

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, NOVEMBER 6, 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, November 6, 2019 at Dillon Town Hall. Chair Teresa England called the meeting to order at 5:30 p.m. Commissioners present were: Teresa England; Steve Milroy; Charlie Oliver, Bill Engelman and Alison Johnston. Staff members present were Dan Burroughs, Town Engineer; Ned West, Town Planner; Nicolas Cotton-Baez, Town Attorney and Michelle Haynes, Recording Secretary.

APPROVAL OF THE MINUTES OF OCTOBER 2, 2019 REGULAR MEETING

Commissioner Oliver moved to approve the minutes from the October 2, 2019 regular meeting. Commissioner Milroy seconded the motion, which passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSIDERATION OF RESOLUTION PZ 22-19, SERIES OF 2019 (Public Hearing)

A RESOLUTION RECOMMENDING APPROVAL OF A LEVEL IV DEVELOPMENT APPLICATION FOR A PUD SIGN PLAN FOR THE DILLON FIRE STATION.

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.

Chair Teresa England opened the public hearing at 5:33 p.m.

Ned West, Town Planner, presented the staff summary.

PUBLIC NOTICE:

Town staff advertised the public hearing in the legal section of newspaper in general circulation in Summit County twelve (12) days in advance of this hearing. Town staff posted the site thirteen (13) days prior to the hearing. A mailing to property owners within three-hundred feet (300') of the property was postmarked thirteen (13) days prior to the hearing. The Code requires notification of public hearings not more than fourteen (14) days and not less than seven (7) days prior to the hearing date.

PROJECT LOCATION:

Summit Fire & EMS, 225 Lake Dillon Drive, Dillon, CO 80435

SUMMARY:

The Applicant:

Summit Fire & EMS has submitted a Level IV Development Permit application for a Planned Unit Development ("PUD") Sign Plan to provide for signage in greater dimensions than are permitted in the Public Facilities zone district. The Fire Authority, Summit Fire & EMS, is now a county wide entity and

is revising its signs on all its facilities in the county. They are unifying their identity on all their facilities for consistency and high recognition for the emergency services they provide.

Review process & Public Hearing Notice:

Level IV Applications require public hearings before both the Planning and Zoning Commission and the Town Council. Town staff advertised the public hearing in the legal section of newspaper in general circulation in Summit County twelve (12) days in advance of this hearing. Town staff posted the site thirteen (13) days prior to the hearing. A mailing to property owners within three hundred feet (300') of the property was postmarked thirteen (13) days prior to the hearing. The Code requires notification of public hearings not more than fourteen (14) days and not less than seven (7) days prior to the hearing date.

Zoning Provisions:

For single-tenant buildings, the Dillon Municipal Code (“Code” or “DMC”) permits fifty (50) square feet of building signage to be used in one (1) or two (2) signs, and one (1) additional sign not exceed eighteen (18) square feet (DMC Sec. 16-11-450). The Code also limits the maximum length of a sign to twenty feet (20') (DMC Sec. 16-11-200). An Applicant may request deviations from the Sign Regulations through the PUD process (DMC Sec. 16-5-110).

Existing Sign:

The existing building sign is approximately forty-four feet and three inches (44'-3”) in length and exceeds fifty (50) square feet. That sign was approved by the Town Manager in 1998; the dimensional sign standards appear to have been in place since 1996. The existing sign is thus viewed as an existing, non-conforming sign. As such, any changes to the oversized sign require review and approval through the PUD Sign Plan process.

Application Summary:

The proposed building sign to the exiting sign is approximately thirty-one feet (31') in length and approximately one-hundred fifteen point nine (115.9) square feet including the letters and logos. An additional sign is proposed as the Address Identification Plaque at an additional eight point two (8.2) square feet.

The total signage requested with the PUD Sign Plan is rounded to be one-hundred twenty-five square feet (125.0 SF) along with an allowance for one (1) building identification sign greater than twenty (20) feet in length.

The Applicant believes the following about their request:

- Provides high recognition and community consistency for emergency services building identification.
- Benefits offset the proposed exceptions to the underlying zoning district and the subdivision regulations, and such exceptions are in the best interest of the public health, safety and welfare.

