



Town of Ignacio Planning Commission Meeting Minutes

Wednesday, 6:00 pm, 9 November, 2016

Handicapped Accessible

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

- I. Call to Order – Chairman Larry Tucker called the meeting to order at 6:04PM.
- II. Roll Call
 - Present: Chair: Larry Tucker, Members: Bernadette Lopez, Gina Schulz, Teresa Campbell, Community Development Coordinator: Dan Naiman.
 - Absent: Vice Chair: Pete Vigil, Alternate Member - Margaret Manzanarez. Town Board Representative: Dixie Melton, Trustee. Ignacio Chamber of Commerce Representative: Andrea Taylor.
- III. Public Comments: None
- IV. Approval of Minutes August 10, 2016 – Mr. Tucker moved that these minutes be tabled until the next meeting since none of the people present tonight were at the August meeting. All board members indicated agreement with this motion.
- V. Building Permits Issued – Dan Naiman

Mr. Naiman stated that he would like to incorporate the Town Updates (Item VI. c.) to this item. Ms. Schulz moved that we adjust the agenda to reflect that Item VI. c. be included in item V. Ms. Campbell seconded the motion; it passed unanimously.

Mr. Naiman stated that he has submitted a list of all the permits that have been issued this year to date, with the single exception of a permit which he issued yesterday (November 8), and the associated revenue. We are on track to break the record from last year, both in the number of permits issued and the revenue received.

La Plata County has been doing building inspections for the past few years in the town of Ignacio; however, they have a vacancy of qualified people to do that. They asked if Mr. Naiman would be willing to inspect buildings in the Town of Ignacio; Mr. Naiman has agreed. Mr. Naiman has also tested and passed the qualifying exam to be a mobile home inspector. The county still does plumbing inspections since that must be done by a licensed plumber or someone that has an International Code of Council Certification

(which Mr. Naiman does not have). Mr. Naiman clarified that anyone that does business in the Town of Ignacio must be licensed by the Town to do business here. Ms. Campbell stated that, while this may not be the right place for this conversation, she would like to know if there has been discussion regarding an increase in Mr. Naiman's salary to cover the additional duties that he is taking on. She wants to make sure, as an HR person, that the Town is doing the right thing for our employees as well as for our Town. Mr. Naiman stated that there has been discussion about this.

Ms. Schulz asked about where mobile homes can be placed within the Town of Ignacio, other than in the mobile home park. Mr. Naiman stated that the only place currently is in the mobile home park.

Mr. Tucker stated that, for the record, Ms. Campbell's comment is in the scope of our discussion as it has to do with on-going business. Ms. Campbell expressed appreciation. Mr. Naiman stated that the Town has received a two-year grant from DOLA, providing funding for Branding and Marketing for the Town (making Ignacio a household name). The Town selected a committee of local residents and businesses to review the applications for this RFP; we received a total of seven applications. The committee selected four of the seven to give presentations; the company they selected as the winner is C+B Design out of Denver. They will help us create our brand, our logo, our tag-lines, and help us design way-finding signs, etc. Ms. Schulz asked if there were any local companies that responded to the RFP. There was one local company that was a partnership of two different firms, The Marketing Group (Nick Spence) and Athens; however, neither their written submittal nor their live presentation was quite what we were looking for. The stakeholders committee felt that C+B Design would best serve the Town of Ignacio. Ms. Schulz asked what the amount of the grant was. The grant to cover this expense was for \$50,000; \$25,000 allotted per year of the two-year grant. There were questions as to whether or not the monies would carry over from one year to the next, when the grant begins, etc. Mr. Tucker stated that Mr. Naiman can research this and present the Planning Commission with the details at the next meeting. Mr. Naiman stated that we will need to request an extension to the grant because the selection process took longer than anticipated. C+B's original cost was \$48,000; that has been renegotiated to a little bit over \$32,000, which will leave some funds for the fabrication of way-finding signs, etc.

It seems that some of the requirements for parking within the town may cause hardship on the local businesses. The purpose of this being on the agenda is to determine if the Planning Commission wants to make changes to the parking requirements and if they would like Mr. Naiman to do some research regarding parking requirements.

Family Dollar – the Planning Commission's involvement with this business is mostly completed. Mr. Naiman is retaining \$41,000 of their escrow money because they have not yet given him a warranty bond; the warranty period will be over in just a short while, but he is hanging onto this money to ensure that all the requirements are met and that the work is completed.

Mr. Chris May bought the old bus barn; he is moving his auto parts store there, and has a planned opening date of December 5. We do not know what Auto Pros plans to do. Mr. May has done some research on the history of this building. He has put a keystone in the top of the stucco work that shows the date of the construction of the building to

honor its history and heritage, which was a union hall for migrant workers. Mr. May has built a new vestibule on the South side of the building, which will serve as the new entrance to the building. Mr. May has purchased an old wagon and he is going to park it on the corner and use it as his sign for the store. Mr. Naiman stated that he is pleased with the creativity that Mr. May has demonstrated.

Mr. Tucker commented about the new Rose Café and expressed that it looks clean, comfortable, and has a good flow of customers.

Mr. Tucker asked about the folding board signs; he stated that they are not attractive and they restrict the flow of pedestrian traffic. Mr. Naiman stated they are not only unattractive; they are illegal, as they violate the Americans with Disabilities Act (ADA) requirements. Mr. Naiman stated that he has already spoken with the businesses that use this type of sign, reminding them of the requirements of the Town Ordinance. Mr. Tucker asked if it is within the Town's ability to issue an order to remove these signs.

Mr. Naiman stated that he already has a letter ready to send to these businesses. Ms. Schulz suggested that the Chamber of Commerce have an ADA Compliance person do a presentation at one of their monthly meetings. Mr. Naiman stated that there is a lady in Denver who enforces these laws; Mr. Naiman has spoken to her. Ms. Schulz stated that she is not looking for enforcement, but rather for a friendly reminder that does not come from the Town of Ignacio (ADA is a federal requirement). Ms. Campbell stated that it would be good to have enforcement coming from the Town of Ignacio because it is an ordinance of the Town and the Town has the right to enforce our own Ordinances. It has to be fair and consistent. She stated that the businesses need to either comply with the requirements or not have the sign.

VI. Old Business

a. Parking Requirements comparison with other municipalities.

Mr. Naiman stated that he was asked to investigate our current parking requirements (Municipal Code Chapter 3, Section 6). Mr. Naiman gave some history on parking requirements: in the late 1970's there was a group of engineers named the International Traffic Engineers Society that did surveys on large municipalities and their suburbs (Los Angeles and New York City were two of the municipalities). Many municipalities simply took these studies and blindly adopted them into their own codes, even though they were not applicable to the size of the municipality.

Mr. Naiman has discovered that businesses have peak times of parking demand. He used a fast-food restaurant as an example, stating that most of the time the lot is empty, other than before work hours, during lunch, or just after work hours.

There is a lot of land that is given to vehicular traffic, whether on roadways or in parking lots. Individuals have learned to expect that they will be able to find parking wherever they go.

This applies to our town in that we have limited growth potential. If you put a dollar amount on land, businesses generate more revenue than parking spaces do. Businesses need parking spaces so that people will shop there. Mr. Naiman stated that, with a little advance planning, businesses that have differing peak

hours can share parking spaces. He stated that the average parking space costs the developer about \$10,000. The study that he presented suggests that the municipality should charge for the use of those parking spaces. That is not the point he is trying to make, but he does want the Planning Commission to see the impact of traffic in our community. He used the example of several short trips to the grocery store and/or fast food restaurants. Each of these trips is recorded by CDOT, taken to their engineers, and it is determined by those engineers that the streets of the town are not sufficient for the amount of traffic. They require us to widen the roads, and that leads to some other issues that Mr. Naiman stated he would address in this presentation.

