

**Planning Commission, Board of Adjustments & Design Review Board**  
**Special Scheduled Meeting Minutes**

**Thursday, April 4, 2013 at noon**

Town Hall, Council Chambers, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147

---



- I. order / Roll Call – Commission Chair Lattin, Commissioner Parker, Commissioner Woodruff, Commissioner Maez, Commissioner White (present by phone, approved by board)
- II. Announcements
- III. Approval of Minutes  
A. Approval of March 19, 2013 Planning Commission Meeting Minutes – The minutes were approved as read.
- IV. Public Comment  
A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda - None
- V. Planning Commission  
A. Headlines by Carmen Business Update - Mrs. Carmen Ferguson had opened a business in a residential area, but are not living the home. This is a violation of the LUDC and notice of violation has been sent to Mrs. Ferguson to cease her business at this location.
- VI. Board of Adjustments  
A. Front yard building setback variance application request for Block 68, Lots 2A-1, 2A-2, 2A-3, 2A-4 and 2A-5 in the Jackson Minor Subdivision - This item is a continuation from the March 19<sup>th</sup> meeting due to a tie vote at that meeting. The applicant has requested a variance to reduce the front setback from 20 feet to 10 feet, as part of the Major Subdivision Sketch Plan Application for Townsite of Pagosa Springs, Block 68, Lots 2A-1, 2A-2, 2A-3, 2A-4 and 2A-5. The 5 properties are all zoned Mixed Use Residential (MU-R), which according to LUDC section 5.1.3, the front yard setback for MU-R is 20 feet. The homes on the west side of the alley are R-12, rear setbacks are supposed to be 10 feet, however some of those on the west side are right on the property line. Currently the alley is 20 feet wide, and there is a 15 foot easement for the sidewalk trail. They are proposing to install a fence along the sidewalk trail and would like to move the structures within 10 foot of the fence line rather than a 20 foot setback. Because of a land swap some time back, the 15 foot trail easement was moved from along the river to along the alleyway, this being considered, the development could be much closer to the alley than proposed. Commissioner Woodruff asked for clarification regarding on-street parking. Mr. Brad Ash, applicant's representative with Reynolds and Associates, said there are additional parking provided on-site, plus four spaces for guest parking. He said there will be no parking in the alleyway, and there will be a one-way within the development. Commissioner Lattin said she prefers the one-way into the development be at the south side of the property. The snow removal on the sidewalk will be the responsibility of the property owner. Mr. Ash said most alleyways in Pagosa Springs are 20 foot wide, this alley is 20 foot wide, plus a 15 foot trail easement, and feels this is sufficient to have a less setback. Commissioner Woodruff would like to tie a compromising 15' setback in exchange for limiting the number of units to 14. This acreage is allowed 18 units per acre, and this land is two acres allowing up to 36 units total. Commissioner Parker agrees with the compromise of limiting the number of units. Mr. Ash said the one way vehicular study was completed by Davis Engineering and believes there is no issue with traffic. Commissioner Lattin said that streets department supervisor Chris Gallegos had a few concerns with snow shedding, she would like to push back the development as

far as possible. Mr. Ash said without the easement swap there could be a building built right at the compromised 15' agreement. He said the developer is making improvements to the alley and the fire and police department are in favor of the one way. He said the snow shed will not go over the six foot fence that will run along the alley sidewalk. Commissioner Lattin said several developers have asked for changes to their property and none have completed their development, and the next developer wants small changes to fit their ideas, and with each of the changes makes the development out of the town's codes. Commissioner Parker spent some time on the property and believes that the neighbors will not have their views blocked. He said it does not seem tight in the alley and said the 15' setback will not make a difference in the views. Commissioner Woodruff moved to grant a 15' setback to the proposed development as long the development retain a maximum of 18 units and if more are proposed the 15' setback agreement will be withdrawn, Commissioner Parker, motion passed with two nay (Commissioners Lattin and Maez).

**VII. Design Review Board**

**VIII. Public Comment**

A. Opportunity for the public to provide comments and to address the Planning Commission on items not on the Agenda - None

**IX. Reports and Comments**

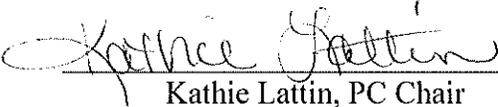
A. Town Manager.

B. Planning Department Report.

C. Planning Commission – There have been some interest but no letters of intent to join the planning commission.

D. Upcoming Schedule Town Meetings – The next meeting will be April 16<sup>th</sup>. Commissioner Lattin would like to discuss the ability of members to call in or join by remote.

**X. Adjournment - Upon motion duly made, the meeting adjourned at 12:55pm.**

  
Kathie Lattin, PC Chair