



Town of Ignacio

P.O. Box 459
540 Goddard Ave
Ignacio, CO 81137

970/563-9494 
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Town of Ignacio Planning Commission Meeting Minutes

Wednesday, October 10, 2018 – 6:00 p.m.

Abel F. Atencio Municipal Room, 570 Goddard Ave., Ignacio, CO 81137

I. Call to Order

Chairman Schulz called the Planning Commission Meeting to order at 6:00PM.

II. Roll Call

Present: Chairman Gina Schulz; Bill Baird, Member; Teresa Campbell, Member; Dixie Melton, Town Board Representative; Mark Garcia, Town Manager; Justin Manley, Member; Clark Craig, Member.

Absent: Pete Vigil, Member

Guests: Ron Dunavant, TBK Bank

III. Approval of Agenda

Chairman Schulz asked if there were any corrections or additions to the Agenda; there were none, so she called for a motion to approve the agenda.

Action: Mr. Craig moved to approve the agenda; Ms. Campbell seconded the motion; it passed unanimously by voice vote.

Mr. Garcia asked if the Commission desired to have Approval of Agenda as an item on the agenda for each meeting; by consensus, they agreed.

IV. Public Comments:

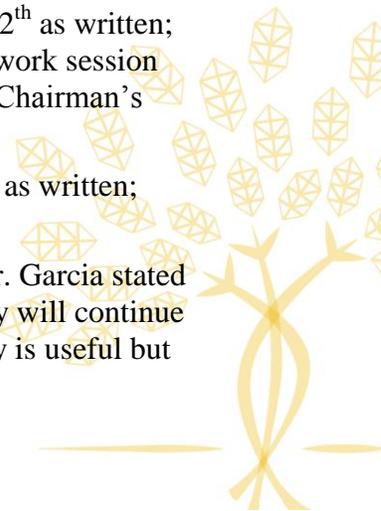
None.

V. Approval of Minutes from Sept 12th Meeting and Sept 27th Work Session

Mr. Craig stated that he would move to approve the minutes from the 12th as written; he stated that he sent an edit to Tuggy Dunton as the minutes from the work session stated that Ms. Schulz was Vice Chair; he also stated that, if it was the Chairman's desire, we could approve pending the correction.

Action: Mr. Craig moved to approve the minutes from September 12th as written; Mr. Baird seconded the motion; it passed unanimously by voice vote.

Discussion was held regarding approving the work session minutes; Mr. Garcia stated that work session minutes are not required but, if they are useful, Tuggy will continue to type them up. The consensus of the Commission was that the history is useful but





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that it should be called a report rather than minutes. No action or approval is necessary on the report; however, the report should be read and, if necessary, edited.

VI. Staff Report & Permit List

Permit list is updated and has been submitted to the Commission. Mr. Garcia believes we should move away from requiring excavation permits. For example, if a resident has to dig to repair a utility line that is within their property boundary, they should not have to also pay for an excavation permit. More staff time is spent on this permit than the revenue it generates, and it is cumbersome to the public. This is something he would like to Planning Commission to look at in the future.

Mr. Garcia would like to have a discussion with the Commission about shipping containers, their use, the parameters that are set within our code, etc. Mr. Garcia referenced Ignacio Municipal Code § 3-6-4, which outlines the restrictions for shipping containers in the business district and residential districts. Ms. Melton stated that, while she does not personally care for Zircon containers, if someone is willing to put their unsightly junk inside of one of them, it is an improvement for the town. Discussion followed regarding possible restrictions on the use of a Zircon (fencing, placement on the property, visibility from the street, time limit to have a Zircon in the business district, permitting, and other items). Mr. Garcia stated this could fall under a Conditional Use Permit and it would be reviewed on a case-by-case basis. No action was taken at this time; Mr. Garcia stated this will be reviewed again when the design code is addressed.

Mr. Garcia mentioned the work session that is scheduled on October 24. He has been in communication with Nancy Lauro and the Town will use the Pagosa Springs Code Chapter 2 as a template for us; this will merge our Chapters 2 and 3 into one Chapter.

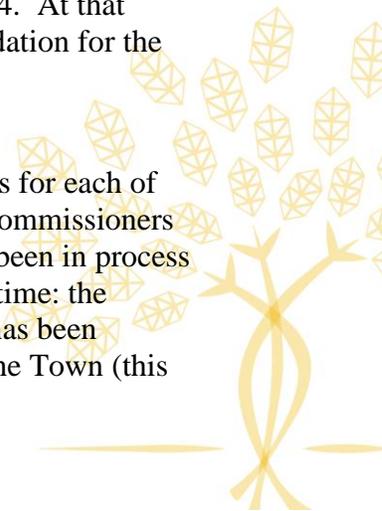
VII. Old Business

a. Walker Minor Subdivision Plat Update

Mr. Walker has brought the required Mylars to Mr. Garcia; Mr. Garcia is now working on the required agency notifications. He hopes to have this ready for the regularly scheduled Planning Commission meeting on November 14. At that meeting he hopes the Planning Commission will have a recommendation for the Town Board.

b. Annexations – Update

The annexation application from the School District, as well as plats for each of the lots to be annexed, is in the packet that Mr. Garcia sent to the Commissioners in preparation for the meeting this evening. He stated that this has been in process for a couple of years and several things are coming together at this time: the dedication of County Road 320 (in front of lots A&B on the map) has been completed by the County; County Road 320A has been deeded to the Town (this





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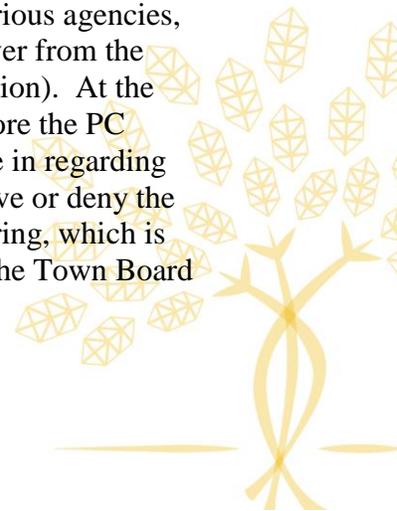
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really is not a road; it is an easement / right-of-way for access to properties). Mr. Garcia mentioned the three-mile annexation plan; this is a requirement of the C.R.S. and does not need to be updated at this time since all of the currently proposed annexations are within this plan. He reviewed all of the proposed annexations that are part of this plan. He would like to Commission to proceed this evening with the annexation of the school property and, if possible, the ICC property and Victor Pennell's property, as well as County Road 320. If the Commission makes the recommendation to proceed, the Town Board will pass a resolution that accepts the application and necessary documents to initiate the annexation process. Mr. Garcia stated that he anticipates another annexation request soon for Mr. Walker's property, the slaughter house property, and others along that County Road, which would then enable us to annex the rest of the County Road. Chairman Schulz called for a motion to recommend moving this annexation forward.

Action: Ms. Campbell moved to recommend proceeding with the annexation of school properties A, B and C and any potential adjoining properties that desire to be annexed into the Town; Mr. Craig seconded the motion; it carried unanimously by voice vote.

Mr. Garcia began to explain the process of what will take place now that the PC has made their recommendation. By way of background, Mr. Garcia stated that the School District has applied for a grant to do significant improvements to the west side of lot C for housing and infrastructure; this property needs to be annexed into the Town because the Town is the lead fiscal agent on the grant. Mr. Garcia received word from DOLA regarding the grant possibly not coming through, which would slow down the urgency of annexing these properties. If the grant application is denied, he may bring this back to the PC later with some of the other properties that need to be annexed instead of doing two separate annexations.

Mr. Garcia outlined the process as follows: This recommendation will go to the Town Board. The Board would accept the annexation application and documents by resolution. This begins the 15-45 day notification period to various agencies, including the county (although in this case we already have a waiver from the County for the impact reports that are usually required for annexation). At the conclusion of that time frame, this annexation will be brought before the PC again; they will review any comments or questions that have come in regarding the annexation and, based on that review, the PC will either approve or deny the annexation. It would then go to the Town Board and a public hearing, which is required to be noticed for four consecutive weeks, will be held. The Town Board will either approve or deny the annexation at that point.





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c. Municipal Code Update

Mr. Garcia stated that he already covered this item in his staff report.

d. Board of Adjustment Meeting Update

The Board of Adjustment has met to hear the Ignacio Community Church variance requests and the Duran property variance request. These two had similar variance requests in terms of rear and side setback, as well as exceeding lot coverage requirements. All of the variance requests for ICC were granted; Mr. Garcia commended the Board of Adjustment for doing a good job of asking questions and proving that these met the requirements for granting a variance. Mr. Duran's project raised some questions that will be answered at the October 18 meeting and a decision will be reached at that time.

Mr. Craig commented that it is good to have the report back to the Planning Commission regarding the decisions made by the Board of Adjustment.

Chairman Schulz stated that, if we are receiving multiple variance requests for the same things, it may be that the Code needs to be looked at and addressed.

Mr. Garcia stated that many of the previous variances that have been granted deal with setback encroachments. Mr. Garcia also stated that Statutes require a resolution that outlines the variances that were granted; once this is approved by the Board of Adjustment he will bring a copy to the Planning Commission. Mr. Craig and Ms. Melton talked about each of the variance requests and the reasons for which they were granted.

Mr. Garcia stated that Ms. Schulz is no longer on the Board of Adjustment; Jeremy Schulz was appointed in her place.

VIII. New Business

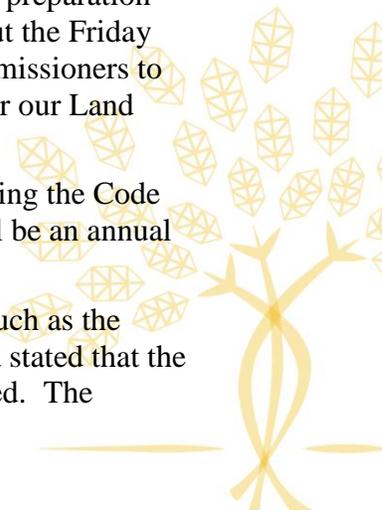
None.

IX. Other Business

Mr. Garcia stated that the Planning Commission will be sent packets in preparation for the work session on the 24th. He will attempt to get this emailed out the Friday before each meeting or work session. Mr. Garcia encouraged the Commissioners to look at Chapter 21 of Pagosa Spring's Municipal Code as a template for our Land Use Code.

Ms. Schulz asked if some of the grant funds that we received for rewriting the Code can be used for cloud-based publishing. Mr. Garcia stated that this will be an annual expense and will be included in the 2019 budget.

Ms. Melton asked if the Ordinances that the Town Board has passed (such as the snow plowing ordinance) will be included in the new code. Mr. Garcia stated that the new code will have all the ordinances included and will be fully codified. The





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Ordinances will be available for reference (and Ordinance numbers will be referenced in the footnotes within the Code), but the actual ordinance will not be included in the Code itself.

Mr. Craig expressed appreciation for Tuggy sending out the Board & Commissions Handbook from CML. Ms. Schulz encouraged each Commissioner to go to the CML website and take advantage of the wealth of information that is available there.

X. Adjourn

Being no further business before the Planning Commission, Chairman Schulz called for a motion to adjourn.

Action: Mr. Craig moved to adjourn the meeting; Ms. Campbell seconded the motion; it passed unanimously by voice vote.

The next regularly scheduled meeting will be on November 14, 2018 at 6PM in the Abel F. Atencio Community Room at Town Hall. There will also be a work session on October 24 at 6PM in the Abel F. Atencio Community Room at Town Hall.

