



TOWN OF BUENA VISTA

**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES
Pinon Room, Community Center 715 E. Main Street
Thursday, March 22, 2018**

MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES ARE A TRANSCRIPT OF THE GOVERNING BODY'S ACTIONS RATHER THAN A VERBATIM RECORD OF DELIBERATIONS.

7:00 PM CALL TO ORDER

A Special meeting of the Board of Trustees was called to order by Mayor Joel Benson at 7:00 PM on Thursday, March 22, 2018 at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado having previously been noticed in accordance with the Colorado Open Meetings Law.

ROLL CALL

Attendee Name	Title	Status
Joel Benson	Mayor	Present
Lawanna Best	Trustee	Present
Mark Jenkins	Trustee	Absent
Duff Lacy	Trustee	Present
Devin Rowe	Trustee	Present
Cindie Swisher	Trustee	Present
David Volpe	Trustee	Present

Town Staff Present:

Town Administrator Phillip Puckett
Principal Planner Mark Doering

Town Attorney Kathryn Sellars
Town Clerk Paula Barnett

PLEDGE OF ALLEGIANCE

Mayor Joel Benson led the pledge of allegiance.

AGENDA ADOPTION

MOTION NO. 1:

TO ADOPT THE AGENDA AS PRESENTED.

RESULT:	CARRIED
MOVER:	Duff Lacy, Trustee
SECONDER:	Devin Rowe, Trustee
AYES:	Best, Lacy, Rowe, Swisher, Volpe

BUSINESS ITEMS

PUBLIC HEARING - Should the Board of Trustees approve adoption of Ordinance No. 7 Series 2018, entitled "**AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, REPEALING AND REENACTING CHAPTER 16, AMENDING CERTAIN SECTIONS OF CHAPTERS 2, 6, 17 AND 18, ALL OF THE BUENA VISTA MUNICIPAL CODE CONCERNING THE ADOPTION OF A NEW UNIFIED DEVELOPMENT CODE AND ZONING MAP.**"?

Principal Planner Mark Doering reviewed with the Board the process to revise the Unified Development Code began in 2017, and many work sessions were held involving Staff, the Planning & Zoning Commission, and the Board to create the document.

Principal Planner Doering and Tareq Wafaie with Clarion Associates reviewed with the Board the purposed changes to the code.

Mr. Wafaie reviewed the goals of updating the code include creating a more user-friendly code, updating zoning districts and land uses, improve the development standards, and enhance the review and approval procedures. The proposed changes and improvements to Chapter 16 of the Town ordinances reduced the number of articles within the chapter to seven.

- Article 16.01 General Provisions
- Article 16.02 Zoning Districts
- Article 16.03 Use Regulations
- Article 16.04 Development and Design Standards
- Article 16.05 Subdivision and Public Improvement Standards
- Article 16.06 Review Procedures
- Article 16.07 Rules of Construction and Definitions

Mr. Wafaie reviewed by topic, the proposed code changes.

Improved User Friendliness

- Better layout and organization
- New graphics, tables, and flowcharts
- Clearer language
- More objective standards/criteria
- Key terms and uses defined

District and Uses – Major Changes

- New Zoning Districts
 - Mixed-use
 - Airport
- Summary tables of dimensional standards
 - Increased height limits
 - Decreased minimum lot sizes

- New table of allowed uses
- New use-specific standards

Consequent Changes

- Removed the Manufactured Home Park District
- Building height for accessory structures decreased in the R-1 district to 25 feet (from 30 feet)
- Building height in R-3 district back to 35 feet (from 45 feet)
- Building height reduced by 5 feet in mixed-use districts
- New maximum front setback in HC district – 60 feet
- Contextual setbacks revised to only apply to infill
- Divided multifamily into large (5+ units) and small (4 or fewer units)
- Revised several use permissions in table
- New standards for short-term rentals
- Removed requirement for special use permit for outdoor dining facilities
- Substantial updates to telecommunications facilities based on state and federal law

Development Standards – Major Changes

- Clearer applicability
 - “When do the standards apply to my project?”
- New material:
 - Stormwater drainage/erosion
 - Site and building design
 - Access & circulation
 - Parking ratio table
- Fence permits required
- Revised sign code for clarity & content-neutrality

Consequent Changes

- Parking and loading
 - Flat parking rate of 1.5 parking spaces per 25 linear feet of street frontage for downtown
 - Maximum parking requirement for retail in HC district of five spaces per 1,000 square feet
- Landscaping and screening
 - Clarified applicability – applies to front yards for single-family and duplex
 - Added acceptable fence and screening materials – welded wire and galvanized metal panels
 - Provided several areas where the Town Administrator can approve alternatives to the requirements
- Site and building design standards
 - Revised garage/carport standards to limit front-loading protrusions to no more than 10 feet (and no more than 60 percent of the width of the façade)
 - Added authority for Town Administrator to approve architectural elements to meet mass and form standards

- Exterior lighting
 - Added allowance for outdoor seating area lighting (string lighting)
 - Revised illuminance values to lumens instead of watts in many cases – watts measure energy usage; lumens measure brightness
- Signs
 - Substantial changes for content neutrality
 - Allow feather flags with special event permit (previously prohibited)
 - Revised permitted sign area to 15 percent of the building façade and 150 square feet for wall signs (previously fixed square footage of 24 square feet)
 - Electronic signs given extra square footage of 16 square feet for freestanding signs
 - Allow internally-illuminated signage in the I-1 and HC districts to be administratively approved with a comprehensive sign plan
- Subdivision and Public Improvement Design
 - Clarified which types of improvements are required for subdivisions and for development on land previously platted
 - Redefined term “development” to include division of parcels, and refer to both subdivision and development within the draft
 - Board of Trustees has decision-making authority for required improvements based on an evaluation of “adequacy of public facilities”
 - New fee payment in lieu of parking was included, established by and reviewed annually by the Board of Trustees (fee will be based on the number of parking spaces that are required but not provided by a particular applicant)

Procedures – Major Changes

- New common review procedures
- Revised site plan procedures
 - Administrative (Town Administrator approval)
 - Major (Planning & Zoning Commission (P&Z) approval)
 - New call-up & referral procedures
 - Referral at Town Administrator’s discretion
 - Call-up requires determination by 3 members of Board of Trustees
 - Streamlined subdivision procedures
 - Revised variance and appeals procedures
 - New administrative adjustment procedure
 - Up to 20 percent adjustment
 - Town Administrator approval

Consequent Changes

- Board of Trustees will continue to serve as the Board of Adjustment (previously P&Z)
- Preliminary plats evaluated and approved by Board of Trustees (previously P&Z)
- Vacation of easements now administrative approval
- Sketch plan procedure is now a joint public hearing with the P&Z and Board of Trustees (previously two separate hearings)

- Vested rights clarified that administrative site plans would require approval by the Board of Trustees for vesting
- Administrative adjustments limited to five percent for height/vertical adjustments, and 20 percent for all others

Moving Forward

- UDC effective date: June 1, 2018
 - Current applications processed under current code
 - Future applications processed under rules in place when complete application is submitted
 - See Section 1.9, *Transition from Prior Regulations*
- Long-term maintenance
 - Keep records on the UDC’s performance
 - Track variances, adjustments, and unlisted uses
 - P&Z should schedule an annual review with BOT
 - Codes are living documents.

Mayor Benson opened the Public Hearing for public comment.

Tommy Martin, 30595 Overlook Run, Buena Vista, and owner of Ridgeline Signs Company stated he is in favor of the proposed changes to the UDC. Mr. Martin suggested the online access to the Unified Building Code have a search function, and an index at the end of the document to provide ease in finding information.

Mr. Martin stated he would like his sign company to be a resource for the Town and businesses. To provide customers with information related to the sign code requirements to ensure the products he creates and they purchase are in compliance.

Mayor Benson closed the Public Hearing at 7:50 PM.

The Board and Staff reviewed the proposed UDC page by page, discussing and clarifying multiple subjects in the code.

Trustee Best left the meeting at 8:37 PM due to illness.

MOTION NO. 2:

FOR STAFF AND CLARION ASSOCIATES TO MAKE THE CHANGES DISCUSSED TO THE ORDNANCE, TO BE REVIEWED AT THE MARCH 27, 2018 BOARD OF TRUSTEES MEETING.

RESULT:	CARRIED
MOVER:	David Volpe, Trustee
SECONDER:	Duff Lacy, Trustee
AYES:	Lacy, Rowe, Swisher, Volpe

ADJOURNMENT

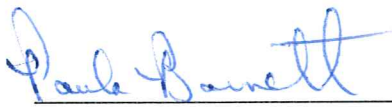
MOTION NO. 3:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 9:08 PM.

RESULT:	CARRIED
MOVER:	Duff Lacy, Trustee
SECONDER:	Devin Rowe, Trustee
AYES:	Lacy, Rowe, Swisher, Volpe

Respectfully submitted:



Joel Benson, Mayor

Paula Barnett, Town Clerk