plans, and building configuration shall be submitted and reviewed by Town staff. The architectural design and renderings shall then be reviewed by the Town's architectural consultant for conformance with the Town of Dillon's architectural standards. The Applicant will be required to pay for the cost of the additional architectural review. The final architectural design and renderings shall then be reviewed and approved by the Town of Dillon Planning and Zoning Commission in a public hearing to be set at a future date.

Presented by Nate Savage, Davis Partnership Architects, was the revised architectural drawings and material boards for this project for the Planning and Zoning Commissions Review.

Also presented was an email from Chris Holzwart from Roth Shepard who performed the second architectural review of the submittal.

COMMISSIONER QUESTIONS:

Commissioners asked questions which addressed the design narrative not being provided. Town Engineer explained that the presentation covered the elements of the design narrative. Town Attorney advised that the narrative was not a code requirement and is not necessary information needed to make a final decision.

PUBLIC COMMENTS:

Linda Wakefield, 11 Lookout Ridge Drive, stated that she is very pleased with the final design. She is happy they took her neighborhood into consideration when coming up with the design. They have blended the medical building in nicely, making it pleasant to see when looking out at the mountain views.

PUBLIC HEARING CLOSED:

Co-Chair Steve Milroy closed the public hearing at 5:51 p.m.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Alison Johnson moved to approve Resolution No. PZ 16-19 Series of 2019. Commissioner Charlie Oliver seconded the motion, which passed unanimously.

CODE REVIEW

TJ Dlubac, Community Planning Strategies, presented the Phase I Code Updates. Including outlines of the major changes made in draft updates to Chapter 16 and Chapter 17. The revisions drastically realigned many of the current code sections and a redline version depicting where things were and where they moved to would not be useful. A clean version of the new layout was provided along with a memo identifying some of the large changes reflecting in the draft.

Background:

- In November 2018 an assessment of development regulations (Ch. 16 – Zoning & Ch. 17 – Subdivisions) and report were completed and submitted to the Town.
- The assessment made findings and recommendations and this project, Phase 1 Update, is the first project implementing those findings and recommendations.
- Phase 1 updates Articles I (General Provisions) and II (Application Review and Approval Procedures) of each Chapter 16 and 17.

- Future phases will update the remainder of the articles of these chapters.

Process:

- Project kicked off in January 2019.
- Two meetings with staff to discuss updates.
- Planning and Zoning Commission introduction – August 7th
- Planning and Zoning Commission work session – September 4th

Approach:

Based on the assessment, staff meetings and interviews, and best practices, phase 1 updates were made. In general, these updates were associated with:

- Adding, amending, or removing definitions to better align with intended vision.
- Reorganized the review procedures to include a general process applicable to all application types followed by specific processes for specific application types.
- New tables were inserted into each Chapter as a quick reference.
- Application submittal and review procedures were standardized.

Major Updates:

- Call up process was removed and replaced with an appeals process.
- Added additional clauses associated with authority, applicability, jurisdiction, etc. to clarify the intent and powers authorized to the Town by the State and the Home Rule Charter. These are similar to those found in Chapter 1 of the Municipal Code.
- The definitions of Level I, II, III, and IV Development Permits were refined to remove the types of applications falling under each classification. The application types were relocated to the applicability sections within each individual process.
- Provisions associated with application submittal requirements, review procedures, decision making, approval standards, and post approval actions have been reworked.
- Text Amendments were added under the Level IV Development Permit.
- Updated the Waiver section (Subdivision Regulations) to include a Procedural Waiver and a Waiver of Standards. The Procedural Waiver is an administrative approval.
- Moved some terms from this definition section to Section 16-1-130 within the Zoning Regulations chapter and added a provision that all definitions within Ch. 16 shall apply and explaining how to interpret conflicts or duplicate terms.
- The specific call out for Vested Property Rights was removed and the applicable provisions were relocated throughout the articles.
- Relocated the Preliminary Subdivision Plan Review by Planning and Zoning Commission under the Preapplication Conference section (17-2-110).
- Simplified Subdivision procedures to reflect the following:
 - Class S-1: Requires Preliminary Subdivision Plan & Final Subdivision Plan
 - Class S-2: Requires only a Final Subdivision Plan
 - Class S-3: Requires Basic Submittal Requirements, and Planning and Zoning Commission review.
- Removed the provision for a site visit by the Planning and Zoning Commission.

CONFIRM REGULAR PLANNING & ZONING MEETING ON SEPTEMBER 4, 2019.

All following commissioners confirmed they will attend the September 4, 2019 regular meeting and work session; Alison Johnston, Steve Milroy, Bill Engelman and Charlie Oliver.

PROJECT UPDATES:

- Homewood Suites: Excavation is underway, received building permits
- Panera Bread: Switching contractors.
- Sail Lofts: Phase two is underway.
- The Dillon Medical Building (Vail Health): Starting excavation for foundation in Fall of 2019. Final site work will begin next summer.
- Urgent Care: Want to move sewer line this Fall.
- Uptown 240: Excavation is underway, received building permits
- Town Park: Construction of parking lots are under way

OTHER BUSINESS:

No other business was discussed.

ADJOURNMENT

There being no further business, Steve Milroy adjourned the meeting at 6:41p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes

Secretary to the Commission