Given the building’s location on Lake Dillon Drive in a relatively commercial location in Town adjacent to Town Hall and other commercial developments, the proposed signage fits with the neighborhood. The increased visibility of the emergency services building through a larger sign area provides a benefit to the safety and welfare of the community through the ease and consistency of its recognition.

COMMISSIONER QUESTIONS:

Commissioners asked questions which addressed lighting of the signs. Staff provided the information requested and advised that the street lights provide plenty of illumination for the signs that additional lighting is not necessary.

PUBLIC COMMENTS:

No public Comments.

PUBLIC HEARING CLOSED:

Chair Teresa England closed the public hearing at 6:04 p.m.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Teresa England moved to approve Resolution No. PZ 22-19 Series of 2019. Commissioner Steve Milroy seconded the motion, which passed unanimously.

CONSIDERATION OF RESOLUTION PZ 23-19, SERIES OF 2019 (Public Hearing)

A RESOLUTION EXEMPTING A TOWN-OWNED BUILDING FROM THE PROVISIONS OF THE DILLON LAND DEVELOPMENT CODE PURSUANT TO § 31-23-301, C.R.S.

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.

Chair Teresa England opened the public hearing at 6:05 p.m.

Ned West, Town Planner, presented the staff summary.

PUBLIC NOTICE:

Town staff advertised the public hearing in the legal section of newspaper in general circulation in Summit County twelve (12) days in advance of this hearing. Town staff posted the site thirteen (13) days prior to the hearing. A mailing to property owners within three-hundred feet (300') of the property was postmarked thirteen (13) days prior to the hearing. The Code requires notification of public hearings not more than fourteen (14) days and not less than seven (7) days prior to the hearing date.

SUMMARY:

The Town has submitted an application to the Planning and Zoning Commission for this hearing. This resolution, if approved, would exempt the Town-owned water plant house located at 0558 County Road 51 (“Water Plant House”) from the provisions of the Town of Dillon Land Development Code. The Water Plant House currently contains one (1) residential unit on 5.8 acres and sits within the Public Facilities (PZ) zone district. The Town desires to remodel the Water Plant House to create two (2) workforce housing units. The current code language does not permit residential uses within the Public Facilities (PF) zoned district.

This exemption is requested pursuant to Colorado Revised Statute § 31-23-301, which authorizes the Planning and Zoning Commission to exempt a structure from applicable zoning provisions when an applicant has presented satisfactory proof that the proposed use of the structure is reasonably necessary for the convenience and welfare of the public.

Though not required for an exemption under the above-cited statute, the Town’s proposed use of the Water Plant House appears to comply with the purpose of the Public Facilities (PF) zone; i.e., “The purpose of [the Public Facilities (PF)] zone is to provide areas suitable and desirable for governmental entities and service provider uses and facilities necessary to meet the service needs and demands of the public.”

The Town has worked with an architect and builder to evaluate and design the residential remodel and anticipates submitting a Level II Development Permit Application for the project.

COMMISSIONER QUESTIONS:

Commissioners asked questions which addressed the term ‘Transitional’. Nicolas Cotton-Baez, Town Attorney, provided the information requested and advised that the term is used loosely in context. The term is used to assure that the unit will not be used for long term renting and can be used for any employee for any short-term period.

PUBLIC COMMENTS:

No public Comments.

PUBLIC HEARING CLOSED:

Chair Teresa England closed the public hearing at 6:05 p.m.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Alison Johnson moved to approve Resolution No. PZ 23-19 Series of 2019. Commissioner Charlie Oliver seconded the motion, which passed unanimously.

UPDATE ON CHAPTER 16 CODE REVISIONS:

Staff and commission reviewed procedures and submittal requirements. Town attorney reviewed proposed revisions to the Land Development Code, Articles I, II & III with staff and the Commission.

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

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

PROJECT UPDATES:

- Homewood Suites: Foundation is underway.
- Panera Bread: Revisiting the retaining wall.
- Sail Lofts: Phase two is underway, foundation is finished.
- The Dillon Medical Building (Vail Health): Submitted building permit.
- Urgent Care: Working to move sewer line.
- Uptown 240: Making a lot of progress.
- Corinthians Hills Duplex: HOA issues, pulled submittal of the revised Landscape Plan for a future submittal. The project is still planned to move forward, likely in the spring..

OTHER BUSINESS:

Not discussed.

ADJOURNMENT

There being no further business, Teresa England adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission