Pagosa Springs Planning Commission
Meeting Minutes – May 27, 2008

I. Call to Order / Roll Call

The Planning Commission meeting was called to order by Vice-Chair Lattin. Commissioners Atkinson and Woodruff were present. Staff Allen and Nigg were present.

II. Announcements

III. Consent Agenda

A. **Approval of the May 13, 2008 meeting minutes** – Cmmr. Atkinson motioned to approve the May 13, 2008 meeting minutes. Cmmr. Woodruff seconded the motion. The motion was unanimously approved.

B. **Hickory Ridge Site Plan Modification** – Staff introduced the request by the applicant, 49 Hickory Ridge Apartments, to review proposed site plan modifications. Staff stated due to site constraints, the applicant has negotiated with an adjacent property owner (Lot A, Block 17, Townsite of Pagosa Springs) to purchase the property located in the southeast corner of the development. Staff stated the revised site plans show the proposed 4,700 square foot community building re-located to the southeast corner of the development, a revised emergency access road with access onto Florida Street, modified apartment building placement and design modifications to the driveway (including parking arrangement). Staff continued to explain the revisions show the emergency access road connecting to Florida Street and the alley. Staff noted per the Hickory Ridge conditions of approval from the April 22, 2008 meeting, the applicant was required to remove the secondary access onto Florida Street. Staff stated discussion presented in the April 22, 2008 staff report addressed driveway grade issues and necessary curb cuts. Vice-Chair Lattin questioned the significance of the 'tot' lot. Project representative, Brad Ash stated the area is simply a children's playground area. Ash additionally stated the proposed community building was reduced to 1,800 square feet in size. Vice-Chair Lattin opened the agenda item for comment. No comment was received. Vice-Chair Lattin closed the item for comment. Cmmr. Woodruff motioned to approve the site modifications as proposed contingent upon the following: (1) driveway grades for the secondary access shall meet requirements as specified in the LUDC. Cmmr. Atkinson seconded the motion. The motion was unanimously approved.

IV. Design Review Board

A. **Folkwest Off-Site Signage** – Staff introduced the request by the applicant, Folkwest Inc., to review proposed off-site signage to promote and direct individuals for the Folk & Bluegrass Festival. Staff stated the event is planned from June 5th thru June 9th and the applicant is requesting the ability to place five (5) off-site signs ranging from 8 to 32 square feet in size. Staff noted in previous years, this festival operated as 'Indiefest' and an application for off-site signage was not submitted. Staff noted similar sign placement is utilized for Folkfest which is scheduled in September. Staff stated the signage was strictly directional excluding the sign located on the Visitors Center sign. Vice-Chair Lattin opened the agenda item for comment. No comment was received. Vice-Chair Lattin closed the item for comment. Cmmr. Atkinson motioned to approve the off-site signage request as submitted. Cmmr. Woodruff seconded the motion. The motion was unanimously approved.

V. Reports and Comments

A. **Staff** – Next meeting June 10, 2008 @ 5:00 p.m.

B. **Land Use and Development Code Update** – Staff stated Clarion & Associates along with market analyst Arne Ray will be in Town on June 10th thru the 12th to discuss and present East Village and Downtown Core design standard modeling. Staff stated the LUDC advisory committee should be prepared to spend time with the consultants on these dates. Staff noted module 2 of the draft code is expected in early June.

C. **Wayfinding Signage, Streetscape Furnishings and Logo Development** – Staff stated Nuszer-Kopatz presented the draft wayfinding and signage, streetscape and logo development plan on April 16th to the Steering Committee. Staff noted the committee met on May 12th to discuss sign messaging, locations and further iterations of the logo. Staff stated the committee will meet again on June 4th to complete the review of sign messaging and finalize the logo concept.

D. **Annexation** – Staff stated due to Town Council's scheduled retreat on May 29th and May 30th the annexation training previously set for May 29th has been cancelled. Staff noted they will work with Andy Hill from the Department of Local Affairs to re-schedule the training session.

Minutes approved: _____
Vice-Chair, Kathie Lattin