



Minutes of the Regular Meeting of the Buena Vista Planning and Zoning Commission

March 21, 2018

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 6:01 pm, Wednesday, March 21, 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, and Commissioners Estes Banks and Lynn Schultz-Writsel.

Staff Present: Principal Planner Mark Doering, Planner 1 Robert Messenger, 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. Davis motioned to adopt the agenda as presented. **Motion #1** by seconded by Banks. Motion carried.

APPROVAL OF MINUTES

Davis motioned for approval of the March 7, 2018 minutes as presented. **Motion #2** was seconded by Schultz-Writsel. Motion carried.

PUBLIC COMMENT

Larimer opened the public comment portion of the hearing at 6:03 p.m.

Tommy Martin of 30595 Overlook Run and owner of Ridgeline Signs had read the signage portion of the code. He had questions on section 4.7.2.c.2 pertaining to window signage, 4.7.3 for a clarification on glaring signage, and if cabinet signage was defined. He also inquired on the process for abandoned signage, and stated he had looked at the proposed zoning map to see where illuminated signage was proposed to be allowed. He asked where the signage regulations for food trucks was located.

Doering stated that illuminated signage would be allowed in the highway commercial and industrial zone districts, and he informed the public which section of the code signage for temporary food vendors was located in section 4.7.5.C.2.A on page 111.

Larimer stated that the present code for the Town was unenforceable, and the proposed code should provide clarity.

Norma Cady of 118 West Sterling Avenue inquired if the spelling and grammar would be checked prior to publication. She also asked about references for local materials and unique designs in the proposed code.

Public Comments was closed at 6:25 p.m.

NEW BUSINESS

UDC- Unified Development Code

Doering gave a presentation on the reasons for the revisions to the code, the relevant sections from the comprehensive plan, who reviewed the proposed code, the processes that were used for review, what was revised, why it was revised, and he outlined each chapters. He explained the updated zone districts, updated land use tables, explained how to read a land use table, the parking table, and the updated development standards.

Larimer inquired on section 4.1 related to the minimum parking, and he asked for clarification on lot size versus building size.

Doering explained the summary of review procedures table, the rezoning criteria, and variance procedures.

The Commission verified that if there was a Planning and Zoning Commission Board of Appeal for an administrative site plan, that the attorney would be present.

Doering presented the changes for chapter 1: General Provisions; nonconforming, legal versus illegal, and the manufactured home park provisions.

Chapter 2: Zoning Districts; overlay zone districts, name changes to zone districts, locations of zone districts, and the dimensional standards.

Chapter 3: Uses Regulations; table of allowed uses, the use standards, accessory uses and structures, and temporary uses and structures.

Larimer stated that was a difference between concrete and cement. We need to revise the wording of 3.2.4.E.1- change to concrete, not cement.

Chapter 4: Development and Design Standards; parking requirements, landscaping requirements, design standards, lighting, and signage.

Chapter 5: Subdivision and Public Improvement Standards; major & minor developments, major & minor subdivision, improvements, parks, and fee in lieu for parking.

Chapter 6: Review Procedures; administrative adjustments, subdivision regulations, processes, rezoning, variances, public improvements, and calculations.

Chapter 7: Definitions.

Doering presented the proposed Zoning Map for the Unified Development Code, outlined the locations for the zone districts, the locations of proposed changes to specific parcels, and explained the reasons for any proposed rezoning.

The Commissioners inquired on how the changes will be incorporated into code. Schultz-Writsel asked that once the proposed code gets approved how it will be available to view. Doering explained how the changes will be incorporated into the proposed code; where the proposed code will be available to view, and what formats it will be available in.

Doering explained what the next steps would be for the adoption of the code, if recommended by the Planning and Zoning Commission. He informed the Commissioners that we will be having an annual checkup on the code. Larimer questioned when the new code will be allowed to be used by the public. Doering explained the process that will be used; after approval by the Board of trustees and it will be scheduled to become effective on June 1, 2018. The public will have the choice to decide between using the old code and the new code between the approval date from the Board of Trustees and the effective date.

Davis motioned to approve to the Board of Trustees the Unified Development Code and the proposed Zoning Map as presented, Banks seconded. **Motion #3** was unanimously approved.

STAFF / COMMISSION INTERACTION

Doering informed the Commission that the time of the Planning and Zoning Commission meeting will change to 7 p.m. starting in April.

The Commissioner generally agreed to cancel the April 1, 2018 meeting.

ADJOURNMENT

There being no further business to come before the Commission, Banks motioned to adjourn the meeting at 7:51 p.m. Schultz-Writsel seconded. **Motion #4** was unanimously approved.

Respectfully submitted:


Preston Larimer, Chair


Robin Mesaric-King, Planning Technician