



**Minutes of the Regular Meeting of the
Buena Vista Planning and Zoning Commission
February 20, 2019**

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 6:00 pm, Wednesday, February 20, 2019 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 Lynn Schultz-Writsel, Thomas Doumas, and Alternate Commissioners Tyler Gomez and Craig Brown. Commissioner Estes Banks was absent.

Staff Present: Principal Planner Mark Doering, Planner 1 Robert Messenger, and Town Clerk Paula Barnett.

PLEDGE OF ALLEGIANCE

Chair Larimer led in the Pledge of Allegiance.

ROLL CALL

Barnett proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Doering stated that under New Business, Item 2. Vacant Property Maintenance Code should be removed from the agenda.

Larimer called for approval of the agenda as amended. Davis motioned to adopt the agenda as amended, **Motion #1** seconded by Doumas. Motion carried.

APPROVAL OF MINUTES

Schultz-Writsel motioned for approval of the January 16, 2019 minutes as presented. **Motion #2** was seconded by Gomez. Motion carried.

PUBLIC COMMENT

Public comments opened a 6:03 pm. With no comments, public comment was closed at 6:03 pm.

NEW BUSINESS

Doering stated due to Commissioner Banks's absence, Gomez will be a voting member during the meeting.

Suzy Kelly and John O'Brien, members of the Historic Preservation Commission (HPC) informed the Planning and Zoning Commission that they are in the process of developing proposed Architectural Guidelines for East Main Street. The guidelines would cover all of East Main from Highway 24 to the corners of East and South Main Streets, as well as the buildings up to the alleyway directly behind 113 North Railroad Street. Kelly shared the goal of Architectural Guidelines is to maintain historic preservation, and having these in place would enable property owners to apply for grants and sales tax credits to defray costs to complete improvements and new development.

O'Brien stated the purpose for the Town to adopt Architectural Guidelines is to ensure the historic look and feel of a small mountain town is maintained along East Main Street and structures 50 years or older are considered to be historical building.

The proposed Architectural Guidelines are scheduled to be presented to the Board of Trustee's in May, and prior to the Trustees receiving the guidelines, the draft document will be submitted to the Planning & Zoning Commission for review and discussion. O'Brien stated HPC will be making the recommendation to limit the height of buildings to 30 feet versus 40 feet which is the allowed height in the Unified Development Code (UDC).

Doumas asked O'Brien and Kelly which small Colorado mountain towns with good historic preservation practices HPC compared Buena Vista to when developing the proposed Architectural Guidelines. O'Brien stated Crested Butte's and Idaho Springs guidelines were reviewed when developing the Town document. The Commissioners discussed if the guidelines are adopted, what role HPC, Planning & Zoning Commission, and Town staff will play in the building permit approval process.

STAFF / COMMISSION INTERACTION

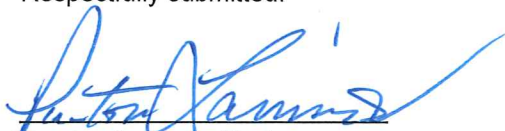
Doering reviewed the memorandum received from Town Attorney Jeff Parker providing a brief overview of what constitutes legislative versus quasi-judicial actions by the Planning & Zoning Commission and guidelines for maintaining the integrity and impartiality of the Commission as a decision-maker during the quasi-judicial process.

Doering informed the Commissioners that Staff is currently working on multiple projects which include the Vacant Property Maintenance Code, and modifications to property addresses.

ADJOURNMENT

There being no further business to come before the Commission, Gomez motioned to adjourn the meeting at 7:44 p.m. Davis seconded. **Motion #3** was unanimously approved.

Respectfully submitted:


Preston Larimer, Chair


Paula Barnett, Town Clerk