



**Minutes of the Regular Meeting of the  
Buena Vista Planning and Zoning Commission  
January 17, 2018**

**CALL TO ORDER**

A regular meeting of the Planning and Zoning Commission was called to order at 6:00 pm, Wednesday, January 17, 2018 at the Buena Vista Community Center, 715 E Main Street, Buena Vista, Colorado by Chair Preston Larimer. Also present were Vice Chair Annie Davis, Commissioners Estes Banks, and Lynn Schultz-Writsel.

Staff Present: Principal Planner Mark Doering and Planning Technician Robin Mesaric-King.

**PLEDGE OF ALLEGIANCE**

Chair Larimer led in the Pledge of Allegiance.

**ROLL CALL**

Mesaric-King proceeded with the roll call and declared a quorum.

**AGENDA ADOPTION**

Larimer called for approval of the agenda. **Motion #1** by Davis seconded by Banks to adopt the agenda as presented. Motion carried.

**APPROVAL OF MINUTES**

Davis asked for a name correction to the minutes, and Larimer asked for two name spelling correction. Davis motioned for approval of the January 3, 2018 minutes as amended. **Motion #2** was seconded by Schultz-Writsel. Motion carried.

**PUBLIC COMMENT**

Larimer opened the public comment portion of the hearing at 6:04 p.m. With no comments received, the public comment portion of the hearing was closed at 6:04 p.m.

**NEW BUSINESS**

**Orientation**

Doering and the Commission generally discussed parliamentary procedure, the options of available motions, order of public hearing, the reasons for the order, examples from previous meetings, possible meetings with other boards, public communications, and unbiased decisions. Doering informed the Commission that there is a training opportunity nearby later this year in October if anyone was interested.

**Time of Summer Meeting and Date for Time Change**

There was a general discussion between Doering and the Commissioners about the time of the meetings and the date for changing the time of the meetings. Banks motioned to change the time of the Planning

and Zoning meetings from 6:00 pm to 7:00 pm on the first meeting of April. **Motion #2** was seconded by Davis. Motion carried.

**Sign Code Revision for Proposed Unified Development Code**

Doering gave a presentation on a sign code from another City for the Commissioners to review, showed some examples of illustrations from this code. Commissioners generally discussed a LED intensity regulation; maximum lumens for signs, streetlights, and parking lot lights.

**Schedule for Adoption of Unified Development Code**

Doering outlined the timeframe for the adoption of the code, and discussed scheduling a Planning and Zoning meeting for final review of the Unified Development Code.

**STAFF / COMMISSION INTERACTION**

Commissioners stated that they would like some historical guidelines.

**ADJOURNMENT**

There being no further business to come before the Commission, Commissioner Banks motioned to adjourn the meeting at 7:50p.m. Commissioner Davis seconded. **Motion #3** was unanimously approved.

Respectfully submitted:



Preston Larimer, Chair



Robin Mesaric-King, Planning Technician