



**Planning Commission, Board of Adjustments & Design Review Board  
Special Scheduled Meeting Minutes  
Tuesday, June 25, 2013 at 5:15 p.m.**

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

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- I. Call to order / Roll Call** – Commission Chair Lattin, Commissioner Adams, Commissioner Maez, Commissioner Martinez, Commissioner White
- II. Announcements**
- III. Approval of Minutes**  
A. Approval of April 30, 2013 Planning Commission Meeting Minutes – 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. Board of Adjustments**
- VI. Planning Commission**  
**A. Wyndham Vacation Resorts Redevelopment application for east wing of building, located at 42 Pinon Causeway** - In August 2012, the Planning Commission approved the demolition of the viewing tower, demolition of the east wing of the Wyndham Check-in Facility and the rebuilding of the east wing for their real estate offices. Town Council subsequently approved the Planning Commission's recommendation for Wyndham's re-development application. Since then, Wyndham has purchased and is in the process of remodeling 305 Village Drive for their real estate offices, removing the applicants need to rebuild the east wing at this time. Wyndham's new proposal now excludes the rebuilding of the east wing, and instead, proposes landscaping the foot print area of the proposed demolished east wing. Commission Chair Lattin recommends the bond be 50% of the total project or \$28,500. Mr. Mike Davis said the company is encouraged to complete the landscaping immediately after demolition. He suggests the time to complete would be estimated at 90 days. **Commissioner Maez** moved to approve a recommendation for Town Council to approve the Re-Development Permit for Wyndham Vacation Resort, Inc with a \$28,500 performance bond requirement, and the condition the redevelopment is completed within 90 days after the start of demolition, **Commissioner Martinez seconded**, motion carried with two nays (Commissioner Adams and White).
- B. Preliminary Major Subdivision Application for Cobblestone Townhome project, located at 651 S. 4/5th Alley** - The Town has received an application for a Major Subdivision Preliminary Plan for the Cobblestone Townhome project proposed to be located at 651 South 4/5th Alley, Block 68, Lots 2A-1, 2A-2, 2A-3, 2A-4 and 2A-5 of the Jackson Minor Subdivision amendment 2010. The applicant, Jack Searle, is proposing a townhome development with a total of 14 new dwelling units. Currently, there are two dwelling units in one duplex structure being completed as part of a previously issued building permit issued for lot 2A-5, prior to the applicant's original sketch plan application. An additional 12 dwelling units are proposed. The development will include privately owned townhomes with commonly owned property managed by a homeowners association. On March 19, 2013, the Planning Commission approved the sketch plan application and found the application to be in substantial compliance with the sketch plan approval criteria in LUDC section 2.4.3.C.3(ii)(1) approval criteria, with conditions of approval. The applicant also received an

approved variance on April 4, 2013 from the Planning Commission for a reduced setback along the alley side of the property, allowing for a 15 foot setback instead of 20 feet. Mr. Brad Ash representing the owner said some changes made since the sketch plan submission includes removal of proposed gates, two way travel within the development, and drainage design for the alley. Easement along the river is in place for fisherman access and utility easements along the alley have been obtained. Planning Director Dickhoff listed several items that are required for the development or had been brought up during the sketch plan application. He explained each item has been addressed and completed to the LUDC standards or are in the process to be completed prior to final approval. The Planning Commission reviewed the exterior building elevations materials. Mr. Ash explained the developer would like to begin Phase 2 in July and this phase will complete the alleyway. The DIA will give the developer one year to complete the alleyway. Phase 3 estimated to begin late summer or early spring will complete all interior roads. Mr. Joe Martinez asked about the gas line easement. Commissioner White moved to approve a recommendation for Town Council to approve the Major Subdivision Preliminary Plan Application for the Cobblestone Townhome project located on the property known as Block 68, Lots 2A-1, 2A-2, 2A-3, 2A-4 and 2A-5 in the Jackson Minor Subdivision, finding the application to be in substantial compliance with the LUDC, with the following conditions of approval:

