

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, February 11, 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, Alex Buhayar, Brad Holzwarth, and Cliff Anderson.
- III. Commissioner Anderson moved, and Commissioner Keck seconded a motion to approve the minutes of January 14, 2014. Motion carried: 7-0.
- IV. NEW BUSINESS:

- A. Cooper Creek Electronic Message Board Change Request.

Planning/Building Tech Evans presented her staff report.

The Town has received a request for approval of a change to shorten the time of each message on the Electronic Message Board at Cooper Creek Square. Currently the time is no less than 10 seconds and they would like to lessen that amount.

With Electronic Message Boards becoming more popular there have been many studies done on their safety for drivers. Studies from reputable organizations such as Virginia Tech Transportation Institute, Tantara Associates and even the Federal Highway Administration have found that digital signs are appropriate along the nation's roadways.

Staff recommended the Planning Commission approve the shorten message time for Cooper Creek Square Electronic Message Board with the following condition –

- 1. The time limit between messages shall be between 4 to 10 seconds.

Mark Hanna the representative for Cooper Creek was present to answer any questions from the Commission.

Discussion was held and Commissioner Holzwarth commission thought it might make the town be too commercial if all the signs in the downtown went electronic

Commissioner Larson moved, and Commissioner Anderson seconded to approve the Electronic Message Board change request for Copper Creek. Motion carried: 6-1.

This will go to Town Council on February 18, 2014.

- V. OLD BUSINESS:

- A. Eagle Wind Condominiums Preliminary Plat (Case No. 2013-090-PP)

Planner Shocky presented his staff report.

Cabin Properties, LLC applied to the Town of Winter Park to replat Whistlestop Townhomes, a 22-unit townhome project located west of the Post Office on Lions Gate Drive. The proposed development would consist of 35 condominiums, 28 two-bedroom units, and 7 three-bedroom units. There are four existing townhomes that would remain as currently platted. The zoning on the property is Destination Center District (DC), which permits this type of use.

The Planning Commission reviewed the Preliminary Plat on January 14, 2014 and continued the meeting to allow the applicant time to address concerns from the Commission. The concerns outlined at the meeting included –

1. Access
 - a. The Commission wanted an exhibit that shows where the variance request is for the 5% grade for 25' within the first 100' of the intersection with Lions Gate Drive (§3.7.4 of the Standards). The concern was that this might be too steep for cars exiting onto Lions Gate Drive.
 - b. The Commission wanted to see turning templates for a larger vehicle. It was originally requested that a larger vehicle such as a suburban be used.
2. Landscape
 - a. The Planning Commission agreed to the requested variance for landscaping with the condition that the evergreen trees be divided in the following heights –
 - i. 33% - 4'
 - ii. 33% - 6'
 - iii. 33% - 8'
 - b. The Commission requested a phased landscape plan be created so they can understand how the landscaping will be installed over the several years of construction.
3. Lighting
 - a. The Commission was concerned with the project being too dark when homeowners were not at their place. They requested language be added to the covenants that outside lighting (on the garage doors) will be controlled by the HOA.
4. Building Coverage
 - a. The Commission was amendable to the variance request for building coverage but snow storage was a concern that would need to be addressed prior to approving the variance. The Commission requested a snow storage plan be created that shows landscaping, utility boxes, buildings, parking areas and snow storage.
5. Adjacent Owners
 - a. The Commission was concerned with the proposed plan to shed snow from the Building G garage towards Building F. They were also concerned with idea of just removing access into the structure from the south side of Building F without it being approved by the owner of the building. The Commission requested a visual 3D model be created that shows how Building G will be constructed adjacent to Building F.

The Planning Commission discussed the remaining two variances and considered the effect the variances will have on the overall success of the project.

1. The applicant is requesting a variance to exceed the building coverage by 9.94%. If the overhangs are excluded, the overage is only 1.1%. They have attempted to further reduce the coverage by installing patios with a pervious surface and constructing green roofs that may grow grass during the warmer months.
2. The variance from the landscaping was tentatively approved at the January 14 meeting conditional upon increasing the size of the evergreen trees. The applicant has complied with that requirement.

If the Commission is satisfied with the Preliminary Plat, staff recommended approval with the following conditions:

Conditions Prior to Final Plat Review

1. Prior to Final Plat review, the applicant shall provide the turning templates to East Grand Fire District for their review and approval. The applicant shall provide a letter from the District stating their concerns have been addressed and they are satisfied with the proposed development.
2. Prior to Final Plat review, the applicant shall receive approval of the variances from Town Staff. If variances are denied, the applicant shall bring the construction plans into conformance with the Standards.
3. Prior to Final Plat review, the landscape plan shall be amended to include the landscaping along the south entrance into Phase 1 (Building A).
4. The irrigation system shall be reviewed and approved by Grand County Water and Sanitation District No. 1 prior to any Final Plat review.
5. Prior to Final Plat review, the applicant shall add language to the Covenants, Conditions, and Restrictions indicating that exterior lighting will be controlled by the Homeowner's Association.
6. Prior to Final Plat review final copies of the Rules and Regulations, Bylaws and State approved / stamped copy of the Articles of Incorporation shall be provided.
7. The applicant shall provide an executed DIA with cost estimates along with final stamped engineered plans for all applicable improvements prior to acceptance of any DIA and subsequent site disturbance.
8. Prior to Final Plat review, the applicant shall provide a response to questions raised by the Town Engineer in the letter dated December 9, 2013.
9. Prior to Final Plat submittal, the applicant shall submit a letter from CGS stating their concerns have been addressed.
10. Prior to Final Plat review, the applicant shall obtain a letter from the East Grand Fire Protection District stating they have no concerns regarding the

proposed development. Construction Plans shall be modified to include their recommendations.

11. Prior to Final Plat review, the applicant shall obtain a letter from Mountain Parks Electric, Inc. stating they have no concerns regarding the proposed development. Required changes to the electric lines shall be shown on the final construction plans and noted in the DIA.
12. Plat notes shall be added to the Final Plat as noted in the December 5, 2013 letter from Mountain Parks Electric, Inc. The applicant has added the plat note but it was modified from the original language. Mountain Parks Electric, Inc. must provide acceptance of the revised language prior to submittal of the Final Plat.
13. Prior to Final Plat review, the applicant shall amend the construction plans and DIA to incorporate the requirements of the Water and Sanitation District.
14. Prior to Final Plat, the applicant shall obtain a letter from Xcel Energy stating they have no concerns regarding the proposed development. Any required changes to the gas line shall be noted in the construction plans and DIA.
15. Prior to Final Plat submittal, the applicant shall provide a letter from the owner of Building F stating they are satisfied with the proposed design for their parking area.
16. Prior to Final Plat submittal, the applicant shall revise the Preliminary Plat in conformance with the red-marked print dated February 11, 2014.
17. Prior to Final Plat review, the applicant shall create a signature block for the owners of Building F.
18. This proposed project is subject to school impact fees, and the amount shall be calculated prior to Final Plat review.

Conditions Prior to Recording

1. A Certificate of Taxes, shown to be paid in full from the County Treasurer, shall be provided for the subject property prior to the recording of any Final Plat.
2. A digital file of the approved plat must be submitted. The digital file shall be in a format acceptable to the Town's System. Requirements for digital submittal can be obtained from the Town's Planning Department
3. A 14"x18" 911 Address Plat shall be provided prior to recording of any Final Plat.
4. The school impact fee shall be provided prior to recordation of any Final Plat.

The applicants design team was present to answer questions from the Commission.

Discussion was held on all the concerns the Commission had from the January 14 meeting. The Commission was satisfied with the amendments the applicant made to the Plat.

Commissioner Anderson moved and Commissioner Keck seconded the motion to approve the Eagle Wind Condominiums Preliminary Plat with conditions listed above and condition 15 removed, plus the two variances requested for building coverage, and landscaping approved. Motion carried: 7-0.

This will go to Town Council on February 18, 2014.

E. Eagle Wind Condominiums – Multi-Family Design Review

Planner Shockey presented his staff report.

Cabin Properties, LLC has applied to the Town of Winter Park to replat Whistlestop Townhomes, a 22-unit townhome project located west of the Post Office on Lions Gate Drive. The proposed development would consist of 35 condominiums, 28 two-bedroom units and 7 three-bedroom units. There are four existing townhomes that would remain as currently platted. The zoning on the property is Destination Center District (DC), which permits this type of use.

The preliminary plat is scheduled for Planning Commission review on February 11, 2014.

There is currently no active HOA Design Review Board.

The DRC reviewed the design on January 7, 2013 and recommended approval with the conditions outlined in the staff recommendation.

Generally, the proposed design meets the Town's different design guidelines for architecture and landscaping; however, a few issues will need to be addressed prior to Final Plat. Staff recommended approval of the design with the following conditions:

- Prior to Final Plat, the applicant shall revise the outside parking spaces to comply with the 10' x 20' requirement.
- Prior to Final Plat, the applicant shall amend the plat to insure all three-bedroom units have two parking spaces dedicated to the unit.
- Prior to Final Plat, the applicant shall add a plat note stating that all lighting shall meet the Residential Architectural and Design Guidelines of the Town of Winter Park. The applicant will need to reduce the wattage to 75 watts.
- The landscape plan shall be revised to include evergreen trees with a minimum height of _____feet and deciduous trees with a minimum caliper of _____inches. This will only apply if a variance is granted.
- Prior to Final Plat review, the landscape plan shall be amended to remove any landscaping and berms within the Lions Gate Drive right-of-way.
- The irrigation system shall be reviewed and approved by Grand County Water and Sanitation District No. 1 prior to any Final Plat review.

Discussion was held on all of the design guidelines. The applicant design team was there to answer questions from the Commission; they also presented a 3-D version of the plans.

Commissioner Banks moved and Commissioner Larson seconded the motion to approve the design review for the Eagle Wind Condominiums. Motion carried: 7-0.

VI. STAFF UPDATE

- *Zoning Practice* – December 2013
- *Zoning Practice* – January 2014

Upon a previously adopted motion, the meeting was adjourned at 9:19 a.m.