Typically, roads, sidewalks and parking lots are all pavement. That has created a lot of impervious surfaces; this impacts the natural flow of water and other natural resources. He stated that one of the reasons we are having issues with the weather is because we are depleting the earth of some of its natural resources. He stated that there are ways to create roads and walkways without making impervious surfaces. This is something that needs to be considered as we are reviewing our parking requirements.

Mr. Naiman stated that he is not looking for the Planning Commission to make any decisions at this meeting regarding the parking requirements; he simply wants to help them understand the logic behind the suggestion that we update our parking requirements.

Mr. Naiman attended a presentation by the Town Planner for Asheville, NC, who is a former architect; the presentation was about the value of land in downtown areas. He used Family Dollar and Farmer's Fresh as examples, our two newest buildings in the town. Farmer's Fresh occupies a much larger footprint on our landscape than Family Dollar; they also have much higher retail sales than Family Dollar. The town is concerned about sales tax and, if you look at sales tax generated per acre, Family Dollar provides more revenue per acre than Farmer's Fresh does. Mr. Naiman stated that, as we are thinking of how we want to develop downtown, we need to keep it compact, maybe even go vertical, because then the increase of revenue per acre is exponential.

Mr. Naiman stated that he will present alternatives to our current parking requirements. He stated that from the east wall of the building we are in all the way to the far side of Farmer's Fresh is completely impervious surfaces. He would like to see changes to that situation because he loves the state of Colorado and is sensitive to the environment. He stated that he believes we can set an example to other communities of how to do things well while considering the environment.

Ms. Schulz asked about the cost of maintaining gravel roadways and parking lots compared to asphalt and concrete, especially when you take into account the liability issues involved. Mr. Naiman stated that the cost to maintain gravel is substantially less than the cost of maintain concrete and/or asphalt. Mr. Naiman stated that there are numerous products that allow you to provide a proper surface without compromising nature. Discussion ensued regarding the Town Hall parking lot being changed to a green space with seating rather than a

parking area. Mr. Naiman also used the example of the Durango Mall – even at Christmas time, that lot is never full. With the value of land, that is wasteful; with the impact on our environment, that is wasteful; we pay for those parking spaces in the cost of the products we purchase. Let us reevaluate our parking requirements.

b. Draft Emergency Snow Route Ordinance.

Mr. Tucker stated that, before we talk about the snow route ordinance, he would like to express that the Town needs to ensure that, when they pile snow into the center of the main street, they also make sure a path is cut for cars to come off the side streets.

Mr. Naiman stated that this snow route ordinance has to do with safe passage for bus routes, emergency vehicles, and town residents. It is also to ensure that Public Works can clear the streets of the snow without having to stop their work to ask the citizens to remove their vehicles from the streets. Ms. Lopez asked if there was an ordinance regarding vehicles. She stated that last year there was an issue of having too many vehicles for each property, using her neighbors as examples. Mr. Naiman stated that we have an ordinance that addresses derelict vehicles (vehicles that do not run, have flat tires, etc.).

Mr. Tucker stated that we need to stick to the agenda item and not deviate to other topics that may or may not be related. Ms. Lopez stated that she felt that a question regarding an ordinance for vehicles is related to the snow ordinance; Ms. Schulz said that, if there is such an ordinance already in place, perhaps we do not need to have this snow ordinance but simply enforce what is already in place. Mr. Tucker reiterated that if this topic needs to be discussed it should be put as an agenda item on the next agenda for the Planning Commission to discuss. Ms. Lopez reiterated that she felt her question related to this draft snow ordinance. Mr. Tucker acknowledged that he understood her point; however, we need to address the agenda item at hand.

Mr. Naiman clarified that we currently do not have an ordinance that addresses the need for people to move their vehicles during a snow emergency. This draft ordinance is an attempt to do just that. Mr. Naiman showed a map that had primary (pink) and secondary (yellow) routes for the emergency snow removal. Part of the requirements would be signage that announces the emergency snow route. Some of the questions we need to consider are: How do we inform people of the emergency snow route? How do we place signage? How do we enforce cooperation?

Mr. Tucker stated that law enforcement could write tickets for those who do not cooperate. Ms. Campbell clarified that the question in front of us currently has to do with informing the citizens that we are declaring a snow emergency, not enforcing the ordinance.

Ms. Lopez suggested the radio as a way of informing the citizens. PSA's are often done to announce school closures, etc. Ms. Schulz suggested that we put it on the Town's website and request that the school district put it on their website as well. She expressed a willingness to visit with the school board to make the

request that they work with the Town in this way. Ms. Campbell suggested that the Town investigate the cost of setting up a text blast, email blast, etc. Ms. Schulz stated that the program is free; the effort is in compiling the list of phone numbers and/or emails that would receive the blast.

Mr. Tucker asked if the topic of the notification would be part of this ordinance.

Mr. Naiman pointed out that he has written into the ordinance the conditions that would require the snow route to be activated; it he acknowledged that it is heavy-handed, but he wants it that way so that it is understood that this could be a life-or-death situation and must be taken seriously.

Ms. Lopez talked about signage that lets the citizens know what the route will be; notification of when the snow route will be used is a later issue, and enforcement is an even later issue.

Mr. Tucker stated that, historically, vehicles that have not been in compliance with ordinances have not experienced consequences; they have gotten used to the lack of consequences.

Ms. Schulz stated that a lot of that is due to the fact that we have not had a judge in place to enforce them; we now have that person in place. We need to start enforcing the ordinances.

Mr. Tucker stated that there are two tow companies in the Ignacio area, each with an impound yard. We need to begin utilizing them.

Ms. Lopez stated that it should be a year-round enforcement.

Ms. Campbell stated that it needs to be stated specifically that, if a vehicle requires towing, it is at the owner's expense. Also, we need to ensure that the means of notification is clearly outlined. She believes that we are all in agreement that the Snow Route Ordinance is a good idea; what else do we need to do today to satisfy this as an agenda item?

Mr. Naiman said this is not an action item, but because we have a quorum we could vote on whether or not he can proceed with the changes that have been discussed and present it to the Town Board.

Ms. Schulz stated that she would like to see this ordinance go before the Town Council before the snow falls. Ms. Campbell stated that she would like to see the fines be a little more specific; who sets the amount of the fine? Mr. Naiman said that would be up to the judge. Ms. Schulz asked if we can set a minimum amount. Mr. Tucker stated that perhaps there can be a graduated fine for first, second or third offense. Mr. Naiman stated that he would like to see the vehicle tow included in the ordinance, with the vehicle tow at owner's expense. Ms. Lopez said that in Durango they put up signs declaring the snow route and underneath those signs it states that the vehicle tow is at the owner's expense. Ms. Campbell had a question about no liability to the Town (Section 2) – what does that mean exactly? Mr. Naiman explained that this is based on slick roads where the snow plow might lose traction and end up taking out someone's fence, etc. Ms. Campbell stated that it is not specific enough that the damage is caused by the Town's snow removal equipment. Ms. Lopez suggested removing item 2 altogether, leaving only item 1 in that section. All board members concurred.

Ms. Campbell again requested that Lakin Street be on the primary snow removal route so that the Fire Department has access to the cleared roads. Mr. Naiman marked the map accordingly.

Ms. Lopez asked about commercial operators – Mr. Naiman clarified that this has to do with businesses that employ private contractors to clear their parking lots, that we do not want them pushing snow into the street. Ms. Lopez suggested that perhaps the wording can be made clearer. Mr. Naiman said he would work on this. The final draft of this ordinance will be presented at the next Planning Commission Meeting for approval to be presented to the Town Board.

VII. New Business

a. Formulation of an Ignacio Creative Art District and Public Art Committee.

Mr. Naiman stated that he has received an email from a local artist about grant monies available for art districts. The formulation of an art district would open the door for further grants that would promote the beautification of the Town. It is his understanding that there was a creative arts district in the Town several years ago, but the grants were never written so the whole thing went away. He would like the Planning Commission's approval to move forward with this. Mr. Tucker stated that he would like Mr. Naiman to work with the Southern Ute Cultural Center artists, etc. Mr. Naiman stated that the creation of an art district allows the artists a venue to display and sell their work; it also provides competition within the artist community, spurring new creativity. Ms. Lopez said she thought the Southern Ute Cultural Center met this need already. Mr. Naiman reiterated that he would like to see this generate revenue for the Town through the grants. Ms. Lopez countered by saying that she does not believe this is a good time; she would like to table this until next year, as there is already so much on everyone's plates.

Mr. Tucker stated that he would like to move that Mr. Naiman be allowed to investigate this further and see if we can apply for the grant monies.

Mr. Naiman explained that it is well over a year out before we see any results from the grant application. He still needs to designate an area for the Creative Arts District, receive approval from the Planning Commission for that area, and then begin the process of applying for the grants. Ms. Lopez again stated that she would like this item tabled.

Ms. Campbell asked if there was a motion on the table. Mr. Tucker stated this his understanding was that Mr. Naiman was requesting a motion, granting him permission to proceed with investigating the formulation of an art district; that motion has been made. Ms. Campbell seconded the motion.

Mr. Tucker called for a vote; he and Ms. Campbell said "aye." Ms. Lopez and Ms. Schulz opposed it. There was a call for discussion.

Ms. Schulz asked if there would be an additional cost to the Town; whether that was in the form of the grant requiring a match from the Town, a cost for formulating the grant committee, etc. Would this require forming a separate non-profit organization? Mr. Naiman explained that the Town would be a pass-

through for the grants that individual non-profits can apply for. Mr. Naiman stated that he sees this as an opportunity to get things moving in this direction. Ms. Lopez again stated that she feels this is not the right time because there is so much on our plates. When she started on the Planning Commission two years ago, they had to disband several committees because of a lack of involvement of the committee members; we do not even have enough Planning Commission meetings to address the issues that we currently have, let alone adding new things to the agenda.

Mr. Naiman expressed appreciation for Ms. Lopez' concern; he explained that the purpose of the Public Art Committee (PAC) would be to take the burden off the Planning Commission. The Planning Commission would not select the PAC members. Mr. Naiman clarified that all he is asking for is permission to proceed with investigation. The Planning Commission only needs to vote on the location of the art district. Mr. Naiman stated that it is difficult to get people together, even to have a Planning Commission meeting, so he understands Ms. Lopez' concerns. Ms. Lopez stated that she would like to table this item until next July; Mr. Naiman explained that there will not be anything to present to the Planning Commission until next Spring; to begin looking at this in July is too far away with all that needs to be accomplished between now and then, none of which involves the Planning Commission.

Mr. Tucker reviewed the votes; Ms. Schulz stated that she would like to amend the motion to state that we table this until the January meeting, expressing that Mr. Naiman is free to investigate this. Ms. Schulz stated that she understands Ms. Lopez's point because it took three months to even have a meeting, and almost a year to see the Snow Route Ordinance.

Mr. Tucker stated that the motion is dead-locked and therefore we need to move on to the next item, which is adjournment.

Ms. Schulz amended the motion to table the formulation of an Ignacio Creative Art District and Public Art Committee to the January meeting, where more information will be presented for further discussion. Teresa Campbell seconded the motion; it passed unanimously.

VIII. Adjournment

Teresa Campbell moved to adjourn the meeting, Gina Schulz seconded. The motion passed unanimously.

The meeting was adjourned at 7:55PM.

The next meeting will be December 14, 2016 at 6pm.

Larry Tucker, Chair

Date

Attest