1. Applicant has met requirements in the LUDC for building elevation requirements.
  2. The following are required prior to or at the time of Final Plan Application Submission:
    - a. Approval from Town Council for a utility and drainage easement along the northern boundary of Yamaguchi Park.
    - b. Approval from Town Council for a public utility easement at the NW corner of the 4/5th Alley and S. 5th Street.
    - c. Provide evidence of approval from PAWSD for water service location, design and connection.
    - d. Provide evidence from PSSGID for sanitary sewer location, lift station design and connection.
    - e. Provide fire hydrant requirement determination and approval.
  - f. Approval from Town Council to convert the 4/5th Alley into a one way Alley, traveling from north to south, as well as any financial or in kind assistance for the alley improvements.
  3. The following are required prior to recordation of the Approved Final Plat:
    - a. Execute Developers Improvement Agreement and required financial security with the Town for the 4/5th Alley improvements.
    - b. Provide Property Owners Association Codes, Covenants and Restrictions (CC&R's).
  4. The following are required prior to or with the submission of Building Permit application:
    - a. Provide copy of the stormwater discharge plan and permit obtained from the State of Colorado, at the time of Building Permit Application.
    - b. Provide Flood Plain Elevation certificate with building permit submission.
- Commissioner Maez seconded, unanimously approved.

## **VII. Design Review Board**

**A. Major Design Review Application for Tractor Supply Company Retail Store, located at 205 US Hwy 84** - The planning department received a development application for "Major Design Review" on May 17, 2013 from Tractor Supply Company for the development of a 22,000 sq ft retail store proposed to be located at 205 US Hwy 84. Mr. Rick Wilson is the developer of the

tractor supply and Mr. Rob Harries engineer with Goff Engineering said from the seven items needed for approval all but three have been completed. Mr. Harries said there have been changes to the snow storage capacity to meet LUDC requirements, revised landscaping plan to include 20% as required, updates to elevations, and a lighting plan. The existing roadway from Hwy 84 will be widened to 50' wide and a sidewalk installed along the southern property line of the roadway. The Tractor Supply will be responsible to maintain the road, but it will be built to Town standards. Utilities extension and storm water system completed and landscaped. The exterior fencing can be clad with black vinyl or galvanized with slats to shade sight into the outdoor area. Commission White suggests the building be upgraded from the current cookie cutter design to raise the bar for the Pagosa Tractor Supply building, perhaps increasing the desire for commercial development in the area. The parking areas are all 10x20 and the aisles are 24 feet wide. The monument sign near Hwy 84 will be reviewed administratively to comply with LUDC.

Commissioner Maez moved to approve the Tractor Supply Company Major Design Review application with the following items to be confirmed administratively for approval unless planning director deems it necessary to come back to the DRB for approval:

1. Provide an update to landscaping plan with tree species, caliper and height.
2. Provide a revised snow storage exhibit showing substantial compliance with LUDC section 6.3.3 not utilizing the south side of the access road and not impeding the trail easement along Hwy 84.
3. Paint the exposed mechanical duct work on the west side of the building to match the building color.
4. Provide sidewalk/trail easement along the Hwy 84 frontage at a width to be determined.
5. Provide at least one bike rack approved administratively.

Prior to Building Permit Issuance:

1. Evidence of approval of CDOT Access Permit
2. Provide Storm Water Management Plan and approved State Storm Water Discharge Permit
3. Provide final approval of connection to Sanitation Sewer system from PSSGID
4. Provide final approval of connection to Potable Water system from PAWSD
5. Direct the applicant to consider a monument freestanding sign instead of a pole sign and to submit sign permit for approval.

Commissioner Martinez seconded, unanimously approved.

Planning Director Dickhoff said Mr. Goodman is working with other property owners in the area to allow for a trail easement onto Reservoir Hill and trail connectivity in the future.

## **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 – The Town Council did not approve the grant application for the McCabe Creek Culvert. They did approve a CDOT RAMP application for the Hwy 160 sidewalk improvements. The 8<sup>th</sup> Street trail along Hwy 160 will begin this year.

C. Planning Commission

D. Upcoming Town Meeting Schedule – July 9<sup>th</sup> 2013. Consideration regular meeting schedule for 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.

**X. Adjournment** - Upon motion duly made, the meeting adjourned at 8:09pm.

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Kathie Lattin, Commission Chair