

**TOWN OF DILLON  
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING  
WEDNESDAY, NOVEMBER 3, 2021  
5:30 p.m.  
VIRTUAL MEETING VIA MICROSOFT TEAMS  
CONFERENCE ID: 221 876 885#**

**CALL TO ORDER**

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, November 3, 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; and Kerstin Anderson, Director of Marketing and Communications.

**APPROVAL OF THE MINUTES OF OCTOBER 6, 2021, REGULAR MEETING**

Commissioner Parsons moved to approve the minutes from the October 6, 2021, regular meeting. Commissioner Engelman seconded the motion, which passed unanimously.

**CONSIDERATION OF RESOLUTION PZ 20-21, SERIES OF 2021 (Public Hearing)**

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING THE GENERAL PARKING REQUIREMENTS FOR MULTI-FAMILY RESIDENTIAL DEVELOPMENTS.

**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 5:32 p.m.

Ned West, Town Planner, presented the staff summary.

**SUMMARY:**

The Town of Dillon currently faces significant parking issues associated with multi-family residential developments. Even projects designed to the currently adopted parking requirements in the Dillon Municipal Code may exhibit high occupancy in parking lots on some evenings. For instance, the Dillon Ridge Apartments, a project developed under the existing Code requirements with two-bedroom units, exhibits high occupancy parking facilities (surface parking lots) on some evenings. Some multi-family residential developments, such as many of the condominium buildings along La Bonte Street, are so deficient in parking that residents are forced to park in the Town owned Core Area rotating parking lots. These lots rotate every day, so vehicles cannot remain parked more than one night.

The Town engaged Walker Consultants to perform a Parking Study ("Study") to evaluate strategies for improving the Town's parking situation, to advise on potential remedies and potential funding sources, and to suggest potential code amendments that may be warranted to address the issue. Although the Study, in part, was to evaluate future Town parking facilities, such as parking structures, the Town

Council has determined such projects are currently cost prohibitive with projected costs of as much as \$42,000 per parking space and views their potential development as a long-range goal.

The Study found that, in many cases, Dillon's parking requirements fall short of peer city requirements. The cities evaluated in the comparison were: Aspen, Basalt, Carbondale, Crested Butte, Estes Park and Vail. The results for the multi-family parking requirement indicate that the Town does not follow some municipalities who require more than two (2) parking spaces for three and four-bedroom dwellings.

In the past, some multi-family residential developments did not provide more than one parking space for even three-bedroom units. With changing habits and increasing uses due to short-term rentals, the parking demand is ever increasing and some of these developments are grossly under-parked. Although the current rotating parking lots in the Town's Core Area zone provide overflow parking for those existing developments in near proximity which are parking deficient, it is not sustainable. This configuration is a financial burden to the Town due to maintenance and management costs, remedies to which the Town Council is currently exploring based on the Study recommendations.

To avoid continuing to allow under-parked developments, the Study findings indicate the Town should consider amending the Code to require new multi-family projects provide one (1) parking space per bedroom, aligning with some peer communities. To address this finding, as well as acknowledging the ever-increasing parking demand due to the shared economy of short-term rentals, Town staff suggests the Town Council evaluate the following potential parking requirement schedule.

The Town Council was in favor of the one parking space per bedroom concept, with the exception that they wanted to retain the one and a half (1-1/2) parking spaces for efficiency, studio, and one-bedroom units. They also agreed with the additional overflow parking requirement of an additional ten percent of the total parking.

**COMMISSIONER QUESTIONS:**

The Commission asked for clarification on what this recommendation is based on, will it include employee parking, parking enforcement, are current properties included, any incentives given to current properties if not included? Ned West, the Town Planner, informed the Commission that the proposed recommendation is based on a comparison of other Mountain Towns. Employee parking is not included in this proposal as the proposal is for multi-family residential developments. Future enforcement/incentives have not been discussed. Some existing developments only provide one parking space per unit, no matter the size. These properties are private leaving enforcement to the HOAs and the HOAs have often decided to not enforce parking issues.

**PUBLIC COMMENTS:**

Bobby Craig and Eddie O'Brien were present for public comment. They gave a brief explanation on who they are and where they stand with Town Center improvements. Both expressed their concerns for the comparisons given in the proposal. They feel that the examples given do not compare to the current Town Center parking issues. Mr. Craig thinks that the requirements are too excessive and will impact development projects in the Town Center.

**PUBLIC HEARING CLOSED:**

Chair Alison Johnston closed the public hearing at 6:18 pm.

**RECORD OF PLANNING COMMISSION ACTION:**

Commissioner Tom Karpowich moved to deny Resolution No. PZ 20-21 Series of 2021. Commissioner Bill Engelman seconded the motion, which passed unanimously. The commission would like to send this discussion back to Town Council for further discussion during work session.

**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 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 Draft Event
    - Survey: <https://www.surveymonkey.com/r/Town-of-Dillon-Community-2021>
    - Approx. 90 attendees completed the survey
    - Approximately 180 respondents to date
  - Other means of outreach – suggestions from the Commission?
    - Other engagement even
- Comprehensive Plan Amendments
  - Determine sections to focus on
  - New or Expanded Sections
    - Tourism
    - Water Conservation
      - Include Dillon’s Source Water Basin
      - Expand on water conservation: irrigation, landscaping
  - Work on draft amendment language

**COMMISSIONER QUESTIONS:**

The Commission and Staff reviewed the current Town Comprehensive Plan Survey results. The Commission asked about an end date on the survey and asked if the collected data would be released to the public. Ned informed them the survey will be live until responses start to dwindle, after the survey has closed, they will compile the data and make it available for the public to view. It will also help inform Comprehensive Plan amendments.

**PROJECT UPDATES:**

- Homewood Suites: Finishing up Guest Rooms, Waiting on fire protection devices.
- Panera Bread: Tenant Finish plans are being submitted to the Summit County Building Inspection Department
- Summit Urgent Care: Under construction
- Uptown 240: on hold.
- True Blue: Open for Business!
- Dillon Health Center (Vail Health): Training Staff, Stocking facility
- Bistro North: Open for lunch and dinner
- Snarfs: Underway

**OTHER BUSINESS:**

STR Cap discussion coming up.  
 Pay as you throw program in discussion  
 December 8<sup>th</sup> meeting postponed until January.

**ADJOURNMENT**

There being no further business, Alison Johnston adjourned the meeting at 7:07 p.m.

Respectfully submitted,

*Michelle Haynes*

Michelle Haynes  
Secretary to the Commission