

RECORD OF PROCEEDINGS

DRAFT

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, OCTOBER 7, 2015
5:30 p.m.
Town Hall**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, October 7, 2015, at Dillon Town Hall. Vice Chairman Nosari called the meeting to order at 5:33 p.m. Commissioners present were: Amy Gaddis, Kyle Hendricks, Nat Nosari, and Jerry Peterson. Chairman Brad Bailey was absent. Staff members present were Ned West, Town Planner and Town Engineering Inspection; Scott O'Brien, Public Works Director, Debbie Wilkerson Secretary to the Commission.

APPROVAL OF THE MINUTES OF JULY 1, 2015 REGULAR MEETING

Commissioner Gaddis motioned to approve the minutes from the July 1, 2015 meeting. Commissioner Hendricks seconded the motion, which passed upon roll call vote. Commissioner Nosari abstained as he was absent from July 1st meeting

APPROVAL OF THE MINUTES OF AUGUST 5, 2015 REGULAR MEETING

Chairman Gaddis motioned to approve the minutes of August 5, 2015, Commissioner Hendricks seconded the motion, which passed upon roll call vote, with Commissioner Peterson abstained as he was absent from the August 5th meeting.

PUBLIC COMMENTS

There were no public comments.

CONSIDERATION OF RESOLUTION PZ14-15, SERIES OF 2015; A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO TO RECOMMEND THE AMENDMENT OF CHAPTER 16, "ZONING," ARTICLE V, "PLANNED UNIT DEVELOPMENT," SECTION 16-5-120 "PUD DEVELOPMENT STANDARDS," OF THE DILLON MUNICIPAL CODE OF THE TOWN OF DILLON, TO ADD ADDITIONAL PROVISIONS TO ALLOW FLEXIBLE OFF-STREET PARKING LOT DESIGN; AND, SETTING FORTH DETAILS IN RELATION THERETO. PUBLIC HEARING

Town Staff has been reviewing the Planned Unit Development Code ("PUD") and recommends the following additional code changes to allow additional adjustments to the parking lot design standards to provide greater flexibility to help develop difficult sites within the Town. Previously the Planning and Zoning commission adopted some PUD changes which included language to allow parking lot grades to be adjusted to better match existing onsite conditions. This language is the same from PNZ Resolution PZ12-15 and is contained in Subpart (1) of Section 16-5-120 (n). The proposed code language also includes four additional code sub-sections to allow for additional design flexibility as follows:

- (2) Parking Garage Ramp Grades: The code has never really addressed the urban entrance into a parking garage that may require slopes in excess of 10%. This code provision allows

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parking garage ramps to be constructed in the 10% to 20% slope range in conjunction with a PUD. The code also requires ramps in excess of a 10% grade to be heated with a snowmelt system.

(3) **Parking Garage Ramp Widths:** In addition to providing steeper ramp grades for a below ground parking level, the width of the parking ramp should also be allowed to be adjusted down to minimum width of 20'. The code really doesn't address design standards for parking ramps, but this code change would give staff a tool to allow low volume parking ramps to be constructed narrower than 24'. 24' is the required width of a normal driveway and is derived from the fact that a vehicle needs about 24' in order to safely back out of a perpendicular parking space adjacent to the drive aisle. In this case a steep parking garage ramp would not have any parking on it and a 20' width would allow for two 10' lanes. It is quite common in many cities to see lane widths in the 10'-11' range.

(4) **Compact Parking Spaces:** There is no code language that allows compact parking spaces at this time. Through a PUD process, this code addition would allow developers to propose up to 20% of their parking spaces as compact spaces. Allowing compact parking is common in many cities and is in fact mandated by many cities as well. The useful dimensions of the parking space, in the context of the number and location of these spaces, can be negotiated through the PUD process and are not specified at this time. Allowing compact spaces can be a valuable tool when a developer is trying to design an enclosed parking level.

(5) The Town has a 40' dead end Right-of-Way which serves as a parking lot drive aisle for perpendicular parking on one side. This is located next to the Old Town Hall property. The only legal parking on this lot requires that these vehicles back into the 40' ROW, which is not allowed by the current parking regulations. As redevelopment of this parcel is anticipated in the near future, the Town wants to make sure that the ability to use the 40' ROW for a similar parking configuration is maintained into the future. This change would also apply to the Lot 1DEF on the other side of the 40' ROW as well. The PUD process will guarantee good design and can evaluate the proposed parking impact in the context of snow storage needs and future traffic projections. The PUD process can impose conditions on the project to make it beneficial for the developer and the Town in order to provide the best solution for the Town and the developer for these two lots. Due to traffic circulation considerations in the rest of the Core Area Zone, it does not may since to allow vehicles back out into any other ROWs within the Town.

The Town staff believes it is in the best interest of the Town to adopt these parking design guidelines to help Core Area (CA) development move forward with the greatest degree of flexibility that the Town can provide.

Town staff recommends approval of Resolution PZ 14-15, Series of 2015.

Vice Chairman Nosari opened the public hearing at 5:41 pm, with no public comment, Vice Chairman Nosari closed the public hearing at 5:42 pm.

Commissioner Hendricks made a motion to approve Resolution PZ 14-15, Series of 2015
A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO TO RECOMMEND THE AMENDMENT OF CHAPTER 16, "ZONING," ARTICLE V, "PLANNED UNIT DEVELOPMENT," SECTION 16-5-120 "PUD DEVELOPMENT STANDARDS," OF THE DILLON MUNICIPAL CODE OF THE TOWN OF DILLON, TO ADD ADDITIONAL PROVISIONS TO ALLOW FLEXIBLE OFF-

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STREET PARKING LOT DESIGN; AND, SETTING FORTH DETAILS IN RELATION THERETO, as stated and as presented, Commissioner Peterson seconded the motion, which passed unanimously upon roll call vote.

CONSIDERATION OF RESOLUTION PZ 15-15, SERIES OF 2015; A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, RECOMMENDING THE ADOPTION OF THE THREE-MILE PLAN FOR THE TOWN OF DILLON. PUBLIC HEARING

The purpose of this 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 land owners concerning land use issues and infrastructure improvements needed upon annexation into the Town of Dillon.

The minor updates to the Three Mile Plan include the accurate presentation of the Oro Grande Trail, in lieu of the reference to County Road 765 which is not accurate. Although the County does now in some map locations refer to the trail as County Road 65, it is more widely known as the Oro Grande Trail, and is so presented in this update to the Three Mile Plan. Other minor amendments include some word smithing to improve readability, as well as some more accurate utility information.

Staff recommends the adoption of the Three-Mile Plan as attached and approval of resolution PZ 15-15, Series of 2015.

Vice Chairman Nosari opened the public hearing at 5:45 pm, with no public comment, Vice Chairman Nosari closed the public hearing at 5:46 pm.

Commissioner Gaddis made a motion to approve RESOLUTION PZ 152-15, SERIES OF 2015 A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, RECOMMENDING THE ADOPTION OF THE THREE-MILE PLAN FOR THE TOWN OF DILLON as stated and as presented, Chairman Hendricks seconded the motion, which passed upon roll call vote.

CONSIDERATION OF RESOLUTION No. PZ 16-15, Series of 2015: A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, RECOMMENDING THE ADOPTION OF A COMPREHENSIVE PLAN FOR THE TOWN OF DILLON. PUBLIC HEARING

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-term needs, and provides for a balance between the natural and built environment.

Updates to the Town of Dillon Comprehensive Plan are typically performed every three years, thus ensuring the document's relevancy in an ever changing world. The previous update was adopted in 2012.

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The 2015 updates reflect the improvements that the Town has performed on the parks, facilities, and recreation path system within the Town limits. The update also includes current data such as sales tax collections.

The update includes some changes in text where the existing form was somewhat confusing or written in an awkward manner. The changes in these instances were done to improve the readability of the document and message being conveyed. Time references to previous studies or developments were update to reflect the passage of time. For instance, a reference to the Dillon Ridge Marketplace being developed ten years ago was revised to twenty years ago. A reference to a “recent” study might have been revised with the actual date of the culminating report of the study.

Some sections had minor changes in the order in which material was presented. For instant, on page 2-2 in the discussion on existing land use patterns and the presentation of open space and public land, a discussion about Forest Service land was incorporated in the portion detailing public open space and public land, rather than after a brief reference to private recreational facilities. This was done so that similar topics are grouped together for clarity.

In Section 3 “Economic Overview”, under subsection II. “Concerns”, some of the negatively presented information was re-written to offer a more positive perspective, as well as removing references that have been shown to not be entirely true. A reference to Town Center high vacancy rates throughout was changed to reflect what has been observed. That is that there are some vacancies in some buildings, but many buildings are fully occupied. The point is made that there exists a perception that there are high vacancies, but that is not necessarily true throughout the Town Center. The fact that the Town Center is functioning rather successfully as an office park, yet lacks the vibrancy of a downtown with many shops and restaurants is made to bolster why the high vacancy rate perception exists.

In Section 4 “Natural & Manmade Environment”, a subsection heading of “Issues” was replaced with the word “Values” as this more accurately represents the information presented therein. It also replaces a negative word with a much more positive one. As the Comprehensive Plan is a presentation of the Town of Dillon’s values, physical setting, business community, and goals for the future, it is important that they be presented in a positive light. Elsewhere a statement with the word “concerns” was changed to “opportunities to improve” (sheet 4-8).

Also in Section 4, some references in the noise pollution portion of the section were removed. The reference to noise reducing pavement was removed. This pavement type is not produced in this region and has not proven to perform in the temperature ranges experienced in our mountain climate. The policy statement to “encourage new residential units to be designed in a manner where bedrooms are not located on the Highway 6 frontage” was removed as no mechanism exists in the Dillon Municipal Code to support such a policy. Also, a reference to the installation of signage on Highway 6 was removed, as this is an operation of CDOT, and not the Town.

Lake Dillon has been changed to the accurate name of Dillon Reservoir throughout. Also, references to the Comprehensive Plan Boundary have been capitalized, as this is a boundary defined by the Plan.

On sheet 4-4 a sentence was added to reflect the current adopted Fire Code requiring defensible space inspections for new structures and additions.

Section 5 “Urbanization” was cleaned up with the removal of the extensive information presented in subsection IV “Annexations”. This was done because the annexation process and details pertaining to potential annexable land is presented in the stand alone Three Mile Plan. In an effort to be concise with

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the Comprehensive Plan and to avoid the potential presentation of conflicting information, this section was reduced to a reference to the Three Mile Plan.

The update also includes additional language reflecting the vision of a revitalized Town Core. A row was added to the table on sheet 6-2 to reflect the Town Council's commitment to continue to work towards a revitalized Core Area, as has been the focus of Town Councils and advisory committees since the 1980's. Also on sheet 6-2, a reference to the lack of need for high density housing within the Comprehensive Plan Boundary is false. There is a significant demand for more high density, attainable housing throughout the County, and Dillon is no exception. The statement is true if the high density zone of the Core Area realizes an increase in residential uses, so a statement to that effect was added. Also, "Town Center" and "Core Area" are used throughout as the primary names describing Dillon's central business district or downtown. For consistency, those names are used to replace the numerous other names used to describe the area.

References to the need to form a Dillon Urban Renewal Authority have been changed to reflect its formation in 2009. This appears to have been overlooked during the previous Comprehensive Plan update in 2012.

The description of permitted uses in the residential zones discussed on sheet 6-5 was amended to reflect the permitted uses and conditional uses found for those zones in the Dillon Municipal Code.

A new Zoning Map was inserted on sheet 6-8 to reflect the 2013 adoption of the Official Zoning District Map for the Town of Dillon.

Section 7 "Circulation" underwent several minor amendments to reflect the roadway and multi-use path system improvements in Town.

Section 8 "Community Facilities and Utilities" was amended to improve readability, accuracy, and to group appropriate discussion items together. It was also amended to reflect newer master plans and projects on going or completed since prior Comprehensive Plan updates.

Town Staff recommends the adoption of the 2015 Comprehensive Plan as presented.

Vice Chairman Nosari opened the public hearing at 5:59 pm, with no public comment, Vice Chairman Nosari closed the public hearing at 6:00 pm.

Commissioner Gaddis made a motion to approve PZ 16-15, Series of 2015: A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, RECOMMENDING THE ADOPTION OF A COMPREHENSIVE PLAN FOR THE TOWN OF DILLON as stated and as presented, with the minor correction of a typing error on 6-2 "of" should be "or". Commissioner Peterson seconded the motion, which passed upon roll call vote.

CONSIDERATION OF RESOLUTION; No. PZ 17-15, Series of 2015: A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, APPROVING THE PERMANENT SIGNS FOR 817 LITTLE BEAVER TRAIL, DILLON, COLORADO.

RMS Sign Company submitted a Class I Sign Permit application for Individual Sign Permits for permanent signs for the retail marijuana store at 817 Little Beaver Trail. The sign application was submitted on behalf of the property owners, 817 Little Beaver Trail, LLC.

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The proposed signs include:

- Building Wall Sign on the northern face of the building facing Interstate 70: 45.9 sq. ft.
- Building Wall Sign on the southern face of the building facing Little Beaver Trail: 24 sq. ft.
- Freestanding Sign panels for the existing double sided free standing sign north of the parking lot, and west of the building: 29.5 sq. ft.

The Dillon Municipal Code provides for single tenant building businesses in Sign Zone 'B' to have 75 sq. ft. of signage that may be used for 1 or 2 signs, plus one additional sign that shall not exceed 30 sq. ft. The 2 proposed building signs total 69.9 sq. ft., and the freestanding sign panels are 29.5 sq. ft., thus the proposed sign areas meet the Code. Double faced sign areas are determined by measuring one of the sign faces, so the proposed freestanding sign panels to be installed on the existing sign cabinet meet the sign area allotment.

Town Staff recommends approval of Resolution PZ 17-15, Series of 2015.

Commissioners asked if the signs will be lighted, or back lit.

Frank Cruz, the sign designer stated that the signs are lighted and they will be on a timer turning off when the store is not open. Hours business can be opened are 8am to 10pm. They will have a free standing sign which will also be lighted.

Commissioner Peterson made a motion to approve RESOLUTION PZ 17-15, SERIES OF 2015 A RESOLUTION BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF DILLON, COLORADO, APPROVING THE PERMANENT SIGNS FOR 817 LITTLE BEAVER TRAIL, DILLON, COLORADO as stated and as presented, COMMISSIONER Gaddis seconded the motion, which passed upon roll call vote, Commissioner Hendricks voted against approval of Resolution PZ 17-15.

OTHER BUSINESS

Paving the marina parking lot and adding improvements

Community input session for the Dillon Amphitheater master plan, Oct 28 open house - 4:30-5:30pm

Water Tank is coming along well hope to be completed by Thanksgiving

Have Kerstin, Marketing Director to add P&Z to email contacts

Planning & Zoning Legal training hopefully early 2016

ADJOURNMENT

There being no further business, the meeting adjourned at 6:17p.m.

Respectfully submitted,

Debbie Wilkerson

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Secretary to the Commission