



# Planning Commission, Board of Adjustments & Design Review Board Minutes

July 28, 2009 at 5:00 p.m.  
Town Hall Council Chambers  
551 Hot Springs Boulevard  
Pagosa Springs, Colorado 81147

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**I. Call to order / Roll Call –**

The Planning Commission meeting was called to order by Vice Chair Kathie Lattin. Commissioners Woodruff, Herzog and Hart were present.

**II. Announcements NA**

**III. Consent Agenda**

A. Approval of June 23, 2009 meeting minutes. Cmmr. Woodruff motioned to approve the minutes- Cmmr Hart seconded the motion. The motion was approved with Cmmr Herzog abstaining.

**IV. Design Review Board NA**

**V. Planning Commission NA**

**VI. Reports and Comments**

A. Town Manager Mr. David Mitchem (DM) addressed the PC regarding Economic Development and suggested the town has to do business faster, which will effect the planning commission in regards to swift review and decisions for applicants. Faster approvals may help businesses open up for operation sooner. DM asked if the PC would consider special meetings if needed to speed up the process for applicants, and now that the new LUDC allows more administrative approvals, 2 regular meetings a month may not be necessary due to the low # of requests requiring PC review. The planning commission unanimously agreed to accommodate special meetings if they could be scheduled at 5pm on a Tuesdays.

Cmmr Herzog commended DM for taking the initiative and the bog box issue. Cmmr Herzog also stated that he would like to see future development continue to fit into the Town master plan and asked if there is a way to articulate the Master Plan to the public & businesses. He suggested that we need to be clear on what the Master Plan can do for the future development of Pagosa Springs and that new development should show us how they fit into the Master Plan.

Cmmr Woodruff suggested developing a Master Plan computer generated fly over or drive thru illustration to help the public understand the vision and benefits of the Plan with illustrations of building materials and types of businesses allowed for specific zone districts.

Cmmr Hart asked for clarification on what a local bidder is defined as in the Development incentive proposal, expressing concern a big developer can come in from out of town and rent a space for only the duration of a bid cycle or project. DM stated if the Developer was here prior to July 1, 2009 they would qualify.

Vice Chair Lattin expressed concern that the incentives should be town wide not geared in favor of just Down Town and questioned what will be the base drivers for determining that a business has actually increased from previous years to be eligible for the incentives. Vice Chair Lattin asked if Bart Mitchell from the Archuleta County Economic Development Association (ACEDA) could help explain the concept. DM said he would contact Bart Mitchell from the ACEDA to either touch base with Vice Chair Lattin or present to the PC. Vice Chair Lattin also asked about the development fee waivers, are they for Final Certificate of Occupancies (CO) or Temporary Certificate of Occupancies (TCO). DM state the fee waivers are for Final CO's noting there may be some challenges with TCO due to finishing landscaping requirements in December (which is always the last phase of all construction projects to be completed).

DM asked the PC to support the Economic Development incentive plan proposal with in the community or lets work thru concerns. DM noted this plan is the first step of many to help economic development in Pagosa. Town Council will hear the 2<sup>nd</sup> reading of the Economic Development Incentive Plan for consideration of approval at their regular scheduled August 4, 2009 meeting.

**B. Staff**

1.Next Meeting August 11, 2009 @ 5:00 p.m.

2.DM notified the PC of Chair Tracy Bunning intent of submitting his resignation effective after the August 11, 2009 meeting, and mentioned there were efforts underway to convince him to stay on the PC. If unsuccessful, the Town will begin advertising for the vacancy.

**C. Planning Commission**

NA

**VII. Adjournment**

Cmmr Hart motioned to adjourn the meeting at 6:15 pm, Cmmr Woodruff seconded the motion and was unanimously approved.

Minutes approved: \_\_\_\_\_  
Vice Chair, Kathie Lattin

DRAFT