

**TOWN OF WINTER PARK
PLANNING COMMISSION
Monday, April 7, 2014**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Dick Norman, Jonathan Larson, Susan Keck, Charles Banks, Brad Holzwarth, and Cliff Anderson.
- III. Commissioner Holzwarth moved, and Commissioner Keck seconded a motion to approve the minutes of February 11, 2014. Motion carried: 6-0.
- IV. NEW BUSINESS:

A. Single Family Design Review – Vito Residence – 626 Forest Trail

Planner Shockey gave his staff report.

This is going to be a two story single family home that encompasses approximately 3,322 square feet of finishable floor area including a two-car garage. The structure has been approved by the Alpine Timbers HOA Design Review Committee. A material board was presented.

The DRC reviewed the single-family design and site plan on March 31, 2014 and recommended approval with the conditions outlined in the staff recommendation.

Staff recommended the Planning Commission approve the single-family design and site plan for Lot 29, Alpine Timbers Subdivision with the following conditions:

- Prior to building permit, the applicant shall provide town staff with a cut-sheet of the proposed light fixture. The fixture shall be dark-sky compliant.
- Prior to building permit, the applicant shall amend the site plan to bring the driveway into conformance with the Standards.
- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family Deposit Agreement.
- Approved drainage and erosion control shall be in place prior to site preparation, during construction, and through successful revegetation.

Discussion was held. Owner was out of state.

Commissioner Keck moved, and Commissioner Banks seconded to approve the Single Family Design Review for 626 Forest Trail – Vito Residence with conditions listed. Motion carried: 6-0.

B. Winter Park Water and Sanitation District – New Garage – 1540 Winter Park Drive

Commissioner Banks recused himself because he is member of their board.

Planner Shockey presented his staff report.

The applicant, Winter Park Water and Sanitation District, is proposing to construct a three bay garage at the wastewater treatment plant on Winter Park Drive. The proposed building would be constructed on the east side of the existing parking area. Mike Wageck, Wastewater Superintendent was present for any questions.

In March 1997, the Planning Commission approved the design of the new wastewater treatment plant at 1540 Winter Park Drive. The Commission reviewed the original design with the following concept that still applies today for the area. "The concept for the architectural design of this building was not to attempt to make an architectural masterpiece of the building itself, but, rather to use berms and landscaping to camouflage the building from Winter Park Drive since the treatment plant and operations building is located in an industrial setting". In 1999 and 2008, the Planning Commission approved an expansion of their existing facilities.

The proposed garage will have a minimal effect on the overall character of the site, which is currently a dirt parking lot. The structure is located entirely below the roadway surface of Winter Park Drive. Visibility from Hwy 40 is limited due to distance between the highway and structure and the trees that remain along the highway. The area most impacted would be the Fraser River Trail, which has a picnic area directly east of the proposed garage. The applicant has added three windows to the east side of the structure to break up the wall and add visual interest to it.

The proposed colors for the structure comply with the Design Regulations and Guidelines. The applicant will use the same material as currently exists on the other buildings in the complex; beige colored cement block, tan colored corrugated metal siding and a forest green metal roof.

The DRC reviewed the garage design and site plan on March 31, 2014 and recommended approval with the conditions outlined in the staff recommendation.

The proposed design meets the requirements of the Design Review Guidelines if the comments from the 1997 Planning Commission are taken into consideration. Staff recommended approval of the design with the following conditions:

- Prior to building permit, the applicant shall provide town staff with a cut-sheet of the proposed light fixture. The fixture shall be dark-sky compliant.
- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix.
- Approved drainage and erosion control shall be in place prior to site preparation, during construction, and through successful revegetation.

Commissioner Larson moved and Commissioner Anderson seconded the motion to approve the Winter Park Water and Sanitation District, new garage at 1540 Winter Park Drive with conditions listed. Motion carried: 5-0.

This will go to Town Council on May 6, 2014; because of the zoning district.

Discussion was held about the pros and cons of changing the Board of Adjustment. It was decided to move it forward to the Town Council based on the points raised in the staff report.

VI. STAFF UPDATE

- *Zoning Practice* – February 2014

Upon a previously adopted motion, the meeting was adjourned at 8:29 a.m.