

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, June 7, 2023
5:30 p.m.**

**Council Chambers
275 Lake Dillon Drive**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, June 7, 2023, in person at the Dillon Town Hall. Alison Johnston, Chairperson, called the meeting to order at 5:37 p.m. Commissioners present were Suzanne Pugsley, Michael Parsons, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner, and Libba Muzi, Recording Secretary.

APPROVAL OF THE MINUTES OF MAY 3, 2023, REGULAR MEETING

Commissioner Johnston moved to approve the minutes from the May 3, 2023, regular meeting. Commissioner Parsons seconded the motion, which passed unanimously.

PUBLIC COMMENTS

No public comment.

EDAC UPDATE:

Michael Parsons, Planning and Zoning representative, gave an update on the latest EDAC meeting. He reported that the committee spent an extraordinary amount of time discussing the Uptown 240 project and what the status of it is. Ned West commented that their building permit has expired and with that, the PUD approval expired. The only likely way for the Council to move forward is by way of a resolution or ordinance approving an extension of the PUD approval. He also stated that is very likely that the new building official will not reissue the building permit under the current design which was developed under the previously adopted building codes, the 2012 series of codes. EDAC also assisted the Town Council to come up with some questions for Danillo Ottoborgo, the Uptown 240 development president.

DISCUSSION: DISPLAY AND EDUCATIONAL NATIVE SPECIES GARDEN

SUMMARY: The Town, in partnership with High County Conservation Center (HC3), is contemplating a native species display and educational garden in Dillon Town Park and other conscientious water use policies. This is not a Planning Commission action item, but it does relate to the work being done for the proposed Comprehensive Plan amendments and new goals and policies related to water, water conservation, and source water protection.

COMMISSIONER QUESTIONS:

Mark Cribbet inquired about how the plants would be planted in the garden. Ned noted that High Country Conservation Center has a landscape architect that they are working with to prepare a design. The concept is that the landscaper will assist Town staff and community gardeners to install the proposed landscapes. Suzanne Pugsley, a member of the community garden in Dillon, emphasized potential interest from community gardeners in volunteering in the new Native Species Garden. She was in full support of this project.

Alison Johnston was interested in the possibility of tracking water usage. Ned said he would look into how some comparisons can be drawn and what can be done to track water usage over time. It is believed more water will be required in the beginning and then trail off over time as vegetation stabilizes.

Mark Cribbet suggested the Town look into a way to be a seed bank for the community to plant such species.

Finally, Michael Parsons inquired about the situation in which volunteers stop assisting with the garden. Ned West assured the Commission that the Dillon Public Works Department is heavily involved and would continue to maintain the garden as they do other public spaces and parks throughout the Town.

DISCUSSION: WASTE AND RECYCLING ENCLOSURES

SUMMARY:

The Dillon Municipal Code currently lacks clear regulations and design guidelines for waste and recycling enclosures. Staff believes there needs to be a Code amendment to create such regulations and guidelines.

Currently the Code states:

“Sec. 16-8-70. - Service areas.

Service areas, outdoor storage, garbage cans and trash storage areas shall be screened from adjacent properties, streets and other public areas by fences, planting or other suitable means as approved by the Town.

(Ord. 19-96 §8.03)”

Suggested Code Criteria:

-It is unlawful to construct a trash and recycling enclosure without a Development Permit and building permit

- Anticipate a Level I (120 SF or less) or Level II (greater than 120 SF) review process
- Does the Planning Commission desire review authority, thus a Level III process?

-Enclosures shall have a roof designed to support the snow and wind loads. The roof shall be designed such that it is not damaged during the servicing of the containers within the enclosure.

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- Enclosures for large capacity steel receptacles, "Dumpsters", shall be designed with bollards along the interior backside to prevent enclosure damage during servicing.
- Service openings shall be designed to provide not less than eighteen inches (18") of clearance on either side of the proposed container. The opening corners shall be designed with protection (bollards, steel angle iron, etc.) to prevent damage during servicing.
- Swing gates shall have a minimum eight (8) inch clearance above the ground -A minimum thirty-six inch (36") access doorway for pedestrians shall be incorporated into the design.
- Provide at least one (1) trash and one (1) recycling container
- Provide a space equal to fifty percent (50%) of the trash container for a recycling container. Enclosures associated with restaurants shall also provide adequate space for a grease container.
- The design, color, and materials of the enclosure shall be architecturally compatible with the primary structure on the site.
- The enclosure shall be sited such that it is not a dominant feature on the frontage of the property.
- Enclosures shall be ventilated but said ventilation does not need to be mechanical unless required by applicable building codes.
- Enclosures shall be landscaped sufficiently enough to screen the structure from adjoining properties or roadways.
- All trash enclosures shall be structurally sound, maintained in good condition, kept clear of snow and ice, and kept clean at all times. No trash enclosure shall constitute a hazard to safety, health, or public welfare. The Town shall have the authority to cause the cleaning, repair, maintenance, or removal and replacement of all trash enclosures which are determined to be in disrepair or pose a hazard to safety, health, or public welfare.
 - Owners of trash enclosures shall have fifteen (15) days to comply with a notice to repair.
 - If said owner does not repair the enclosure to the satisfaction of the Town within said time period, the condition shall be deemed a nuisance and may be abated in accordance with the nuisance abatement provisions in this Code.

COMMISSIONER QUESTIONS:

Ned introduced the discussion by acknowledging that the Dillon Municipal Code currently lacks proficient guidelines and regulations for trash and recycling enclosures. A Code amendment would require hearings before both the Planning Commission and the Town council. In order to make additions or changes, or to build a new trash enclosure would likely just require a Level II Development Permit application, with no hearing necessary. Ned asked the Commissioners if they were satisfied with not

having to review them for such work on existing sites, and he reminded them that they would review them for new developments.

The first question discussed was the potential requirement for ADA. Mark Cribbett believes it would not be required because there are no public invitees involved. However, the Commission does wish for more clarification there.

Mark Cribbet asked what size residential structure will be required to meet the standards of the new code when written. Ned was not entirely sure at this point, but believe maybe six-plexes and larger might require trash enclosures for large waste receptacles versus individual trash and recycling bins.

Suzanne inquired about how to determine the required size for these structures. They discussed how to estimate how much trash is used per person and other ways to determine the size requirements.

The group also discussed ensuring these structures are accessible by trucks, potentially even working with waste companies to ensure their trucks are compatible.

Lastly, Michael Parsons was curious about what problems these changes solve. He has a desire for increased justification of these changes in requirements for trash structures.

DISCUSSION: TOWN CENTER AND PARKS & WATERFRONT SIGN ZONES

SUMMARY:

The Town is working on proposed Code amendments related to the creation of two new sign zones:

- Town Center Sign Zone
- Parks & Waterfront Sign Zone

COMMISSIONER QUESTIONS:

Ned West started off the discussion by letting the Commission know that Town Council was in favor of illuminated signs.

Alison Johnston asked if new codes would require existing signs to be adjusted or if it would only apply to new signage. Ned says it will most likely apply to new signage being installed after the updating of the codes.

The Commission discussed having the sign size reflect the capacity of the business in order to maintain the cost effectiveness.

Suzanne Pugsley suggested that signs being downlit prevents the lit signage from causing any light pollution in an area that is so dark at night allowing for continued visibility of the stars. Also, requiring businesses to turn off the lights of signs after closing.

The need for signs at the entry of the cemetery was also discussed.

DISCUSSION: CONTINUING STUDY OF THE 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 (“Planning 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.

As a guiding document, the Comprehensive Plan is not binding on the Town. However, the Zoning Code is intended to carry out the purposes of the Comprehensive Plan.

Town staff has worked with the Planning Commission to study the Comprehensive Plan to determine if there are portions of the Plan that might warrant focus for potential amendments.

COMMISSIONER QUESTIONS:

The Commission on Exhibit D: high priority uses. Suzanne Pugsley emphasized the importance of walkability and accessible transit throughout town. She proposed Breckenridge’s e-bike program as a great example of a successful micro-transit model.

Alison Johnston asked if the people of the town are pushing for the amphitheater to be high priority or if it is just a focus of Town Council. Ned stated that is a combination of both, as the amphitheater is a large draw for the townspeople.

CALL FOR VOLUNTEERS:

Ned West called for volunteers for two events that would require Planning and Zoning representation.

- a. Wayfinding (UTAP) Community Engagement- June 30 Farmer’s Market
- b. Walkability Design Charette- August 3

PROJECT UPDATES:

No project updates were discussed.

OTHER BUSINESS:

July 5, 2023 Planning Commission Meeting cancelled

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 7:18 p.m.

Respectfully submitted,

Libba Muzi

Libba Muzi

Secretary to the Commission