

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
OCTOBER 31, 2017

CALL TO ORDER

Mayor Clark called the meeting to order at 5:35 p.m. with Commissioners Falk, Liske, Nelson, Councilor Hunter and Mayor Clark in attendance. Chairperson Canright was absent. Commissioner Emilson was not present for the rollcall.

Commissioner Emilson entered the meeting at 5:37 p.m.

PUBLIC HEARINGS

1. Application for Variance to Parking Regulations; Location: Willow Creek Trading Subdivision, Lot 2; Address: 171 North Cora Street; Zone: Historic Business; Applicant: Seth Cagin; Owners: 171 N. Cora LLC.

Notice of Public Hearing dated 10-31-17; Planning & Zoning Permit dated 10-20-17; Letter from the Applicant dated 10-20-2017; Town Planner Staff Report dated 10-31-17 presenting background, analysis and staff recommendation.

Town Planner Shay Coburn presented an application for a variance to the parking regulations. This variance was requested due a building permit submittal to convert the top floor of the two-story commercial office building into a separate residence. She explained the property is within the Willow Creek Subdivision which consists of 3 lots. This subdivision has a Shared Parking Area Agreement that was recorded after the final plat. The agreement clarified the number of spaces designated for each parcel or lot, and provided for a shared parking area located on Lot 1. One lot within the subdivision was condo minimized in January 2017 and the Shared Parking Area Agreement was not changed. Ms. Coburn reviewed the requirements and variance criteria for parking spaces in the Historic Business district and noted converting the top floor into a residential unit would require two additional off-street parking spaces.

Planner Coburn stated though there is limited land near the building to provide off-street parking practical difficulty and unnecessary hardship has not been proven. Rather the letter submitted by the applicant reinforces the need to revisit the Shared Parking Agreement with all landowners in the subdivision to see if the current shared parking area can be better utilized.

Applicant Seth Cagin stated the current environment for the subdivision was created because of previous Town approval for the subdivision, condos and parking agreement. He also noted it may be possible to revise the parking agreement and provide more parking spaces than are currently allocated, but is uncertain how the spaces will be reallocated. Mr. Cagin noted there is hardship with the process to revise the parking agreement due its complexity and the types of businesses within the subdivision. He also commented the impact on parking would not change if the top floor was converted to residential use and that converting to residential use would add vitality in the downtown area.

The Planning Commission discussed the variance request with the applicant and staff.

ACTION:

Councilor Hunter moved to deny the Variance to Parking Regulations for the Willow Creek Trading Subdivision, Lot 2; address 171 N. Cora. The variance is denied based on the discussion, the recommendations in the Staff Report dated October 31, 2017, and on the grounds the request does not meet the variance criteria. Commissioner Nelson seconded the motion and it carried with Commissioner Falk voting against.

OTHER BUSINESS

2. Request to reschedule November and December Regular Meetings

Town Planner Coburn requested changing the dates for the November and December meetings due to scheduling conflicts. The request deferred the November 28 meeting to December 5, and the December 26 meeting to January 2. The Commission agreed to the revised meeting dates.

APPROVAL OF THE MINUTES

3. Approval of the Minutes from the meeting of September 26, 2017.

ACTION:

Councilor Hunter moved to approve the minutes from September 26, 2017. Commissioner Falk seconded the motion and it carried with Commissioner Emilson abstaining.

ADJORNMENT

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk