



## Pagosa Springs Planning Commission

### Regular Meeting Minutes for the June 14, 2011

#### I. Call to order / Roll Call:

Meeting came to order at 5:00pm with Kathie Lattin, Bobby Hart, Natalie Woodruff, Cappy White and Ron Maez were present.

#### II. Announcements:

Staff announced that TC appointed two New regular Planning Commission Board Members; Mr. Ron Maez and Mr. Cameron Parker have been appointed as regular board members to four year terms, commencing on July 01, 2015. Natalie Woodruff has been appointed as an Alternate Planning Commissioner, to serve the remainder of her regular member term (July 01, 12).

#### III. Approval of Meeting Minutes:

A. The April 12, 2011 and May 10, 2011 regular PC meeting minutes were accepted by the PC.

#### IV. Board of Adjustments:

##### A. Request for a Guest House on Lot 25, 110 JJ Junction of Piedra Estates.

Staff presented an informal request for PC opinion, regarding building a detached guest home on Lot 25 in Piedra Estates. Staff noted that the original CC&R's for the subdivision did not allow a detached home on this lot and that the current LUDC also does not permit a detached guest home on this lot. Staff was asked to look into former zoning designation of Piedra Estates prior to the current zoning that was adopted in February 2009. Staff was also asked to provide a definition of "attached dwellings".

##### B. Way Finding Sign Height Variance request.

Staff presented information regarding a sign height variance that will be presented at the July 12, 2011 PC meeting. The reference sign is a new Vehicular Directional Sign proposed to be located along the south side of Hwy 160, approximately 440' west of S. Pagosa Blvd and directly north of the Doddie Cassidy Medical Building. The proposed height is 25' tall. The LUDC restricts sign height in the area to 20' tall. Staff noted that the request for variance requires public notice and public hearing. The proposed sign is similar to the vehicular directional sign installed last year at the SW corner of Hot Springs Blvd and Hwy 160.

#### V. Design Review Board NA

#### VI. Planning Commission

##### A. Historic District Sandwich Board Sign Guidelines amendment recommended by the HPB.

Staff presented a recommendation from the Historic Preservation Board (HPB) regarding new allowed sandwich Board sign dimensions and placement within the Historic District. The HPB is recommending that Town Council "approve changing the Historic District sandwich board (SB) sign guidelines to allow SB sign structures to be no wider than 22" and no taller than 48", sign size on the structure to be no wider than 22" and no taller than 28" per side and SB sign location shall be limited to against the business building wall". The resulting new allowable square footage would be 4.16 square feet in size. Staff noted the intent for the increase in size was to allow businesses to display a more noticeable size SB sign while being sensitive to trip hazards and clear pedestrian walkways. PC discussed the HPB recommended SB sign change and questioned if it is necessary to limit the Historic District businesses from displaying the same size SB signs as allowed for other town businesses (5 sq ft per side). The PC discussed that the SB sign .84 square foot difference per side was negligible. Natalie Woodruff motioned to "recommend the HPB re-

consider their recommendation and to allow Historic District businesses the same size allowance for SB signs as other businesses located in town". Ron Maez seconded the motion and the motion was unanimously approved. The PC also recommended that staff look into having the Town's Parking Patrol enforce the placement of SB along buildings in the Historic District.

**B. Discussion on CITYWORKS software program.**

Staff presented initial information regarding the CITYWORKS program that has the ability to accept development applications online, accept digital plans, route info to entity's requiring approval, ect which is all consistent with the current direction from the joint planning work sessions to provide a user friendly system for submitting development applications and providing quick efficient approval from all concerned entities. PAWSD has approved purchasing the program and hiring a technician to develop the program relative to PAWSD's needs as a asset management tool. PASWD has offered a possible shared cost scenario to share the user stations included in the software purchase as well as for technician time. Staff will present new info as it becomes available.

**C. Amendment to section 3 of the LUDC Users manual, concerning Plat Language.**

Staff presented a recent discussion with the County Clerk and County Assessor regarding the challenges that are being experienced in searching for Plat titles. The current Plat Title guidelines were the result of a recommended by a committee and have been adopted as part of the adopted 2009 LUDC. Staff, the County Clerk and Assessor will be meeting soon to develop recommend changes to the Plat Title requirements in the LUDC user manual to better the searchability of plats in the Clerks office.

**VII. Reports and Comments**

**A. Town Manager – NA**

**B. Staff –**

**1. Town Council Decisions:**

**a. 06.07.11**

- ~ TC appointed two New Regular Planning Commissioners and approved Natalie Woodruff as an Alternate Planning Commissioner.
- ~ TC approved the first reading of Ordinance No. 762, Extending a Moratorium for processing Licenses for Medical Marijuana Businesses thru Sept. 01, 12.

**2. Planning Department:**

**a. Lewis Street reconstruction update.**

Staff presented that the Lewis Street reconstruction project should begin soon. With the delayed start of the project, the contractor will be asked to ensure that if they start the 300 block this summer, that it will be finished prior to the start of school. Staff is finalizing the coordination of required construction easements and right of way easements. Also, pedestrian lighting will be added along the school property and at the 4 corners of the Lewis Street and 3rd Street intersection.

**b. Town to Lakes Trail update.**

Staff presented that the Greenways Team Inc has finished their final proposed Town to Lakes Trail Master Plan. Town staff will be presenting the final Master Plan to the BOCC and TC at upcoming meetings for their adoption approvals. Staff has been contacting affected property owners regarding route selection and alignments, to gauge their support of the project. Staff's recommendations will include;

- 1) First priority segment should be the section along the south side of Hwy 160 between Piedra Road and Pinon Causeway. This will provide a highly visible section of trail and will connect existing infrastructure at Harman Park and Aspen Village as well as two pedestrian crossing points at Piedra and Pinon Causeway.

2) The CDOT Transportation Enhancement Funds (\$250,000) awarded for the S. 8th Street and the San Juan Alley sidewalk will be recommended to be considered for reallocation for a sidewalk along the south side of Hwy 160 between 8th Street and 10th Street. This will begin to prepare the 8th Street intersection for the 2014 intersection improvement. With a tree planting strip incorporated, this will improve the presentation of the west entrance to downtown and will provide a traffic calming feature. CDOT will ultimately have to approve the reallocation of these funds. During the neighborhood input work sessions, there had been identified additional constraints in the SJ alley for the addition of a sidewalk.

c. Way finding sign update.

Staff presented that a subcommittee of the TTC has been working on prioritizing the next signs to be constructed this year from the Town's Way Finding sign plan. Included in this years projects:

- 1) New Light Pole Banner program along Hwy 160 in Downtown, along Hot Springs Blvd bridge and along the River Center entrance to town.
- 2) Welcome to Pagosa Springs monument signs (one located at the west entrance and one located at the east entrance to town) may see upgrades including a pole for a colorful light pole banner, and upgraded Pagosa Name Plate
- 3) A new vehicle directional monument sign uptown is proposed for the west entrance to town along the south side of the hwy just north of the Doddie Cassidy Medical building.

d. Geothermal projects update.

Staff presented the following.

Town's District Heating System: Currently the one response to the RFP that had been advertised for the Town's "Geothermal Heating System" is still waiting on some clarifications from the respondent. Staff will keep the PC informed as to the resulting decision to move forward or to revise and re-write the RFP.

Geothermal Greenhouse Partnership project: The GGP has been investigating and applying for grants that can help get the project off the ground.

Geothermal Resource Assessment scope of work: The scope of work approved to be commissioned by the Community Development Corporation has been completed. A copy of the scope of work recommendations are attached. TBD when and how to proceed.

e. Sidewalk Improvement Initiative update.

Town staff is looking into funding options with CDOT for the replacement of denigrated curb and gutter sections along the indentified portions of sidewalk for replacement or installation. Staff had hoped to proceed with the sidewalk improvement initiative quickly, however if the opportunity to replace the curb and gutter exists, staff recommends we wait to coordinate with the sidewalk installation. Also, infrastructure for future new street/sidewalk lighting may be incorporated into the project.

3. General Items: NA

4. Upcoming scheduled meetings:

a. Next Regular Scheduled PC Meeting, Tuesday July 12, 2011 @ 5pm in Town Hall.

b. Next Joint Planning Commission Work Session is Tuesday July 12, 2011 @ 6pm or immediately following the Town PC meeting in Town Hall.

c. Next Town Council Meetings, Thursday June 23, 2011 at Noon in Town Hall  
and Tuesday July 05, 2011 at 5pm in Town Hall.

*C. Planning Commission -*

**VIII. Adjournment**

Cmmr Hart motioned to adjourn the meeting at 6:10pm, Cmmr Woodruff seconded the motion which was unanimously approved.

Meeting Minutes approved: \_\_\_\_\_

Kathie Lattin, Chairperson

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