

RIDGWAY PLANNING COMMISSION AGENDA

Tuesday, January 30th, 2018
Planning Commission Regular Meeting
Ridgway Community Center
201 North Railroad Street, Ridgway, Colorado

ROLL CALL Chairperson: Doug Canright, Commissioners: John Clark, Thomas Emilson, Larry Falk, Ellen Hunter, Bill Liske, and Jennifer Nelson

JOINT WORKSHOP: 5:30 – 6:30 pm

2018 Master Planning Process Overview

REGULAR MEETING: 6:30 pm

PUBLIC HEARINGS:

1. **Application:** Preliminary Plat for Lena Street Commons; **Location:** East of Blocks 31 and 32, north of Hartwell Park/Charles Street, east of Lena Street, south of Otto Street, and west of the Library District property and Town of Ridgway property at North Railroad Street; **Address:** 316 North Lena Street; **Zone:** General Commercial (GC) and Historic Business (HB); **Applicant:** Tate Rogers **Owner:** Arthur Travis Spitzer Revocable Trust

*This is a continuation of a hearing from December 5, 2017. The Applicant will be requesting a continuation to the March 27, 2018 meeting.

OTHER BUSINESS:

2. Ridgway Area Joint Planning Board – recruit new member

APPROVAL OF MINUTES:

3. Minutes from the meeting of January 2nd, 2018

ADJOURN REGULAR MEETING



To: Ridgway Town Council and Planning Commission
From: Jen Coates, Town Manager; Shay Coburn, Town Planner; Diedra Silbert,
Community Initiatives Facilitator
Date: January 30, 2018
RE: Upcoming Master Planning Process

Upcoming Master Planning Process

A. Background

- i. Starting this year, the Town will embark on consolidating and updating the Master Plan. This plan is a VERY important document that serves as the Town's vision and guide, especially for physical growth, development, and preservation of land. A master plan typically shows how different parts of the community tie together. The process must include public participation as it is a consensus about what a community aspires to be – it tells a story of where the Town has been, where it is now, and where it wants to go. This document should guide Town's annual strategic plan, inform policy updates, land use decisions, and more.
- ii. Updating a master plan is a great opportunity to shape the future of the Town. The Town is at a critical juncture to do this as a lot has changed in the past 10 years – many big projects have been completed, the Town is growing in population, the economy overall is stronger, and there are a few large development proposals on the table. The Town has gotten more involved in topics such as creative economic development and housing and could use more direction from the community at large. It is also apparent that some residents are interested in how the Town might continue to grow and evolve while maintaining what they love about it.
- iii. Currently the Town has many separate documents (or plan elements) that make up the Master Plan. For example: transportation element, land use element, parks and open space, etc. Since many of these plan elements were created, the Town has accomplished a lot of the action items within the plans. This means that some items need to be checked off the list, some may no longer be a priority, some may still be relevant, and some may need to be added or created.
- iv. The purpose of the new master plan is to develop one plan document that compiles all elements of the Town's various plans, updates them, adds new needed elements and reengages the community in the process. This will result in a meaningful and inclusive master plan that will guide the community for the next 20 years. The final document will be easy for the community to comprehend and use as a guide.
- v. [Any questions/ideas/thoughts?](#)



B. Budget and Timeline

- i. Council has budgeted \$75,000. Staff will apply for a \$25,000 planning grant from DOLA.
- ii. Estimated to be about a 12-month process.

C. Draft Scope of Work

This scope of work is drafted to inform the request for proposals (RFP) that will be sent out to consultants. The Town will rely on proposing consultants to add more detail as to how they plan to accomplish this scope of work.

- i. Community engagement – throughout the entire process, want it to be creative and meaningful
- ii. Revisit mission, vision and values
- iii. Research, analysis, demographics and background
- iv. Identify assets, look at issues, challenges and opportunities
- v. Identify major topic areas; establish goals, objectives, policies, indicators
- vi. Create action plan
- vii. [Is there anything you would change about this? What feels most important to you?](#)

D. Roles

This project will require time from all Council and Commission members, the time commitment will be easier to estimate once the scope of work is finalized and the project is contracted to a consultant.

- i. Town Council: Committed funding for this project, provide leadership and direction at key milestones, participate in public process, invite public participation, and adopt the final plan.
- ii. Planning Commission: Per CRS 31-23-206 make and adopt a master plan and per RMC 7-1-3(C) this is one of their three responsibilities: *To make recommendations for the adoption of, or amendments to, a master plan.* Planning Commission should be very hands on, including reviewing draft materials, participating in public engagement, inviting public participation, leading a committee or task force, presenting updates to the Town Council with staff, and recommending adoption of the final plan to Town Council.
- iii. Staff: Manage the overall project; serve as the liaison between the consultant, Council and Commission; provide needed data and materials; revise drafts; distribute information; and invite participation.



- iv. Consultant: Propose detailed scope of work, lead the process, facilitate public participation, synthesize input, and develop documents and final plan.
- v. Public: Participate! Planning Commission discussed the possibility of working with a task force and/or committees. They mentioned this structure has worked well in the past so this will be noted in the RFP. The consultant will propose when and how to use task forces/committees.
- vi. [Any questions about your role or any other roles? What areas do you feel are vital for you to be involved in? What sort of communication do you want throughout this process?](#)

E. Next Steps

- i. Send out the RFP, receive proposals, review proposals, and pick consultant.
- ii. Doug and John have volunteered to review the RFP, review submitted proposals, and be part of the interview team. John is open to others participating (instead of him). We are hoping to have one Councilor and two Commissioners participate, are you interested?
- iii. Are you interested in a kick-off workshop with consultants to set the stage, be clear on roles, understand the process, learn about resources, etc.?

F. Discussion and Questions

- i. [Do you want more background and resources on master planning? General info, detail on certain topics?](#)
- ii. [Questions?](#)

G. Resources

- i. Colorado Department of Local Affairs' [Comprehensive Plans](#) overview webpage includes many links and resources. See the Master Plan Primer for a quick overview.
- ii. For example plans, check out APA Colorado's [Plan Finder](#). [Longmont](#) and [Manitou Springs](#), while not our size or budget, are good Colorado examples.

From: Thomas Kennedy
To: [Shay Coburn](#)
Cc: [Bo James Nerlin](#); tate@taterogers.com; sundra@hines-designs.com
Subject: RE: Request to continue
Date: Friday, January 26, 2018 11:43:31 AM

Shay

The Applicant respectfully requests that the pending preliminary plan application scheduled for review by the Planning Commission on January 30, 2018 be continued to the regularly scheduled March, 2018 Planning Commission meeting.

We would like to be scheduled for a worksession with the Town Council to discuss our project, particularly our request to enter into a development agreement with the Town that would, among other things, include provisions for vested rights to secure the status of the project between a final action on our preliminary plan and the town's approval of a subsequent final plat.

Thank You
Tom Kennedy

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PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING

January 2, 2018

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m. with Commissioners Emilson, Liske, Nelson, Councilor Hunter, Mayor Clark and Chairperson Canright in attendance. Commissioner Falk was absent.

PUBLIC HEARING

1. Application for Plat Amendment; Location: Cora Quad Split, Lot B; Address: To be determined North Cora Street; Zone: Historic Residential; Applicant: Michelle Montague; Owner: Michelle Montague.

Notice of Public Hearing dated 1-21-17; Application for Amended Plat dated 12-8-17; Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

Town Planner Shay Coburn presented an application for amended plat that will reduce the overhead utility easement by five feet. She explained the current fifteen foot easement was created to provide access to the overhead power line serving the building just north of the subject property, when Lots A and B were subdivided. The San Miguel Power Association confirmed a ten foot easement would be sufficient and since all other requirements are met with the request, staff recommends approval of the application.

ACTION:

Mayor Clark moved to recommend approval of the Amended Plat for the Cora Quad Lot Split to the Town Council. Councilor Hunter seconded the motion and it carried unanimously.

2. Application for Deviation; Location: Solar Ranches Filing 2A, Lot 20; Address: To be determined Chipeta Drive; Zone: Residential; Applicant: Brian Buzarde; Owner: Cottonwood Creek, LTD, c/o Raleigh Coburn.

Notice of Public Hearing dated 12-21-17, Application for Deviation from Single Family Design Standards dated 12-11-17, and Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

Ms. Coburn presented an application for deviation from the Single Family Home Design Standards. She explained though the applicant is requesting a roof pitch of less than the required 3:12, the design plans provide compensating features to meet the required standards while ensuring compatibility with the neighborhood, which are the two criteria required to be granted a deviation.

Chairperson Canright disclosed that he is on the Executive Board for Solar Ranches Filing 1 and 2A and that he had no involvement with the Architectural Review Committee that recommends approval of the plans for the deviation request. He further stated that since he

lives next door to the applicant he has had a number of discussions with the owners, but none specific to the details of what is being proposed with this request.

ACTION:

Councilor Hunter moved to approve the deviation of the roof pitch to Single Family Home Design Standards from 3:12 to 2:12 and 1:12 for Solar Ranches Filing 2A, Lot 20; address to be determined Chipeta Drive. Commissioner Nelson seconded the motion and it carried unanimously.

3. Application for Conditional Use Permit; Location: River Park Ridgway Business Park Filing1, Second Lot-Split of Block 2, Lot 4; Address: 687 North Cora Street; Zone: Light Industrial 2 (1-2); Applicant: Daniel Richards; Owner: Chad Baillie.

Notice of Public Hearing dated 12-21-17, Application for Conditional Use Permit dated 12-13-17, and Staff Report dated 1-02-18 presenting background, analysis and staff recommendation.

The Town Planner presented an application for a conditional use permit to convert warehouse storage space into a brewery. She noted “manufacturing, processing, and packaging of food or beverages” is a use by right in the Light Industrial 2 District; however, any uses that requires state and federal permits becomes a conditional use. She reviewed the criteria for a conditional use and further noted the building is legally non-conforming with the Performance Standards in (D) (3) because the standards were implemented after the building was constructed.

Coburn explained the application pertains to 1/6 of the building use. However, the landscape requirements for the original building plans required six trees to be planted, and that has not been completed. She also explained the applicant plans to open a small retail area that will be open approximately four to twelve hours a week and recommended that the Town should reserve the right to address parking issues if traffic, safety or parking becomes a problem.

The Commission discussed public parking accommodations for retail business with the applicant, and resolution of the tree planting issue with staff.

ACTION:

Mayor Clark moved to approve the Conditional Use Permit for 687 North Cora Street with condition number 2 listed in the Staff Report date January 2, 2018. “The Town reserves the right to work with the Applicant to find appropriate operating hours for the retail business if traffic, safety or parking become a problem.” Staff is also directed to contact the original building owner to ensure the prior requirements for tree plantings are met. Councilor Hunter seconded the motion and it pass unanimously.

NEW BUSINESS DISCUSSION

4. Zoning and Subdivision Workshop

Town Planner Coburn informed the Planning Commission that staff is developing a zoning and subdivision workshop due to increase activity in town and new positions filled within the Commission and Council. She explained the purpose of the workshop is to ensure that the

Commission and Council understand the subdivision process and how each of their roles relate to the process. She asked the Commissioners to email topics to her that they would like added to the agenda. The Planner added an affordable housing workshop is likely to be scheduled for some time in February.

The Commission agreed this workshop would be helpful to review the basics of our existing zoning and subdivision regulations. .

5. Updating the Comprehensive Plan

The Planner provided a brief from the State of Colorado Department of Local Affairs, *Master Plan Primer* for the discussion.

Ms. Coburn explained the ten year old documents in the current Plan need to be updated and streamlined into one comprehensive document. She further explained the process will require public outreach and assistance from a consultant. The budget is hoped to be \$100,000.00; \$75,000.00 is appropriated in the Town's budget and the Town plans to apply for a \$25,000.00 planning grant from the Department of Local Affairs. Resource material will be emailed to the Planning Commission for preparation of the project.

Planner Coburn outlined the draft scope of work for the project that will include the Town's mission, vision, values; research analysis demographics and background; identifying community assets; challenges and opportunities; identifying major topic issues; establishing goals, objectives, policies, indicators and action items, and creating an action plan.

This topic will be discussed again on January 30th, 2018 in a Joint Workshop with Town Council.

APPROVAL OF THE MINUTES

6. Approval of the Minutes from the meeting of December 5, 2017.

ACTION:

Councilor Hunter moved to approve the Minutes from the meeting of December 5, 2017. Commissioner Liske seconded the motion and it carried unanimously.

ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk