



Pagosa Springs Planning Commission

Meeting Minutes for the August 10, 2010

Regular Scheduled Meeting

I. Call to order / Roll Call

Meeting came to order at 5pm with Kathie Lattin, Bobby Hart, Natalie Woodruff and Cappy White present. Teddy Herzog was absent.

II. Announcements

A. *Review of Public Hearing/Meeting general rules of conduct and order.*

Staff shared some documents on proper public meeting conduct. For future meetings the PC decided to;

- ~ Have staff verbally confirm roll call,
- ~ PC to vote by a show of hands and to verbally say aye or nay,
- ~ Have staff check if the minutes are required to be approved by a vote.

III. Consent Agenda

A. *Approval of the July 13, 2010 PC meeting minutes.*

Cmmr Hart motioned to approve the minutes with the addition of Cappy White being in attendance. Natalie Woodruff seconded the motion and the motion was approved unanimously.

IV. Board of Adjustments NA

V. Design Review Board NA

VI. Planning Commission

A. *Backwoods Motorcycle Shop Conditional Use Permit Application.*

Staff presented an application from Backwoods Choppers for a conditional use permit to operate a Motorcycle repair/sales/parts business to be located at 702 San Juan Street. Staff noted the location formerly housed a auto repair business and had been unoccupied for 7-8 years now and the zoning at this location is MU-TC which does not allow auto repair businesses. Prior to February 2009, this property was zoned D-3 which did allow auto repair businesses. Cmmr Woodruff asked if the applicants representative Carlos Calderon, if the business agree to the conditions of approval as proposed. Mr. Calderon confirmed they agree. Cmmr Lattin asked when the winter hours of operation would begin and Mr. Calderon's reply was, after the first snow. Cmmr White had suggested improving the look of the building and Mr. Calderon responded by mentioning that they are tight on funds and want to make sure the business can support property improvements. Cmmr Woodruff motioned to Approve a Conditional Use Permit for Backwoods Choppers to operate a Motorcycle Sales, Parts and Service business to be located at 702 San Juan Street with the following contingencies;

- 1) Provide a Town approved screened/fenced area (or approved wood storage shed) at the north side of the building for storage of motorcycles currently being serviced, parts and Dumpster/Oil container, ect... to ensure all items stored at this location will not be Visible from off the property. A metal storage container can be temporarily used for a maximum of 180 days.
 - 2) Provide Town approved directional signage;
 - ~ directing automobiles to park in the rear of the lot along the west side of the building from the front of the property.
 - ~ a "motorcycle parking only" for the front (Hwy 160 side) of the property.
 - ~ directional signage at the alley to direct vehicles that have entered N. 7th Street form the Hwy.
 - 3) Maintain the Visual appearance of the property at all times. Storage of items unrelated to the business is prohibited. ie building materials, campers, automobiles, ect..
 - 4) Hours of Operation shall be limited to 8a-8p daily.
 - 5) Noise Levels are a major concern thus Excessive revving of engines is prohibited.
- Cmmr White seconded the motion and the motion was unanimously approved.

B. Vacation of Whispering Pines Phase 11 Plat #'s 876 A-C.

Cmmr Lattin excused herself from this agenda item discussion and decision. Staff presented a vacation of a previously platted property that was attached to a Developers Improvement Agreement in which the applicant had asked for the bond to be released in January 2010, prior to any property improvements being started. Releasing the bond voids the DIA, however the plat is recorded with 40 + units and is being property taxed as such. Vacating the plat returns the property status back to vacant land. Staff stated that a letter from the current owner is still expected and required prior to the Town Council meeting on September 7, 2010. Cmmr White motioned to recommend that Town Council approve vacating the Whispering Pines Phase 11 Plat #876A, 876B & 876C. Cmmr Woodruff seconded the motion and the motion was unanimously approved.

VII. Reports and Comments

A. Town Manager – 1. TBD

B. Staff –

1. Town Council Decisions from July6 & August 3 TC meetings:

- a. TC approved to extend the Medical Marijuana Center Moratorium to mirror the states moratorium until July 1, 2011. Second reading on August 26, 2010.*

Cmmr Lattin and Woodruff recommended a description of what is allowed and what is not might be very helpful in explaining the moratorium.

- b. TC postponed a decision on the MOU between the Town, Fire District, County and PAWSD to allow time for Town legal counsel review.*

- c. TC approved allocating funds for a Topographical Map Creation for Reservoir Hill.*

Staff Stated that the topo map will also include the new sanitation plant area and the reservoir hill portion will be used to help in the consideration of additional recreational development on reservoir hill.

2. Planning Department Administrative approvals/applications:

- a. Boundary Adjustment PLAT between 103 & 127 Pagosa Street*

- b. KOCH Lot Consolidation at 318 & 326 S. 8th Street.*

- c. Temp Use Permits.*

Staff asked the Planning Commission if they would like to be briefed monthly on Administratively approved planning department items. The Pc stated they would like to be briefed monthly.

3. General Items:

- a. 4-Way Stop sign to be placed at Piedra & S. 8th Street.*

Staff stated that this new 4-way stop intersection will be complete by the first day of the school year. Cmmr Woodruff questioned the location of the stop signs. Staff stated that last years neighborhood mtgs suggested this intersection for traffic calming. Staff stated that the Town will monitor the success of the new stop signs to ensure the intersection is functioning properly.

- b. Aspen Village Landscaping and Alpha Drive update.*

Staff stated that negotiations are still underway to ensure the developer will secure financial bonding for the Alpha Drive improvements and that some of the required private improvement landscaping will be complete this fall.

- c. Lewis Street Neighborhood input meetings update and future scheduled meetings.*

Staff stated the second of three meetings is next Thursday August 19th in the Comm Cntr from 5:30-7:30p. the participants will be reviewing and redlining a couple street design scenarios. Cmmr Woodruff inquired about some of the buildings that are in the road right of way. Staff stated that through the course of the neighborhood meetings, a solution may be presented.

- d. Discussion on inquiries from Vendors to locate on Town owned property.*

Lengthy discussion regarding if this is appropriate and if the Town should consider limiting vendors from operating in the Town as they may directly negatively affect

permanent businesses. Staff stated that a group is considering suggesting a board walk along the overlook parking lot specifically for vendors.

e. *Discussion on Joint Planning Commission worksessions.*

Staff reminded the PC of next Tuesday's Joint Planning worksession will be held in the Town Hall Council Chambers, August 17 from 5:30-8:30p.

f. *Next Joint TC/BOCC worksession scheduled for August 26, 2010 at noon in the BOCC meeting room.*

Staff stated that this would be beneficial for the PC to attend as the main topic will be the CDOT Highway Access Management Plan which the Town currently uses as a planning document/tool. Richard Reynolds the local CDOT director will be present for questions. Also on the agenda is the current status of the Town to Lakes Trail and addition routes from downtown to uptown.

g. *Transportation Enhancement Grant for S. 8th Street & San Juan Alley Sidewalk connections.*

Staff stated that all indications show that we should see an awards letter very soon. Cmmr Woodruff stated that the S. 10th St & San Juan Alley intersection should be looked carefully as it is historically a dangerous intersection. Staff stated that a neighborhood meeting will be organized and that turning the San Juan Alley into a one way maybe a necessity.

h. *Safe Routes to School December 2010 grant cycle for Lewis Street sidewalks.*

Staff stated that the Town will apply for this grant cycle for the new sidewalk portion the Lewis Street reconstruction project along the 100 & 200 blocks of Lewis Street including the sidewalk connections from Hwy 160 to Lewis Street.

i. *Dumpster enclosure installed at Town Hall.*

Staff stated that we have finally enclosed our dumpster as we require for other developments and the Doors for the enclosure will be installed soon.

j. *Town to Lakes Trail Update.*

We are currently looking at hiring the greenways, the original consultation firm for the trails plan, to help with additional trail routes between downtown & uptown. this would help ensure that if one property owner does not want to allow a trail easement, then another route can be pursued.

k. *New proposed Hospital and Medical Clinic Signs.*

Staff presented the hospitals wish to place an off site sign at the corner of S. Pagosa Blvd and Hwy 160 and for additional directional signs for the emergency room. Staff stated that the off site sign will be located on county jurisdiction property and will need to go thru their approval process. PC all agreed this signage was appropriate for the hospital.

4. *Next Regular Scheduled Meeting, Tuesday September 14, 2010 @ 5:00 p.m.*

VIII. Adjournment

Cmmr Woodruff motioned to adjourn the meeting. Cmmr White seconded the motion and the motion was unanimously approved at 7:15p.

Meeting Minutes approved: _____

Kathie Lattin, Chairperson