

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING

JUNE 25, 2019

CALL TO ORDER

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

PUBLIC HEARINGS

1. Application for Preliminary Plat; Location: Ridgway USA Subdivision, Lots 30-34; Address: TBD Redcliff Drive; Zone: General Commercial; Applicant: Vista Park Development, LLC; Owners: Ridgway Land Company, LLLP

Staff Report dated June 25, 2019 presenting background, analysis and staff recommendation prepared by the Town Planner. Document entitled *Bo Nerlin Time Sheets on Vista Commons*, submitted by the Applicant.

Town Planner Shay Coburn presented an application for preliminary plat review for the Vista Park Commons subdivision. The proposed development includes 23 single family units inclusive of 2 duplex buildings, shared parking, storage, a community building and open spaces to be constructed on 5 established commercial lots. She reviewed five previous public hearings in which deficiencies and revisions were considered and noted unresolved engineering and legal details requiring the Town Attorney's analysis.

Planner Coburn reviewed the salient points of the recent submittal with the Commissioners and explained that the dedication language on page one of the plat is not adequate. The Applicant changed the standard plat language and has not validated why the change is needed. Dimensions, bearings, distances, etc. need to be noted for the relocated irrigation ditch so that the Town can determine how it may impact the sewer lines and other items. Clarification is needed on how the sewer main will integrate with the ditch and how the Town's access to it will work. Clarification is needed regarding the combined use of the center walkway as a utility easement. More information is needed for the storm water drainage retention area to ensure that it will function as intended. The Planning Commission should consider if the proposed 5.5'-6' standard sidewalks required in a residential zone are adequate instead of the 8' sidewalk requirement for this general commercial zone. Clarification is needed for the sewer drainage area location to ensure the ground will be strong enough to secure a dump truck when the Town's Public Works crew is maintaining or repairing the sewer line. The Subdivision Improvements Agreement will need to indicate the required improvements that will be done after final plat. Knowing this information at this point would be helpful to ensure the Town is also in agreement. Planner Coburn also noted the Planning Commission should be mindful of the conditional uses, variances, and deviations being requested in the application. She reminded the Commissioners that they approved a reduction in the number of affordable housing units from 3 to 2, and more information is needed on the civil plan set to be able to layout the project. Coburn concluded that more engineering information is needed for the Redcliff right-of-way as well.

The Town Planner recommended another continuation because there are too many unreconciled details for Town Council review.

Doug Macfarlane, Architect for the project requested a conditional approval for the application to be reviewed by Town Council because in general the outstanding details are not large concept issues. He said the applicant's team intends to address all outstanding points to Staff's satisfaction, and due to time constraints a conditional approval would be in the applicant's best interest to get the project moving. Macfarlane provided clarification for the Staff comments in the Staff Report and noted information is provided in the submittal documents which will be reviewed with Staff.

Applicant Guthrie Castle said the standard plat notes were changed because the original affordable housing language excluded retired people who are downsizing their households. He presented the document entitled *Bo Nerlin Time Sheets on Vista Commons*. Castle explained the document verifies that the Town Attorney reviewed the points in question. Comments noted by the Town Attorney have been addressed entirely with the recent submittal.

The Chairperson opened the hearing for public comment.

Ridgway resident Sandy Brown said she hopes to live in a unit in the proposed subdivision, wants what is best for the community, and is concerned that inflation may ultimately hinder the affordability of the units.

The Chairperson closed the hearing for public comment.

The Commission discussed the salient points with the Applicant and Staff. They found that there will be no material changes for the proposed subdivision, only technical and engineering clarifications with Staff for many of the details.

Town Manager Jen Coates explained plat notes should be standardized for ease and consistency of plat interpretations. She asked for the Commissions' interpretation on the deviation request from the standard 8' sidewalk requirement in the General Commercial Zone. The Town Manager also explained that while the Town Attorney has performed an interim analysis of some components, a final review will be needed once the applicant has completed the submittal to Staff's satisfaction.

The Planning Commission agreed with the sidewalk deviation, to be 5.5-6' wide, since it is for residential use next to the proposed subdivision and urged the Applicant to complete all of the outstanding issues to prevent an untimely approval.

ACTION:

Commissioner Liske moved to recommend approval of the Preliminary Plat to the Town Council for Ridgway USA Subdivision, Lots 30-34; Address: TBD Redcliff Drive; Zone: General Commercial; Applicant: Vista Park Development, LLC; Owners: Ridgway Land Company, LLLP with the condition that all outstanding details pursuant to the Staff report dated June 25, 2019 are successfully completed before presenting the application to Town Council. Commissioner Cheek seconded the motion, and it carried unanimously.

OTHER BUSINESS:

2. Master Sign Discussion

Staff Report dated June 18, 2019 presenting background, analysis and staff recommendation prepared by the Town Planner and Planning Intern.

Town Planner Coburn presented the Staff Report which outlined the proposed Master Sign Plan regulation and provided background information regarding the administration of other municipalities' master sign plan regulations. Coburn explained the master sign regulations are being updated to provide for flexibility for businesses and to further define the review criteria for Master Sign Plan applications. She asked for direction and comment from the Commissioners. The Planning Commission discussed the Staff Report with the Town Planner and Town Manager and agreed that the word "creativity" is not necessary in the purpose statement; a comprehensive sign plan should be required by the landlord for all multi-tenant buildings of at least two or more tenants; master sign plans should be approved administratively if criteria and guidelines are met; and signs should be fabricated with quality materials and be weather resistant, but do not need to be professionally designed.

3. Update to the International Dark Skies Community Designation; Revisions to Outdoor Lighting Regulations RMC 6-5 Discussion

Memo dated June 20, 2019 presenting background, analysis and questions for discussion prepared by the Town Planner.

The Town Planner reported on the progress for the International Dark Sky Community certification. She reviewed the pros, cons and staffing requirements for the Town to receive and maintain the certification. Ms. Coburn explained the certification will be designated to the Town of Ridgway so the Town will be responsible to ensure and maintain compliance and additional staff time will be needed to fulfill the requirements. The summary of responsibilities includes adopting or revising the current Outdoor Lighting Regulations to meet the International Dark-Sky Association's (IDA) requirements; ensure Town owned lighting conforms; show municipal support through public awareness, education and funding of lighting upgrades; display broad support through a wide range of community organizations; provide 2 dark sky awareness events per year; show success in light pollution control; reassess the certified designation, and providing annual reports to ensure the designation is being upheld and that progress is being made. Planner Coburn concluded that the Town has historically done a great job promoting and protecting the dark skies and asked the Commission to consider if the designation is beneficial to the Town.

The Planning Commission discussed staff's other current project priorities and agreed that the Outdoor Lighting Ordinance may not be the most pressing issue to address at this time. The Commission discussed the pros and cons of IDA certification and noted that education and incremental code updates may be more successful in the community and that monitoring lighting limits can be very difficult to do. They also commented that some community members think the Town is already designated as a Dark Skies Community and the information in the Planner's memo addressing responsibilities should be considered in order to understand the commitment.

The Commission discussed the proposed revisions to the Outdoor Lighting Regulations and the limitations of enforcement with staff. The proposed revisions would bring the current Outdoor Lighting Regulations into conformity with the IDA requirements. The Commission questioned

how lumens are determined for non-residential and mixed-use sites and how the lighting regulations compares to the current regulation. They requested examples of lumen limits for review at the July regular meeting so that they can consider recommending the proposed Outdoor Lighting Regulations to the Town Council for approval. They asked staff to provide an update to the Town Council at their next regular meeting.

Rob Datsko, Dark Sky Committee member said that protected dark skies are becoming extinct across the country, and gave examples of people that visit our area to view the skies. He noted current publications that are available for dark skies education and said that once the natural resource is recognized, conformance is not an issue.

Planner Coburn commented that Dark Skies are identified as a vital resource in the recently adopted Master Plan.

APPROVAL OF THE MINUTES

4. Approval of the Minutes from the Meeting of May 28, 2019

ACTION:

Commissioner Liske moved to approve the Minutes from May 28, 2019. Councilor Cheek seconded the motion, with Commissioner Liske abstaining, and it carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk