

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, OCTOBER 6, 2021
5:30 p.m.
VIRTUAL MEETING VIA MICROSOFT TEAMS
CONFERENCE ID: 633 573 347#**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, October 6, 2021, by electronic participation through the Microsoft Teams application. Chair Alison Johnston, called the meeting to order at 5:30 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.

APPROVAL OF THE MINUTES OF SEPTEMBER 1, 2021, REGULAR MEETING

Commissioner Karpowich moved to approve the minutes from the September 1, 2021, regular meeting. Commissioner Engelman seconded the motion, which passed unanimously.

CONSIDERATION OF RESOLUTION PZ 18-21, SERIES OF 2021 (Public Hearing)

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING THE FORM PLAT CERTIFICATES SET FORTH IN APPENDIX 17-A OF CHAPTER 17 OF THE DILLON MUNICIPAL CODE.

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 Alison Johnston opened the public hearing at 5:34 p.m.

Ned West, Town Planner, presented the staff summary.

SUMMARY:

When the Code was amended changing certain processes and criteria for subdivisions, there were unintended implications to the standard Plat Certificate (signature blocks). For instance, Class S-3 Subdivisions were changed to a Development Review Committee level of approval rather than requiring public hearings before both the Planning Commission and the Town Council. Given this, there is no need for the Planning Commission and Town Council Plat Certificates on plats not reviewed by these entities. This proposed Code amendment cleans-up this situation providing for the Town Manager to sign the Town of Dillon Plat Certificate, rather than the Mayor in the case of Class S-3 Subdivisions. In such Class S-3 subdivisions, the Planning Commission Plat Certificate would not need to be attached to the plat.

COMMISSIONER QUESTIONS:

The Commission asked for clarification of the appeal process once an application is denied by Council. The town attorney, Nicolas Cotton-Baez informed the council that if an application is denied by the council the project would appeal to the district court. The council also asked for the Town Attorneys approval of the change, Nicolas Cotton-Baez recommended approval for the proposed changes to take place.

PUBLIC COMMENTS:

No public present for comment.

PUBLIC HEARING CLOSED:

Chair Alison Johnston closed the public hearing at 5:42 pm.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Bill Engelman moved to approve Resolution No. PZ 18-21 Series of 2021. Commissioner Tom Karpowich seconded the motion, which passed unanimously.

CONSIDERATION OF RESOLUTION PZ 19-21, SERIES OF 2021 (Public Hearing)

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING THE REGULATIONS FOR PERMANENT WALL SIGNS CONTAINED IN ARTICLE XI OF CHAPTER 16 OF THE DILLON MUNICIPAL CODE.

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 Alison Johnston opened the public hearing at 5:43 p.m.

Ned West, Town Planner, presented the staff summary.

SUMMARY:

With the ever-increasing use of LED interior lighting systems for building wall signs located in Sign Zone B of the Town, the limitation of a maximum wall sign protrusion depth of six (6) inches as currently specified by the Code leads to complications with industry standards. Typical wall signs are at least six inches deep and are most commonly installed on raceways which contain the LED electrical transformers. Since the current Sign Regulations date back to the mid 1990’s and sign technology, especially illumination, has changed drastically in that time period, the proposed Code amendment aligns with industry standards to better accommodate the energy efficient, industry standard of LED internal sign illumination.

Please note that internally illuminate signs are not permitted in Sign Zone A, which comprises the residential areas of Town as well as the central business district / Town Core area.

The proposed Code amendment reads as follows:

Section 1. Section 16-11-290 of the Dillon Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are stricken through):

Sec. 16-11-290. - Wall signs.

(a) Wall signs shall not be mounted higher than the eave line or parapet wall of the principal building, shall be mounted a minimum of eight (8) feet above grade when projecting over a public walkway or right-of-way, and no portions of such wall signs, including cut-out letters, shall project more than twelve (12) ~~six (6)~~ inches from the building.

- (b) Wall signs above second floor: shall not exceed twelve (12) square feet.

COMMISSIONER QUESTIONS:

The Commission did not have any concerns about the proposed changes. Commissioner Karpowich asked if neon lighting would still be allowed at the 12-inch depth. Town Planner, Ned West, informed Tom that neon lighting would still be allowed, and the code would be amended as technology advances.

PUBLIC COMMENTS:

No public present for comment.

PUBLIC HEARING CLOSED:

Chair Alison Johnston closed the public hearing at 5:50 pm.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 19-21 Series of 2021.
Commissioner Bill Engelman seconded the motion, which passed unanimously.

DISCUSSION: TOWN OF DILLON COMPREHENSIVE PLAN

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, 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, Connectivity, and Creating a Sense of Place in the Core Area
- 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: updates are in process with some expansion into water conservation elements being considered for the Plan to align with the State of Colorado Water Plan
- Sustainable land and water use goals
- Summit County Housing Crisis

Tasks:

- Community Engagement:
 - Community survey – develop focus areas and questions and complete survey
 - Community event for engagement October 22nd at 5:30 at the Dillon Amphitheater – “The Community Draft” – launch survey and draft community feedback
 - Other means of outreach – suggestions from the Commission?
 - Other engagement events
- Comprehensive Plan Amendments
 - Determine sections to focus on
 - Work on draft amendment language

COMMISSIONER QUESTIONS:

The Commission and Staff reviewed the Climate Action Plan developed by HC3, tourism, recreation and where they will fall into the Town Comprehensive Plan. New West and Kerstin Anderson are currently working on an outline of the plan and hope to have it ready by the next meeting. Alison Johnston updated the Commission on where she is at with the restart of the Dillon Business Association. As she is gathering businesses within Dillon, Ned would like to get this groups input on the town Comprehensive Plan. New requested contacts for any businesses interested in joining the Dillon Business Association.

New West and Kerstin Anderson have organized a Community Feedback event taking place on October 22, 2021 at the Dillon Amphitheater. Anyone attending the event will be given the opportunity to fill out a Community Survey about the Comprehensive Plan.

COMMUNITY SURVEY IDEAS:

A few survey ideas have come together, and the Commission is tasked with helping to finalize the survey to launch at the Community Draft event.

The commission proceeded to discuss many areas of the proposed survey. The commissioners would like to see more multiple-choice options, a character limit on responses, less written responses, and more answer options on many of the questions.

Discussion about Questions:

- #1 & #2 - What is the definition of Waterfront?
 - #3 – Add social media platforms (Facebook, Instagram, Twitter, Tik Tok, etc.)
 - #4 – Reword question, address as Town’s priority
 - #5 – Add - More Retail Businesses, change Street Activation to interactive games
 - #6 – Remove/change open-ended questions
 - #7 – Add Anemone Trail Businesses and Red Mountain Plaza
 - #8 – No change
 - #9 – What does micro-transportation actually look like?
 - #10 – Rethink this question, seems too open ended, maybe consolidate into one open question at the end of the survey?
 - #11 – No changes
 - #12 – Purpose of question? Add residential rentals
 - #13 - Rethink this question, seems too open ended, maybe consolidate into one open question at the end of the survey?
 - #14 - Rethink this question, seems too open ended, maybe consolidate into one open question at the end of the survey?
- Add #15 – consolidate questions 10, 13, and 14 into one question.

The Commission would like to add a question about the Lake front. What are we missing? Long-term restaurant, no seasonal Tiki Bar, Parking Structure, etc.

PUBLIC COMMENTS

There were no public comments.

PROJECT UPDATES:

- Homewood Suites: November opening
- Panera Bread: Starting Tenant Finish
- Town Park: will pick back up in the spring
- Urgent Care: Working on the foundation
- Uptown 240: working on financing
- Dillon Health Center (Vail Health): on the final stages of Certificate of Occupancy

OTHER BUSINESS:

Ned reviewed Town Council’s discussion on long-term incentives through property management companies for Short Term Rentals. He also briefly discussed The Summit County Open Space & Trails Department NEW master plan that is currently in discussion.

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission