

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**SPECIAL MEETING
MONDAY, SEPTEMBER 12, 2022
5:30 p.m.
DILLON TOWN HALL**

CALL TO ORDER

The Special meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Monday, September 12, 2022, at Dillon Town Hall. Vice Chair, Bill Engelman, called the meeting to order at 5:30 p.m. Commissioners present were Alison Johnston, Michael Parsons, Tom Karpowich, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner and Michelle Haynes, Recording Secretary.

APPOINT CHAIRPERSON AND VICE CHAIRPERSON

Commissioner Alison Johnston was appointed as Chairperson.
Commissioner Michael Parsons was appointed as Vice Chairperson.

APPROVAL OF THE MINUTES OF AUGUST 3, 2022, REGULAR MEETING

Commissioner Cribbet moved to approve the minutes from the August 3, 2022, regular meeting. Commissioner Engelman seconded the motion, which passed unanimously.

JOINT MEETING WITH THE PARKS RECREATION ARTS AND CEMETERY COMMITTEE (PRACC)

See 'Exhibit A'

PUBLIC COMMENTS

There were no public comments.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) APPOINTMENT

The group walked around the Town Core and discussed what they would like the future of Dillon to look like and reviewed current issues. The conversation led to a discussion about parking and what can be done to resolve the issue. At this time the group would like to focus on the Urban Renewal Authority and the Core Master Plan.

CONSIDERATION OF RESOLUTION NO. PZ 05-22, SERIES OF 2022 (Public Hearing)

A RESOLUTION, PURSUANT TO SECTION 31-23-301 OF THE COLORADO REVISED STATUTES, AMENDING RESOLUTION NO. PZ 11-21, SERIES OF 2021, TO ENABLE AN INCREASE IN THE NUMBER OF DWELLING UNITS ON THE COUNTY-OWNED PROPERTY LOCATED AT 780 LITTLE BEAVER TRAIL

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.

Vice Chair Michael Parsons opened the hearing at 6:11 p.m.

Applicant was in attendance for any questions. Ned West, Town Planner, presented the staff summary.

PROJECT LOCATION:

Real property located at 780 Little Beaver Trail.

SUMMARY:

Summit County Government (the “County”) purchased real property located at 780 Little Beaver Trail, more specifically know as Lot 3, Ptarmigan Trail Estates Subdivision #1, (the “Property”) and the three-unit building located thereon (the “Building”). The County initially desired to use the building in its current three-unit configuration as housing for employees of Summit Stage, the County, and, when appropriate, the Town of Dillon. Multi-family residential use is permitted in the Mixed Use (MU) zone district if developed in conjunction with a commercial use and does not exceed 80% of a building on a lot at any one time. Noteworthy is that at one point in time, a portion of the building was occupied by a commercial, service-oriented business.

The current MU zoning of the Property does not permit the County’s proposed one hundred percent (100%) residential use. As such, in accordance with (Colorado Revised Statutes) § 31-23-301, C.R.S. (the “Statute”), requires that municipalities exempt from the operation of zoning ordinances “any building or structure as to which satisfactory proof is presented to the board of adjustment that the present or proposed situation of such building or structure is reasonably necessary for the convenience or welfare of the public”. Pursuant to Chapter 16, Article X of the Dillon Municipal Code, the Planning and Zoning Commission for the Town of Dillon (the “Planning Commission”) serves as the Board of Adjustment for the Town. The County thus applied for said Statutory Exemption in June 2021.

This exemption pursuant to Colorado Revised Statute § 31-23-301 requires 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. The Planning Commission reviewed and approved the County’s application for a statutory exemption for the continued use of the 3-unit structure as is in July 2021 through Resolution PZ 11-21, Series of 2021.

Once the County purchased the property and further explored implementing their housing plan in the structure, it became abundantly clear to them that the structure required interior renovations due to an inefficient layout with unit square foot areas far in excess of their employee’s needs. While scoping renovations, it was also determined that an increase in the unit count makes the most sense. Accordingly, the County is requesting an Amendment to the Statutory Exemption currently in place for the Property to amend the permitted number of units of 100% residential beyond the limited three-units per Resolution PZ 11-21, Series of 2021.

Pursuant to the Statute, the County applied to the Planning Commission to exempt the Property from the provision of the Dillon Land Development Code (“Application”) prohibiting the Building from being used as one hundred percent (100%) residential (the “Exemption”); provided that, the Exemption shall be personal to the County and shall not attach to the land. The County and Town find the following in support of this application:

- A. Housing for the local workforce has become increasingly out of reach.
- B. Housing inventory in Summit County is constrained by land shortages, labor shortages, high construction costs, the second homeowner market, and short-term rentals.

- C. Summit County was experiencing unprecedented business and employment growth before the onset of the COVID-19 pandemic.
- D. According to the Summit County Housing Needs Update, a 2020 study funded by the Summit Combined Housing Authority, Summit County will have a housing gap of approximately 2,000 units.
- E. In the aftermath of the COVID-19 pandemic, Summit County has experienced industry shifts brought on from remote working options that have exacerbated the housing shortage.
- F. The Summit Stage is an essential service in Summit County, and the Town is a partner in the governance, funding and operation of the Summit Stage.
- G. The Summit Stage is a free public transit service within the Town and Summit County generally, providing access to residential areas, town centers, retail areas, ski resorts, and medical centers, among other things.
- H. The Summit Stage operates the only ADA paratransit service in the County.
- I. Similar to many public entities and service industries in Summit County, the Summit Stage is struggling to retain employees.
- J. The lack of affordable housing is a major contributor to the workforce shortage and in particular the Summit Stage's difficulty in hiring employees.
- K. The County and Town face similar difficulties in hiring employees.
- L. The Property's current use is 100% multi-family residential; the neighboring property to the east is used as a group home; the neighboring property to the west is used as a retail marijuana store; and the north side of the Property abuts Interstate 70.
- M. The three units of multi-family residential on the Property would not have a negative impact on the adjacent properties.
- N. Considering the critical need for workforce housing, the essential nature of the Summit Stage transit services, and the absence of any negative impact resulting from the requested exemption, the continued use of the entire Property for multi-family residential workforce housing is the highest and best use of the Property at the present time and reasonably necessary for the welfare of the community.
- O. Pursuant to D.M.C. § 16-3-170(6), the MU zone requires a front setback of twenty-five (25) feet.
- P. Based on County Building Department records, the structure was constructed, inspected and given a certificate of occupancy despite being located within seventeen feet from the front lot line.
- Q. Pursuant to D.M.C. § 16-4-80, "a nonconforming building may continue to be occupied"; the County has requested that the Planning Commission permit continued occupation of the existing nonconforming structure.
- R. A portion of the paved surface of Little Beaver Trail runs through the Property, and the County has granted to the Town a roadway easement for such portion as a condition of approval of the Application and approval of Resolution PZ 11-21, series of 2021.

These findings indicate that the proposed use of the building as employee housing is reasonably necessary for the convenience or welfare of the public, and increasing the number of units in the structure in an effective and efficient manner through this application to Amend the previously approved Statutory Exemption furthers the convenience or welfare of the public.

It is the County's intent to develop designs for the remodel and proposes submitting said proposal to the Town through the Planned Unit Development process for future review by the Commission and the Town Council through further public hearing processes.

Approval of this resolution maintains all provisions of Resolution PZ 11-21, Series of 2021, but relieves the limitation of the three residential units.

COMMISSIONER QUESTIONS:

Commissioners wanted more clarification on the number of units being built, why it is being purposed now and not waiting until they have the PUD ready, is there anything tied to the project to protect its status in the case of a future sale, should they rezone the lot to High Residential instead?

Ned answered the Committees questions thoughtfully. They would like to build 6-8 units, will come to a final number when they return with the PUD plan for approval. This number will depend on the amount of parking they can provide. This applicant is purposing this now to be as transparent as possible and it will make the PUD process easier if they get this approved now and can explore a higher number of units in the plan.

There is not currently a Right to refusal in place or anything protecting this properties status in the future if sold. Ned explained to the group that those things can be added to the future development agreement if the committee or council would like it added. Currently the Town of Dillon has an agreement with the applicant that if they cannot fill the units with their own Employees, the Town of Dillon will be given the option to offer it to their employees. If the property sells these requirements will transfer with the property.

The County has not requested to rezone to high density and would prefer to go through the PUD Process. The Town would like to avoid spot zoning whenever possible.

PUBLIC COMMENTS:

Renee Imamura, Town Council Member; would like to see a Right for Refusal in the PUD Plan.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Mark Cribbet moved to approve Resolution No. PZ05-22 Series of 2022. Commissioner Alison Johnston seconded the motion, with four in favor one not, Tom Karpowich.

Vice Chair Michael Parsons closed the hearing at 6:25p.m.

CONSIDERATION OF RESOLUTION NO. PZ 06-22, SERIES OF 2022 (Public Hearing)

A RESOLUTION RECOMMENDING THE APPROVAL OF AN APPLICATION FOR A CLASS S-2 SUBDIVISION TO BE KNOWN AS A RESUBDIVISION OF LOT 17, BLOCK B, NEW TOWN OF DILLON.

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.

Vice Chair Michael Parsons opened the hearing at 6:25p.m.

The Applicant, Jaime Haass presented the background of the development to the committee and was in attendance for any questions. Ned West, Town Planner, presented the staff summary.

PROJECT LOCATION:

A parcel located at 400 W. Buffalo, known as Lot 17, Block B, New Town of Dillon Subdivision.

SUMMARY:

Dave Pfeifer, owner of the parcel located at 400 W. Buffalo, more specifically known as Lot 17, Block B, New Town of Dillon Subdivision, applied for the subdivision of the parcel into two lots. The Town of Dillon Development Review Committee reviewed the application, exhibit survey, and the “Resubdivision of Lot 17, Block B, New Town of Dillon” plat.

The Town finds the following related to the subdivision application:

Application Filing Deadline:

Final applications and supplemental materials for Class S-1 and S-2 subdivisions shall be submitted at least twenty-one (21) days prior to the public hearing on the final application. *The Application was submitted 89 days prior to the hearing date and the final materials were submitted 35 days prior to the public hearing – meets Code*

Application Completeness:

The first public hearing of the Planning Commission shall be held not more than forty-five (45) calendar days from the date an application is deemed complete. *The Application was deemed complete on August 9th, 2022, 35 days prior to the public hearing – meets the Code.*

Referral:

Summit Fire & EMS did not respond to the referral and thus it is determined they have no comments on the application.

Public Notice and Contents of Notices:

- Published the Hearing Notice in the Summit Daily Friday, September 2, 2022
 - Posted the Site on Tuesday, September 6, 2022
 - Mailed Notices to Residents within 300 Feet on Tuesday, September 6, 2022
 - The notices contained the date, time, and place of the public hearing, the address of the property involved, the nature of the application, indicated that interested parties may appear at the hearing and speak on the matter, and where additional information may be obtained.
- Satisfies Dillon Municipal Code (“Code”) requirements*

Subdivision Classification:

Class S-2 subdivision means a subdivision of land which will result in fewer than six (6) lots, parcels and/or tracts.

Preliminary Subdivision Plan:

The preliminary and final hearings for a Class S-2 subdivision application may be combined if the Town Manager determines that the issues involved in the application are such that no useful purpose would be served by requiring two (2) separate hearings. In such cases, when it is determined that the application is ready for final hearing, the Town Manager may schedule the application for a single hearing, which shall include all required notice and public hearing requirements for a final hearing.

Zoning Lot Dimensions:

Residential Low (RL) zone district:
Minimum Lot Area = 8,000 Square Feet (SF)

Lot 17A: 16,066 SF and Lot 17B: 17,959 SF – *meets Code*
Lot Width = 60 feet and 65 feet for corner lots
Lot 17A: 62.2 feet and Lot 17B: 73.7 feet (Corner Lot) – *meets Code*

Subdivision General Lot Dimensions and Standards:

The depth and width of lots shall be adequate to provide for sufficient ingress and egress and for parking facilities as required by the proposed use. - *The depth and width of the lots is determined to be adequate to provide for sufficient ingress and egress and for parking facilities as required by the proposed residential use.*

In general, side lot lines shall be at right angles or radial to curving street lines unless a variation from this rule provides a better street plan or lot layout. Lots shall take the form of plain geometric shapes except where topographic conditions require otherwise for environmentally sensitive development. Flag lots or other irregular shapes proposed as a means of manipulating the square footage of lots in developed areas shall be discouraged. – *The proposed new lot line dividing the parcel into two lots is generally radial to the roadway and does not create irregularly shaped lots*

Where possible, configuration of each lot shall be laid out generally to approximate a rectangular shape. – *The proposed lots are generally rectangular in shape.*

Utilities – *The lots can be served by existing utility infrastructure.*

Site Circulation and Access:

All lots shall abut a publicly dedicated street or alley or have access to a publicly dedicated street or alley through a permanently dedicated access easement adequate to serve the property with Town and emergency services. In cases where proposed lot design and layout results in marginal service to lots, the Town may deny the subdivision if deemed in the public interest. - *The driveway cut will be located on W. Buffalo Street with an Access Easement across Lot 17B for access to Lot 17A. The proposed driveway vicinity has been reviewed and approved by the Town Engineer.*

- A. *The Access Easement will be handled as conditioned in the Resolution recommending approval: “Within thirty (30) days of Applicant’s transfer of fee title to Lot 17A or Lot 17B, the Applicant and the new owner shall execute an easement agreement for the benefit of the owner of Lot 17A, granting such owner all rights of access over that certain portion of Lot 17B identified on the plat as “Private Access Easement for Lot 17A,” sufficient for the owner’s reasonable enjoyment of Lot 17A. The easement agreement shall address driveway maintenance responsibilities in a manner sufficient to prevent the driveway’s disrepair. The executed easement agreement shall be recorded with the Summit County Clerk and Recorder. The Applicant shall provide the Town with a copy of the executed and recorded easement agreement within ten (10) days of its execution.”*

Existing Drainage Easement and Site Drainage:

Lots shall be laid out so as to provide positive drainage away from all possible building sites; individual lot drainage shall be coordinated with the general storm drainage pattern for the area. Drainage shall be designed so as to avoid concentrations of storm drainage waters onto adjacent lots. All drainage courses shall be protected by covenants and deed restrictions preventing alteration, building upon or obstructing of the drainageways. – *The two created parcels will not cause concentrated drainage to shed onto a neighboring lot and future development on the parcels*

will not impact the existing natural drainage patterns nor existing downstream drainage areas. The existing 20' Drainage Easement on the northeastern side of Lot 17B shall remain and continue to be utilized by the Town for stormwater drainage conveyance.

Character of the Land:

Land which the Town determines to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, adverse visual impacts or other features which could be harmful to the safety, health and welfare of the inhabitants of the subdivision, its surrounding area or the Town in general shall not be subdivided or developed unless adequate methods acceptable to the Town are formulated to solve the problems created by the unsuitable land conditions or development. Development, including the placement of public improvements and the creation of sites for the placement of structures, shall only be allowed on slopes in excess of fifteen percent (15%) if no other reasonable alternatives exist and the subdivider mitigates any potential negative impacts created by development on these slopes. In general, no development should take place on slopes in excess of twenty percent (20%). – *The site has a general slop of 10.5% falling below the 15% threshold and no other site conditions exist that are deemed to limit the proposed subdivision.*

Energy Efficiency:

All subdivisions shall be designed to promote energy efficiency, and site design techniques shall include, but not be limited to: 1) building orientation; 2) street and lot layout; 3) vegetation; 4) natural and man-made topographical features; and 5) protection of solar access within the development. – *The proposed subdivision aligns with this Code provision.*

Town staff finds that the proposed development substantially complies with all other applicable requirements of Chapter 17 “Subdivisions” and other applicable Town regulations, standards, and ordinances and therefore recommends approval of Resolution PZ 06-22, Series of 2022 with conditions as presented in the resolution.

COMMISSIONER QUESTIONS:

Commissioners wanted clarification on the drainage issues presented. Mark asked Ned if the fixing the drainage issue was already on the Towns’ agenda or if it is now on it due to this project. Ned informed Mark that it has been on the Towns agenda and in the works for a few years now.

Ned reminded the commission that this approval is strictly for the subdivision of the two lots and does not approve the site plan itself. The site plan will need to be approved by Council. The subdivision of the lots is the same size in conjunction of other small lots in Dillon with a minimum of 6000sqft. The proposed lots will be at 8000sqft each. If the commission denies the resolution the applicant has the right to appeal, and it will go to council.

The Commission also wanted to touch on the easement for the driveway. Ned explained that the easement is not required at this time, but the applicant sees it as a requirement. This will fall under an access easement agreement recorded through the County.

Parsons asked staff if the Police Department and Fire Department had any concerns about the project. Jamie Haass informed Mike that they have been made aware of the purposed project and have not voiced any concerns at this time.

PUBLIC COMMENTS:

Four letters in opposition of the proposed Subdivision were given to the Commission for review before the meeting.

The following members of the public spoke in opposition of the proposed Resubdivision: Jim Doyle – 332 W. Buffalo, Ben Rartano – 408 W. LaBonte, Blair Miller – 308 W. Buffalo, and John Borthwick – 308 W. LaBonte.

All members of the public listed above voiced their opinions against the Resubdivision. The group individually own multiple lots and would like to keep the zoning as is and do not want a PUD in their neighborhood. They believe this will change the demographic of the neighborhood; the skinny style homes will not match the other homes on the street. There is also a huge concern about the dangers of the proposed driveways coming out onto an already dangerous intersection.

This project might meet code standards but will not meet the neighborhood morals and spirit. They believe this project will jeopardize the character and integrity of their neighborhood. Low-income housing will drop the value of the current homes. There is a large potential that this development will turn into short term rentals.

John Borthwick is a proponent of Workforce or locals housing and would like this property to be required to have Accessory Dwelling units in each.

Jamie gave a brief response to the group of citizens. He is not intending to build low-income housing but is also not going to build a monster house. He has no intention of devaluing the surrounding properties. Jamie Haass highly recommended the group come visit his most recent development in Dillon, located on 14 Ensign Dr.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Mark Cribbet moved to approve Resolution No. PZ 06-22 Series of 2022. Commissioner Tom Karpowich seconded the motion, which passed unanimously.

Vice Chair Michael Parsons closed the hearing at 7:01p.m.

CONSIDERATION OF RESOLUTION NO. PZ 07-22, SERIES OF 2022 (Public Hearing)
A RESOLUTION RECOMMENDING THE ADOPTION OF AN AMENDED THREE-MILE PLAN FOR THE TOWN OF DILLON

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.

Vice Chair Michael Parsons opened the hearing at 7:03p.m.

Ned West, Town Planner, presented the staff summary.

SUMMARY:

The purpose of the Three-Mile plan is to address the specific statutory requirements of Colorado Revised Statutes (C.R.S.) § 31-12-105, which requires that a municipality adopt an annexation plan prior to the annexation of any land into the municipality, and that it provide direction to the municipality and

landowners concerning land use issues and infrastructure improvements needed upon annexation into the Town of Dillon. The statutes stipulate that the Three-Mile Plan be reviewed annually.

Proposed amendments to the Three-Mile Plan relate to the identified parcels off of County Road 51. With the increasingly dire need for workforce housing and the potential for parcels in this area to be considered for workforce housing, the amendments provide increased flexibility to land development.

COMMISSIONER QUESTIONS:

The commission only wanted to know the process of Annex with Denver Water Land and Keystone. A landowner must request an Annex of property. If Keystone does go through with incorporating themselves, it will not affect our Three-Mile plan.

PUBLIC COMMENTS:

No public comments.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 07-22 Series of 2022. Commissioner Mark Cribbet seconded the motion, which passed unanimously.

Vice Chair Michael Parsons closed the hearing at 7:01p.m.

CONSIDERATION OF RESOLUTION NO. PZ 08-22, SERIES OF 2022 (Public Hearing)

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING CHAPTER 16 OF THE DILLON MUNICIPAL CODE REGARDING MULTI-FAMILY RESIDENTIAL AND HOTEL PARKING SPACE REQUIREMENTS.

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.

Vice Chair Michael Parsons opened the hearing at 7:16p.m.

Ned West, Town Planner, presented the staff summary.

SUMMARY:

The Planning Commission has studied and discussed this topic a great deal by reviewing the Walker Consultants 2019 Parking Study, comparing similar municipalities, reviewing criteria presented by the Urban Land Institute, and laboring over reasonable requirements for *NEW* developments. The Commission ultimately came to the following recommendation for Code amendments for Multi-family and Lodging Parking Requirements:

Multi-family Residential and Hotels	Required Spaces
Efficiency, studio, 1-bedroom	1.5 space/unit
2-bedroom	2.0 spaces/unit
3-bedroom, or more	2.5 spaces/unit
Lodging, hotel, motel, bed & breakfast	1.1 space/bedroom

COMMISSIONER QUESTIONS:

All Commissioners were in favor with no further questions about the purposed requirements. Commissioner Parsons is not in favor for the increase in parking requirements. Parsons is concerned that the new requirement will lead to empty parking lots in Dillon that could potentially be used. He believes units are not always occupied throughout the year meaning open spots that cannot be utilized. Parson thinks the recommendation of 2.5 spaces per 3-bedroom unit should stay at 2 spaces and lodging should stay at 1 space per bedroom. Recommended the Town focus on regulation Town parking lots more and leave private lots for the owners to figure out themselves.

Ned West talked briefly about the parking issues we are having since Homewood Suites was built using the current requirements. The hotel does not currently have ample parking and is overflowing into our Town lots adding to our Town parking issues.

PUBLIC COMMENTS:

No public comments.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 08-22 Series of 2022. Commissioner Bill Engelman seconded the motion, with four in favor one not, Michael Parsons.

Vice Chair Michael Parsons closed the hearing at 7:25p.m.

CONSIDERATION OF RESOLUTION NO. PZ 09-22, SERIES OF 2022 (Public Hearing)
A RESOLUTION RECOMMENDING APPROVAL OF A LEVEL IV DEVELOPMENT APPLICATION FOR A PUD SIGN PLAN FOR THE PANERA BREAD RESTAURANT.

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.

Vice Chair Michael Parsons opened the hearing at 7:10p.m.

Applicant was in attendance for any questions. Ned West, Town Planner, presented the staff summary.

PROJECT LOCATION:

Panera Restaurant located at 257 Dillon Ridge Road.

SUMMARY:

The Town received a sign package application for the Panera Restaurant located at 257 Dillon Ridge Road. A PUD Sign Plan is warranted due to the changes in the proposed signs versus those approved in the Panera PUD Development Plan approved by Ordinance 04-19, Series of 2019.

The proposed signs are located on the building in different locations in some cases, have a different appearance and layout (including a brand logo), and there are additional signs provided for the drive through. The drive through menu signs are proposed to be static displays; however, many Panera Bread restaurants, and very many restaurants with drive throughs have digital display menu signs. As such, the resolution approving this Panera PUD Sign Plan is crafted to provide flexibility for future such digital display installation for the drive through menu boards should they be desired in the future.

For the complete proposed sign package for the Panera PUD Sign Plan, please refer to Exhibit 'A' of Resolution PZ 09-22, Series of 2022. Although the proposed sign package is different from that previously approved by Ordinance 04-19, Series of 2019, it does not change the general character of the development.

COMMISSIONER QUESTIONS:

No Commissioner questions.

PUBLIC COMMENTS:

No public comments.

RECORD OF PLANNING COMMISSION ACTION:

Commissioner Tom Karpowich moved to approve Resolution No. PZ 09-22 Series of 2022. Commissioner Mark Cribbet seconded the motion, which passed unanimously.

Vice Chair Michael Parsons closed the hearing at 7:16p.m.

PROJECT UPDATES:

- Marina: Docks underway
- Uptown 240: Structural issues, funding underway
- Town Park: Moving along steadily.

OTHER BUSINESS:

The group discussed the Noxious Weed problem we experienced this summer due to the access in moisture.

ADJOURNMENT

There being no further business, Michael Parsons adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Secretary to the Commission

‘Exhibit A’
**JOINT MEETING WITH THE
PARKS RECREATION ARTS AND CEMETERY COMMITTEE (PRACC)
MEETING MINUTES**

**TOWN OF DILLON
PRACC MEETING NOTES**

**SPECIAL MEETING
MONDAY, SEPTEMBER 12, 2022
5:30 p.m.
DILLON TOWN HALL**

CALL TO ORDER

The Special meeting of the PRAC and Planning and Zoning Committees of the Town of Dillon, Colorado, was held on Monday, September 12, 2022, at Dillon Town Hall. Planning and Zoning, Vice Chair, Bill Engelman, called the meeting to order at 5:30 p.m. PRAC Committee members present were Mimi Motahari, Louis Skowyra, Lucinda Burns, Nanci Campbell and Mellanee Montgomery. Planning and Zoning Commission Members present were Bill Engelman, Alison Johnston, Michael Parsons, Tom Karpowich, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner; Terese Berger, Recreation Manager; Jessie Klehfoth, Events and Recreation Director; Renee Imamura, Town Council, and Michelle Haynes, Recording Secretary.

DISCUSSION: TOWN CONNECTIVITY

SUMMARY:

The commission discussed connections from Marina Park and Town Park. They reviewed the stair projects that happened this summer and future connections to the Dillon Ridge Marketplace and areas needing sidewalks or other connections.

DISCUSSION: WALKABILITY

SUMMARY:

The group discussed signage and connections to all parts of Town. The Town has issued an RFP for a Core Area Walkability Design to include construction drawings based on the Town Core Master Plan and the Town of Dillon Design Guidelines. Some member recommended that they would like to see Art sprinkled throughout Town following this walkability plan.

DISCUSSION: PARK SIGNAGE. BRANDED SIGNAGE FOR ALL PARKS INCLUDING DISC GOLF, NATURE PRESERVE, CEMETERY, RECREATION PATH, MARINA PARK, AND TOWN PARK.

SUMMARY:

Discussed the Dillon Amphitheater having its own Branding but would like to keep consistent messaging, appearance (Fonts, Colors, etc.) and unifying all signs with branding. Also spoke about design elements, sign hierarchy, like, Park Identifiers; Rules, Regulations, and Policies; and Directional / Wayfinding Signs. Monument Signs, Archways, Kiosks, Signs with Stone Bases, and Pole Mounted Signs. The Town is looking at obtaining Technical Assistance from the University of Colorado Denver administered Colorado Department of Local Affairs (DOLA) grant program for developing Wayfinding and Parks Sign design guidelines in hopes of developing a toolbox of various sign designs that the Town may consider for installation.

The PRACC Commission would really love to see a temporary sign at the Cemetery until a permanent one can be placed. They believe it would be most respectful to the friends and family that have loved ones placed there.

DISCUSSION: PARKS MASTER PLAN REVIEW & RECREATION PROGRAMMING

SUMMARY:

Jessie Klehfoth, Events and Recreation Director, reviewed with the group the direction they are heading with Recreation and told the committees about the current Recreation Survey that is out to the public. So far, they have had an overwhelming response to the survey. The group also discussed the 2007 Parks and Recreation Master Plan. Town will issue an RFP for a Parks, Recreation, and Trails Master Plan in 2023 and has budgeted \$50,000 for the project. The Town would like Denver Water to partner with us on the project.

DISCUSSION: COMPREHENSIVE PLAN

SUMMARY:

Ned West discussed referencing the Parks Master Plan in the Comp Plan. He would also like to add a Recreation and Tourism Section, and expand Landscaping and Utility reference with water conservation, including native species, and highlight the need for source water protection. He would like to have more natural, less-care landscapes around town.

Nancy Campbell, PRACC member, would like to see the resident wants first in these added sections.

DISCUSSION: ENTRANCE LANDSCAPING

SUMMARY:

Discussed the Cemetery, West Entrance, Front Entrance/Round-a-bout, Recreation Path Town of Dillon Entry Signs and their Landscaping. The groups would like to see the Round-a-bout that is owned by Denver Water spruced up.

DISCUSSION: ART & CULTURE

SUMMARY:

The groups discussed Public Art. They would like to develop policies and guidelines in cooperation with P&Z and Town Council. The recommended policies around what is desirable and sustainable, having some that are safe to play on, and some rotating to keep things alive. There needs to be a time limit of maybe two years on art installations to keep them rotating. Both parties would love to see a Dillon Artist Guild.

DISCUSSION: FUTURE JOINT MEETINGS? QUARTERLY?

SUMMARY:

The groups would like to meet twice a year or when things are moving that relate to both parties. Future joint discussion and study topics

PUBLIC COMMENT

No public comment.

ADJOURNMENT

There being no further business, Vice Chair, Eric Nicholds, adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Michelle Haynes

Michelle Haynes
Administrative Assistant