

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, SEPTEMBER 1, 2021**

5:30 p.m.

**VIRTUAL MEETING VIA MICROSOFT TEAMS
CONFERENCE ID: 169 692 833#**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, September 1, 2021, by electronic participation through the Microsoft Teams application. Chair Alison Johnston, called the meeting to order at 5:31 p.m. Commissioners present were Bill Engelman, Michael Parsons, and Tom Karpowich. Staff members present were Ned West, Town Planner; Dan Burroughs, Town Engineer; Nicolas Cotton-Baez, Town Attorney; Scott O'Brien, Public Works Director; Kerstin Anderson, Director of Marketing and Communications; and Michelle Haynes, Recording Secretary.

APPROVAL OF THE MINUTES OF AUGUST 4, 2021, REGULAR MEETING

Commissioner Engelman moved to approve the minutes from the August 4, 2021, regular meeting. Commissioner Parsons seconded the motion, which passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSIDERATION OF RESOLUTION PZ 16-21, SERIES OF 2021

A RESOLUTION APPROVING AN APPLICATION FOR THREE CLASS 1 SIGN PERMITS FOR THE INSTALLATION OF TWO PERMANENT WALL SIGNS AND A PERMANENT FREESTANDING SIGN AT 276 DILLON RIDGE ROAD.

HEARING:

A Public Hearing was not required for this application.

Ned West, Town Planner, presented the staff summary.

PROJECT LOCATION:

276 Dillon Ridge Way.

SUMMARY:

The Town has received three Class 1 Sign Applications for two (2) Sign Permits for Wall Signs and one (1) Sign Permit for a Freestanding Monument Sign proposed to be installed at 276 Dillon Ridge Way.

The Applicant is Tom Nguyen, Tom Signs, LLC, and the sign is for the Comfort Suites hotel. The Dillon Municipal Code requires a separate Sign Permit for each sign, and permanent signs for a single tenant building require review and approval by the Planning and Zoning Commission. A public hearing, however, is not required.

COMMISSIONER QUESTIONS:

The Commission asked if the signs are to be in the same location of the current signs. Mr. West said they are, except that one building sign is actually eliminated with this application.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Bill Engelman moved to approve Resolution No. PZ 16-21 Series of 2021. Commissioner Tom Karpowich seconded the motion, which passed unanimously.

CONSIDERATION OF RESOLUTION PZ 17-21, SERIES OF 2021

A RESOLUTION APPROVING AN APPLICATION FOR ONE CLASS 1 SIGN PERMIT FOR THE INSTALLATION OF ONE PERMANENT WALL SIGN AT 817 LITTLE BEAVER TRAIL.

HEARING:

A Public Hearing was not required for this application.

Ned West, Town Planner, presented the staff summary.

PROJECT LOCATION:

817 Little Beaver Trail.

SUMMARY:

The Town has received a Class 1 Sign Application for one (1) Sign Permit proposed to be installed at 817 Little Beaver Trail.

The Applicant is Lee Higgins, 817 Little Beaver Trail LLC, and the sign is for the Altitude Organic Cannabis Store. The Dillon Municipal Code requires a separate Sign Permit for each sign, and permanent signs for a single tenant building require review and approval by the Planning and Zoning Commission. A public hearing, however, is not required.

COMMISSIONER QUESTIONS:

The Commission asked if the term “Medicine” was the appropriate term to use on the sign. Staff informed them the State Legislator passed the law with that exact term used. The Commission had no other questions about the sign.

The Commission asked Staff for an explanation of the original approval of recreational marijuana and not medical marijuana. Staff explained during the period of the first adoption, recreational sales were for patrons 21 years of age and older, while medical sales could be for 18 years of age and older. At that time the Town Council was not in agreeance of sales to people under the age of 21. In the last few years, studies have shown significant benefits on the use of medical marijuana in persons 18 years of age and older. This understanding led the Town Council to the current approval of medical marijuana sales in Dillon, Colorado.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 17-21 Series of 2021. Commissioner Michael Parsons seconded the motion, which passed unanimously.

DISCUSSION: WALL SIGN PROVISIONS

SUMMARY:

Ned West presented the Commission with a brief discussion about Wall Sign provisions. The Code currently limits the thickness of wall mounted signs to only six (6) inches. With LED illumination

technology, the industry requires more depth to accommodate the LEDs and their transformers. Thinner signs have light burn through, or white spots where the LEDs are, and the transformers are typically housed within raceways behind individual letters mounted to the raceway. Sign thicknesses of eleven to twelve inches (11"-12") are more the industry standard. He also presented that the height of signs mounted on buildings protruding over public walkways and rights-of-way will need to be considered. He asked for the Commission's thoughts on the subject and informed them it would be brought back to them for further review.

COMMISSIONER QUESTIONS:

The Commission asked if the wall signs in discussion were all wall signs, or just illuminated signs? Mr. West responded that the provisions would apply to all wall signs, but it is noteworthy that only in Sign Zone B are internally illuminated signs permitted. This would be the highway area of Town and not the residential or Core Area. The Commission would like to see LED lights implemented to reduce the usage of electricity and would like to see an increase in the size limitation in Zone B to allow for such lights.

DISCUSSION: TOWN OF DILLON COMPREHENSIVE PLAN

SUMMARY:

Ned West and Kerstin Anderson gave the Commission an explanation and review of the Dillon Comprehensive Plan and the previous ideas discussed. Nicolas Cotton-Baez, Town Attorney, helped answer questions about the Comprehensive Plan.

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, 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.

Please note that the Comprehensive Plan is a guidance document, meaning it's not binding on the Town. However, the Zoning Code is intended to carry out the purposes of the Comprehensive Plan. Please note that the Zone District Map contained therein is in need of updates.

Each zone district detailed in the Dillon Municipal Code has Zone District Purpose Statements which are also intended to carry out the purposes of the Comprehensive Plan. The Planning Commission may recommend amendments to the Purpose Statements, as well, particularly if Commissioners find that they do not align with the Comprehensive Plan. Town staff has worked with a planning consultant in reviewing the zoning code and the development of potential amendments to update the Dillon Municipal Code. Draft purpose statements are provided.

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. The Commission is also asked

to consider how they would like to engage the community in developing potential amendments of the Plan.

During the previous Planning Commission study session on the Comprehensive Plan, a few particular areas of interest were discussed:

- Workforce Housing
 - How can it be incorporated in the Core Area Zone District?
 - Parking challenges
 - CR 51 Workforce Housing
- Walkability
- Recreation
- Transportation
 - Discussed mass transit and “micro transit”
 - Highway 6 improvements
- Community gathering spaces
- Land Use Guidelines and High Priorities (see table on 6-2)
- Utilities (needs to be updated)
- Sustainable land and water use goals
- Summit County Housing Crisis

Tasks:

- Community Engagement:
 - Community survey – develop focus areas and questions
 - Community event for engagement (possible event last week of September (?))
 - Other means of outreach – suggestions from the Commission?
- Comprehensive Plan Amendments
 - Determine sections to focus on
 - Work on draft amendment language

COMMISSIONER QUESTIONS:

Kerstin Anderson spoke to the Commission about their previous ideas and the steps needed to bring them to fruition. They discussed community engagement and outreach. Gatherings currently held at Dillon Town Hall do not get the engagement we are looking for. We need to investigate other more creative options to attract the public. The Commission discussed playing winter movies at the amphitheater or a fall/winter brew fest.

The Commission would like to get a community survey out to the residents to get their input of what they would like to see for community gatherings. Kerstin clarified the process to the Commission and requested they provide her with ideas for questions they would like to ask the community. The Commission came up with ideas in the following categories: workforce housing, walkability, community gathering spaces, micro transportation, locals’ appreciation day, preferred way to reach the public, parking issues, and shuttles during events. Kerstin will work with Alpine Insights to create a draft survey for their review but would like continued input from the Commission to fully develop the survey.

The Commission encourages more educational and directional signage around town. They feel we do not inform the public enough about what the Town of Dillon has to offer. They would like to include entry way improvements at the Cemetery/disc golf/archery range entrance, and the entrance into Dillon from Dillon Dam Road. Scott noted that the Town Council has this desire as well and the Town has currently engaged a design firm to develop concepts for the area.

Design guidelines were also discussed. The Commission discussed with staff the current guidelines and what is allowed and appropriate to enforce through Town. Staff informed the Commission there can be guidelines but only what is specifically set forth in the municipal code may be strictly enforced.

The Commission and staff reviewed the Land Use table and where Short-Term Rentals fall on this table. They discussed considering only to allow short term rentals in the Residential High zone district. Ned West encouraged the ideas of incentives and potentially accessing tap fees and impact fees to short term rentals as a potential first approach. Incentives to get some short-term rentals switched to long term rentals are being discussed by the Town Council and staff is working on getting the Commission together with the Council in joint work sessions on the subject.

To close out the meeting the Commission discussed with staff, prioritizing the list of ideas and actions they would like to take in the future. Chairperson Allison Johnson asked about a business organization, feeling that the local businesses could benefit from engaging one and other. Staff indicated that there was previously a Dillon Business Association, and perhaps it could be brought back together. This association could be a great source for locals impacted by any changes and would be a great step in getting a prioritized list going that the public agrees upon.

CONFIRM REGULAR PLANNING & ZONING MEETING ON OCTOBER 6, 2021.

All of the following commissioners confirmed they will attend the October 6, 2021, regular meeting; Michael Parsons, Bill Engelman, and Tom Karpowich. Alison Johnston indicated she would be out of Town, but she would be available if the meeting is to be held virtually through a Microsoft TEAMS application.

PROJECT UPDATES:

- Homewood Suites: Finishing up, having some interior supply issues.
- Panera Bread: Starting Tenant Finish soon
- Marina: New fuel center in the works
- Urgent Care: Working on the foundation
- Uptown 240: on hold.
- Dillon Health Center (Vail Health): on the final phase, working towards Certificate of Occupancy

OTHER BUSINESS:

No other business discussed.

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 7:31 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission