



**The Buena Vista Planning & Zoning Commission
June 16, 2021 at 7:00 PM**

**Virtual Regular Meeting
Meeting will be held
at the Buena Vista Community Center for
Commission Members and Staff**

The public can join the meeting virtually via ZOOM. To participate in Public Comment and/or Public Hearings you must connect to the video conference.

Conferencing Access Information: <https://zoom.us/j/92196756001>
Listen via phone at 1-346-248-7799 Meeting ID: 921 9675 6001 Passcode: BuenaVista

AGENDA

7:00 REGULAR MEETING OF THE PLANNING & ZONING COMMISSION

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Agenda Adoption**
- V. Approval of Minutes – May 19, 2021**
- VI. Public Comment**
- VII. New Business**
 - 1. Discussion about Housing – Suggested topics**
 - a. Zoning Districts and minimum lot sizes**
 - b. Apartments in commercial districts**
 - c. Small Multifamily – Site Plan versus Building Permit**
 - d. Single Room Occupancy Land Use**
 - e. Town-owned Properties**
- VIII. Staff/Commission Interaction**
 - 1. Short-term rental discussion - coming soon after Board Discussion**
 - 2. Planning Conference – September 8-10 Keystone, CO**
- IX. Adjournment**



Minutes of the Regular Meeting of the Buena Vista Planning and Zoning Commission May 19, 2021

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 7:00 pm, Wednesday, May 19, 2021, at the Town of Buena Vista Community Center by Vice Chair Lynn Schultz-Writsel, Commissioners Estes Banks, Thomas Doumas, Craig Brown, and Alternate Commissioner Tony LaGreca.

Staff Present: Principal Planner Mark Doering and Planning Technician Doug Tart.

PLEDGE OF ALLEGIANCE

Vice Chair Schultz-Writsel led in the Pledge of Allegiance.

ROLL CALL

Tart proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Commissioner Shultz-Writsel called for approval of the agenda. Commissioner Brown motioned to adopt the agenda as presented, **Motion #1** seconded by Commissioner LaGreca. Motion carried.

APPROVAL OF MINUTES

Commissioner LaGreca motioned for approval of the May 5, 2021 minutes as presented. **Motion #2** was seconded by Commissioner Doumas. Motion carried.

PUBLIC COMMENT

Public comments opened at 7:03 pm. With no comments, public comment was closed at 7:03 pm.

NEW BUSINESS

Doering presented the staff report on a Special Use Permit application by Dan Berdelle for up to 10 short-term rental units for the property located at 417-419 East Main Street. Approval of the Special Use Permit does not exempt the property from future short-term rental regulations enacted by the Town.

The proposed development is one mixed-use building that would require the combination of lots 8-10 of Block 4 of the Town of Buena Vista through a minor subdivision. The development would contain commercial spaces on the ground floor with residential units above.

Staff made the recommendation to the Planning and Zoning Commission for approval of the Special Use Permit with nine conditions:

1. The Special Use Permit grants up to ten short-term rentals.
2. Approval of the Special Use Permit does not exempt the property from future short-term rental regulations.
3. The development is one mixed-use building on one lot, requiring a minor subdivision to combine the lots.
4. One off-street parking space per unit is required.

5. Owners and tenants must be notified that there is no overnight parking permitted on East Main Street.
6. Owner must pay Buena Vista School District fees per unit.
7. Owner must pay park fees per unit.
8. All commercial tenants shall maintain valid business licenses.
9. Commercial tenants are responsible for clearing ice and snow from the sidewalk in front of the building.

Applicant Dan Berdelle then gave a brief summary of the proposed development.

There was no public comment.

Commissioner Doumas asked how the code regulates hotels versus non-hotels in this instance. Doering explained that this project is condominiumized with each unit under separate ownership and with full kitchens.

Commissioner Schultz-Writsel asked if the ground floor commercial space would be for sale. Berdelle responded that this has yet to be determined.

Commissioner Banks expressed concern of whether or not this is the best use of space on Main Street. Berdelle stated that the property is walled in and provides excess of the required parking on-site. Berdelle believes that this could provide energy to East Main Street while maximizing the footprint.

Commissioner Banks followed up asking if just some of the units could be allocated towards short-term rentals, and some long-term rentals? Berdelle stated that the current proposal gives owners the option to use the units as short-term rentals, but it is not a requirement or standard.

Commissioner LaGreca motioned to approve the Special Use Permit with the conditions provided. Commissioner Banks voted against. **Motion #3** seconded by Commissioner Doumas.

STAFF / COMMISSION INTERACTION

Doering briefed the Commission on the new Planning Director position that has been created for the Town.

Staff will be seeking direction from the Board of Trustees in the coming months for changes to the Unified Development Code regarding short-term rentals.

Doering stated that the town recently purchased a 103-acre parcel north of Town to obtain the water rights associated with property.

The American Planning Association conference is this fall in Keystone. Any commissioners interested should contact staff for registration details.

The Planning and Zoning Commission meeting scheduled for June 2, 2021, is cancelled.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Banks motioned to adjourn the meeting at 8:38 p.m. Commissioner LaGreca seconded. **Motion #4** was unanimously approved.

Respectfully submitted:

Lynn Schultz-Writsel, Vice Chair

Doug Tart, Planning Technician



Community Engagement & Master Planning Proposal

June 2nd, 2021

Dear Town Trustees, Mayor, and Town staff,

I am excited to submit for this proposal your consideration for the Chaffee County Community Foundation (CCCF), in partnership with the Chaffee Housing Authority (CHA), to lead a community and stakeholder engagement process, market study, and funding scan to lay the groundwork for the development of the two Town-owned parcels of land near Collegiate Commons. This work, as outlined in the scope of work below, includes the major components of the necessary due diligence which must precede any land development and will be delivered in a way that can lead to action. Focused on the priorities of housing, childcare, and economic development, this study is in line with Town's values, needs, and commitment to its community. This proposal intends to provide enough information for you to take immediate action toward the development of these properties.

These parcels are referred to throughout this proposal as Lots 1 & 2 as shown below. Following the Town-owned land evaluation led by Becky Gray in late 2019, Town staff, the CHA, and CCCF determined that Lots 1 & 2, with their combined 2-acres may offer robust opportunity for tens of housing units together with mixed use commercial space focused on the priorities listed below. Lot 1 is currently zoned MU-2, allowing for high-density residential together with commercial space. Lot 2 is currently zoned R-2, allowing for multi-family housing.



As you know, CCCF's mission is to act as a catalyst and convener for the common good – we believe in the power of community, philanthropy, and creative thinking to solve pressing challenges. We have demonstrated this capacity in response to COVID-19 by mobilizing and streamlining resources to hundreds of Chaffee households and over 75 Chaffee nonprofits and small businesses. In addition, we are playing this role in the innovative housing and community development project currently underway in Salida called Jane's Place, which will deliver 17 transitional and workforce housing units along with other community spaces.

Town Priorities

CCCF proposes to lead a community engagement and planning process that will culminate in a final report, site plan, and other necessary information along with key recommendations to guide Town toward action and next steps in the development of these two plots of land.

1. Attainable and flexible workforce housing – We all recognize the cost of, and lack of, housing is holding back our community from achieving resiliency, growth, and stability. First and foremost, Lots 1 & 2 must accommodate housing that serves the Town itself and other local employers and small businesses. CCCF will carry out the scope of work identified below to develop a housing program, conceptual site plan, and initial development budget to realize the maximum impact on the housing market from Lots 1 & 2. This work will center on flexible and mixed-income housing serving households earning 60 – 150% AMI.
2. Daycare / childcare – Options for young families’ children are sorely lacking in our community, creating innumerable barriers to growth and economic development, and allowing working families to stay in Town. CCCF will engage the Chaffee County Early Childhood Council as well as the Buena Vista School District and other stakeholders to assess what critical conditions would be needed in order to open a vibrant and accessible childcare facility on Lot 1.
3. Entrepreneurial and small business development – Incredible entrepreneurs-in-waiting are already in Buena Vista, and with the right space, destination business boot camps, and recruitment, these entrepreneurs can contribute to growing our local economy in a profound way. CCCF will partner with the Chaffee County Economic Development Corporation (EDC) to assess the feasibility of locating a facility on Lot 1 that addresses key elements of their current DOLA grant request activities.

Scope of Work & Timeline

In order to provide the final deliverable (see below) to the Town Trustees in the Fall of 2021, CCCF proposes the following scope of work. Using the principle that multiple perspectives provide fresh ideas that can lead to a robust and impactful concept, CCCF will use an iterative approach to this work where the outcome of each phase is revisited and refined based on new information and data gathered in subsequent phases.

Phase I (June – July)

Stakeholder Engagement & Market Study – Convening local experts and those with direct needs or work in the three priority areas.

- Chaffee Housing Authority
- Economic Development Corporation & Small Business Development Center
- Chaffee County Early Childhood Council
- Local business owners
- Local experts & groups as identified
- Professional market study consultant

Key questions to answer:

- What is the market need for each type of proposed housing? How saturated is the current market?
- Given the priority areas, have the right people been engaged?
- Have we heard the voices of those who would use the services and/or housing?
- What tenant mix is most needed? What mix of rental vs ownership?
- How many housing units will ‘move the needle’ on the housing needs?
- What/who are appropriate commercial tenants? What lease rate could they pay?
- How will the proposed developments interact with nearby Neighbors? South Main? Collegiate Commons?



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CCCF

- How would businesses like to be involved in the capital stack for the housing?
- Can the school district and other local educational and community groups become training or operational partners for the daycare?

Phase I Outcomes:

1. Draft development program (i.e. number and type of housing units, square footages and types of childcare, square footage for economic development priority, etc)
2. Housing market study detailing relevant market data, demand, costs and revenues, etc for each type of housing identified in the development program

Phase II (July – August)

Site planning – Engaging an architect and surveyor (as needed) to iterate concepts that incorporate development program elements. Include work with sanitation, utility providers, public works, and others as needed.

Key questions to answer:

- How many of the needed units identified in Phase I could feasibly fit on the sites while honoring existing zoning and infrastructure?
- What design elements can honor neighbors, surrounding context, BV itself, and those who use the development?
- What amenities are critical?
- What major infrastructure changes or additions would be needed?
- Would right of way vacation maximize the impact of the development?
- What is the step-by-step process for entitlements & permitting given the concept’s final form?

Phase II Outcomes:

1. Final conceptual site plans and renderings
2. Key zoning, development and infrastructure needs.
3. Surveys (as needed)

Phase III (August – September)

Community engagement & funding survey – Engaging and convening community members, neighbors, and broader stakeholders to test program and site plan concepts. Utilizing surveys, one-on-one interviews, focus groups, and public meetings, CCCF will assess the appropriateness and community perception of the conceptual development.

Key questions to answer:

- What choices make sense for the community to give input on?
- What funding sources align with the concept & what is the funding gap?
- What is the ideal ownership structure for the development?
- What contributions from Town are appropriate to ask for?

Phase III Outcomes

1. Robust qualitative, anecdotal, and quantitative data from engagement activities. Note that professional statistical analysis of this data is not included in this proposal.

2. High-level development sources & uses detailing initial findings about how much the development might cost, how it could be paid for, along with a draft 15-year pro-forma and cashflow analysis.

Final Deliverable & Next steps (September – October)

CCCF will compile all work completed into a final report that includes the conceptual site plans, market study, stakeholder and community feedback, and key recommendations for a development pathway and next steps.

In general, the report will contain these components:

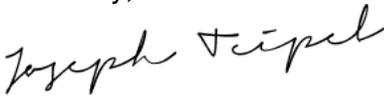
1. Executive Summary
 - a. Key recommendations on development program
 - i. Number and type of housing units
 - ii. Square footage of feasible childcare space
 - iii. Square footage of feasible economic development space
 - b. Recommended ownership structure for development
 - c. Summary of community feedback
2. Report unpacking detail of scope of work findings and phase outcomes
3. Appendices
 - a. Conceptual site plan
 - b. Surveys (if applicable)
 - c. Full market study
 - d. Complete data and documentation of community and stakeholder engagement

Financial Request

In order to engage the appropriate contractors and implement the scope of work, CCCF requests a total not to exceed \$40,000 with 50% payable upon approval and 50% payable on final presentation.

Thank you in advance for your consideration and your continued commitment to doing everything in your power to address these critical community challenges. Building a program-focused, co-working and incubation center alongside a licensed childcare facility and flexible and attainable housing could produce synergies where the sum of the parts is far greater than each component could deliver on its own.

Sincerely,



Joseph Teipel

Executive Director

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c. (303) 995-3595

