

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, AUGUST 3, 2022
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 3, 2022, at Dillon Town Hall. Chair Alison Johnston, called the meeting to order at 5:30 p.m. Commissioners present were Bill Engelman, Michael Parsons, Tom Karpowich, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner and Nicolas Cotton-Baez, Town Attorney.

APPROVAL OF THE MINUTES OF JUNE 1, 2022, REGULAR MEETING

Commissioner Engelman moved to approve the minutes from the June 1, 2022, regular meeting. Commissioner Karpowich seconded the motion, which passed unanimously. Mark Cribbet abstained, for he was not in attendance for the June 1, 2022, meeting.

PUBLIC COMMENTS

There were no public comments.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) APPOINTMENT

Alison Johnston attended the first EDAC meeting where the group discussed the time and frequency of the meeting and discussed parking in the Town core. Michael Parsons attended the second meeting where the group discussed the Town Core master plans, parking, core residential density, arts around the lake, and the all-around focus of the Town. It was recommended that Bill Engelman attend a meeting to show his interest in joining the committee as a Town core business owner. The EDAC Committee is a Council appointed committee, it would be up to the Council to add Engelman to the Committee, but he could always be a contributing member of the public, as the meetings are open to the public.

CONSIDERATION OF RESOLUTION PZ 04-22, SERIES OF 2022

A RESOLUTION APPROVING AN APPLICATION FOR TWO CLASS 1 SIGN PERMITS FOR THE INSTALLATION OF TWO PERMANENT WALL SIGNS AT 956 W. ANEMONE TRAIL.

SUMMARY:

Applicant was not present for discussion due to a sudden conflict.

Ned West, AICP, Sr. Town Planner, presented the staff summary.

The Town has received Class 1 Sign Applications for two (2) Sign Permits proposed to be installed at 956 W. Anemone Trail for the Peaks Medical & Urgent Care commercial facility (formerly Summit Urgent Care). This is the project currently under construction adjacent to the Dillon Dam Brewery.

The Applicant is Summit Urgent Care at Dillon LLC, and the signs are for urgent care located on Lot 45A, Dillon Urgent Care & Summit Residences Subdivision. 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:

Commissioners wanted to confirm that the two signs will be internally illuminated and are designed to provide a good appearance with sufficient contrast in the daytime. Ned West stated that the Application indicates the signs will be internally illuminated. The sign renderings show a lighter color than the actual building façade color shown for the west sign elevation, and thus it is believed the contrast will be sufficient for a good sign appearance.

PUBLIC COMMENTS:

No public comments.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 04-22 Series of 2022. Commissioner Michael Parsons seconded the motion, which passed unanimously.

DISCUSSION: CORE AREA AND PARKS & WATERFRONT SIGN ZONES

SUMMARY:

Town staff has been presenting the Planning Commission and Town Council with several discussion items relating to the Dillon Municipal Code (“DMC”) Sign Regulations including proposed Sign Zone Map Changes and a proposal for two new Sign Zones: Town Center Sign Zone and a Park & Waterfront Sign Zone. These concepts have been well received by the Planning Commission and the Town Council.

As staff continues to work toward preparing an amendment to the Dillon Municipal Code Sign Regulations, another important subject matter needs to be studied with the Commission so that a wholistic Code amendment can be accomplished.

The Town is considering amending the Sign Zone Map as presented in Chapter 16 – “Zoning” Article XI – “Sign Regulations”. This is a review of the previous discussions with the Commission on this subject on March 2nd and June 1st , as well as with the Town Council on April 5th , during which both bodies were interesting in pursuing two new sign zones.

Specifically, the Town is considering creating new Sign Zones for the Town Center to include the Core Area (CA) zone district and some peripheral properties in the near vicinity to that zone district and a Park & Waterfront Sign Zone.

Other Park & Waterfront Sign Zone areas to consider would be the Recreation Path Segments, Dillon Cemetery, Dillon Disc Golf Course, and the Dillon Nature Preserve.

By creating new Sign Zones for these areas, consistency across sign requirements and design guidelines can be better achieved. For example, in the Core Are zone district, within the proposed Town Center Sign Zone, development regulations provide for zero lot line development (structures built to the lot line) thus there is no location for freestanding signage. So, regulations for signs, such as blade signs, attached to building walls, might be considered to protrude beyond the property line into rights-of-way with regulations to protect the public and Public Works operations. Other design elements might be developed in the Town core Sign Zone to influence the sense of vibrancy. A Park & Waterfront Sign Plan can be developed to create consistent design themes to further Town of Dillon

branding through consistent sign structures, features, or design elements.

The Planning Commission and members of the Town's Parks Recreation Arts and Cemetery Committee (PRACC) have expressed an interest in developing design standards for this sign zone with natural elements such as stone and timber. Some proposed the stone light bollards on the lower reaches of Lake Dillon Drive as an example of how the base of such Park & Waterfront Sign Zone signs and kiosks might be designed.

Staff requests studying what regulations and design elements might best suit these proposed Sign Zones. Concepts for the Town Center Sign Zone might include blade signs that project perpendicular from a building out above the public realm, awning signs, integrated signage with store front architecture, new considerations for sandwich-board signs (A-signs), doorway signs or artwork, and perhaps murals and other artwork. Public information signs should have a consistent appearance and architectural character, Town branding, and provide clear messaging. The Town might consider bilingual informational signage, or QR Code sourced such information, as well.

In considering a Parks & Waterfront Sign Zone constancy, clear messaging, and Town branding are clear elements to consider, but also unifying elements that say you have arrived in a special place. Informational kiosks can help to inform the public. The stone bollards on Lake Dillon Drive, stone signs and Dillon's gateways are examples of unifying elements already found in Dillon's public realm. Wayfinding signs can provide informed directions and guidance to the Town core from the Recreation Path system, for instance.

The Commission then discussed constitutional limitations on sign regulations limited to time, place, and manner. Also discussed was the permitting for temporary signs and the lack of applications and compliance with temporary sign permits that have been issued. The Town developed a policy to allow some temporary banner displays varying from the typical permitting process as a response to the COVID-19 pandemic.

COMMISSIONER QUESTIONS:

The Commission discussed current Town regulations and permitting of current signs. Some had concerns that if we do not have a permitting process for sandwich boards and banners, then how will we manage damaged/weathered signs over time. Ned explained that this would need to be handled by staff passing by but cannot be fully monitored all time. Commissioner Karpowich would like to see temporary signs regulated by the time they can be up and how many a place/zone can have. The Town Attorney explained that it is not possible to regulate rules to control looks but you can incentivize uniformity.

Parsons asked if the Town Core Master Plan and Waterfront Master plan was used when reviewing this sign regulations? Ned West explained that they were not used since they were focused on connections and flow through the Town and not detailed enough for way finding. If the Commission focuses on right-of-way signs only, we can incorporate branding and color consistency. Ned West is currently working with staff on branding and will present to the Commission in the future.

Ned West will continue to work on the proposed sign zone map and concepts for regulations for the new sign zones and will then bring the concepts back to the Commission for final review before a resolution is drafted.

DISCUSSION: MULTI-FAMILY RESIDENTIAL & LODGING PARKING REQUIREMENTS

SUMMARY:

Ned West reviewed with the Planning Commission, a resolution recommending the Town Council approve a Code amendment related to the multi-family and hotel parking regulations during their November 3, 2021, regular meeting. The Planning Commission voted to deny the resolution. A singular public comment relating to potential impacts the proposed regulations would have on development projects in the Core Area (CA) zone district influenced the Commission's decision to not approve the resolution. During their deliberation, the Commission desired the Town Council again weigh-in on the subject. The Town Council then discussed the subject during the Work Session on March 1st, 2022, and they deflected the subject back to the Planning Commission for further study. The Planning Commission again discussed the subject on April 6th, 2022. Lacking all members in attendance, the Commissioners determined to bring the subject back to a future meeting for further discussion. The subject was again discussed during the June 1, 2022 Planning Commission meeting.

PUBLIC COMMENT:

Kevin Lovett, Summit Resort Group, spoke his opinion to the Commission. He voiced that he believes that parking is not an issue caused by Short Term Rentals but by long term renters with roommates and friends. Lovett would like to know the difference between Assigned parking and Permitted parking related to the adopted short-term rental regulations. He referenced that Lake Cliffe was granted an exemption to the required parking fee associated with short term rentals and he would like to know how to apply for such exemption. Ned West, AICP, Sr. Town Planner asked Kevin to submit an email with his concerns and Ned would look into them and get back to him.

COMMISSIONER QUESTIONS:

After Mr. Lovett spoke, the Commission got off track on current Short Term Rental parking issues due to Mr. Lovett's comments and needed to be reminded that this discussion is about new multi-family and lodging developments and the requirements they will need to follow upon submitting a development application.

The Commission reviewed the requirements and discussed the pros and cons. Some Commissioners believe that the required number of parking spots is too high for residential, 2 spots max. While others believe it should only be higher for lodging facilities to account for employee parking. The group discussed a possible sliding scale for Lodging Employee parking that will not impact residential units. Ned agreed to investigate how this would be calculated because our code does not currently require it. The Commission ultimately settled on parking requirements for multi-family to be: 1.5 spaces per 1-bedroom; 2 spaces per 2-bedroom; 2.5 spaces per 3 or more bedrooms. For the lodging, they settled on 1.1 parking space per bedroom.

Ned explained the Overnight Parking discussion Town Council is currently having and how it will impact these requirements. The Town is currently experiencing an overflow of parking associated with the new Homewood Suites. The development was built with the current parking requirements but there is still not enough parking, causing them to fill the Town lots. The Council is hoping that if they apply a nightly parking fee to rotating Town lots it will alleviate the overflow or help to better manage it.

The Commission then went into discussing possible Parking Structures, the size of the structure and placement. The commission agreed that a parking structure is needed and most likely needed at the Marina. The Marina and the Amphitheater are the leading cause of the amount of traffic during events thus a parking structure in relative close proximity to them seems most sensible.

The Town Planner, Ned West, will move forward with a resolution to present for the Commission's consideration at the next meeting.

DISCUSSION: COMPREHENSIVE PLAN UPDATE – CONTINUING DISCUSSION

SUMMARY:

Ned West gave the Commission an explanation and review of the Dillon Comprehensive Plan.

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.

Based on a series of study sessions with the Planning Commission in meetings open to the public, there are a few areas where the Comprehensive Plan warrants the greatest attention. These are incorporating more about water in the Plan to include water conservation, landscaping, and source water protection; expanding on Tourism and Recreation; and the Workforce issues in the County including attainable housing. Around these topics goals and policies need to be developed to include in the Plan. The present goal is to continue to work with the Commission to develop draft language for the Plan and work towards adoption of the amended Comprehensive Plan by the end of the year.

COMMISSIONER QUESTIONS:

Ned West, AICP, Sr. Town Planner and Nicolas Cotton-Baez, Town Attorney explained to the Commission their role in the Comp Plan, again. They would like the group to come up with goals, and policies to accomplish those goals. Staff needs verbiage for any added sections of the Comp Plan. Staff recommended the Commission review the previous Comp Plan survey for ideas for goals and policies.

The Commission discussed expanding on Short-Term Rentals (STR) and Source Water Protection in the Comp Plan. Commissioner Johnston asked if the Commission needed to come up with a definition of STR and the Town Attorney assured her there was already a definition in the Town Code. The Source Water section will need to address Hazmat and wildfire procedures and precautions.

PROJECT UPDATES:

- Marina: Docks underway
- Panera Bread: Started Tenant Finish.
- Urgent Care: CO perhaps this month, but they have had supply chain issues. Also, the property owner has submitted minor floor plan changes for the phase 2 portion of the project, the residential development. The changes were related to the unit mix without changing the required parking and the revised plans were approved by the Town Manager.
- Uptown 240: Crane came down. Financing changes may be taking place and there remains hope that the project will resume.
- Homewood Suites: planted more trees.
- Town Park: Delayed due to weather days, now moving along steadily.

OTHER BUSINESS:

Town Laptops/tablets hopefully coming in 2023 for Commission use.

The Town has been given access to the Denver Water Property adjacent to the Public Work Facility to allow for dead tree removal for wildfire fuels mitigation. The work will be performed incrementally by Town staff. The Commission decided to have the next meeting on Monday, September 12, at 5:30pm, this will be considered a special meeting. The regularly scheduled meeting on September 7th will be moved to that date. The Commission will need to nominate and appoint a chairperson and vice chairperson at the next meeting.

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission