



Town of Pagosa Springs
Planning Commission, Board of Adjustments & Design Review Board
Regular Scheduled Meeting Minutes
January 13, 2015

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

- I. **Call to Order / Roll Call:** Commission Chair Kathie Lattin called the meeting to order at 5:30 PM. Commissioners Ron Maez, Peter Adams, Heidi Martinez and Cameron Parker were present. Commissioners Natalie Woodruff were absent. Also present were Planning Director James Dickhoff.

- II. **Announcements:** Planning Director Dickhoff announced that the Town Council has modified their mid-month Thursday Meeting time to 5pm for 2015 instead of the previous noon meeting time.

- III. **Approval of Minutes:** Commissioners tabled the approval of the November 18, 2014 meeting minutes until the next meeting.

- IV. **Public Comment:** None Received.

- V. **Board of Adjustments:** None

- VI. **Planning Commission:**
 - A. **Annual Election of Town Planning Commission Chairperson and Vice Chairperson.**

Kathie Lattin motioned to elect Ron Maez as Planning Commission Chair Person for 2015. Heidi Martinez seconded the motion which was unanimously approved.

Kathie Lattin motioned to elect Heidi Martinez as the Vice Chair Person for 2015. Ron Maez seconded the motion which was unanimously approved.

 - B. **Establishment of Annual Town Planning Commission Meeting Schedule, Day, Time and Place.**

Kathie Lattin motion to set the regular Town Planning Commission meetings for the Second and the Fourth Tuesday of each month, at 5:30pm to be conducted in the Town Hall Council Chambers in Town Hall, located at 551 Hot Springs Blvd. Heidi Martinez seconded the motion which was unanimously approved.

 - C. **LUDC revisions for Building Design Criteria versus the current prohibition on Metal Sided Buildings.**

Staff discussed an analysis of potential LUDC revisions. The PC members directed staff to bring additional LUDC revision options back to them for consideration at the January 27th meeting. They also directed staff to include one option that allows metal siding as a secondary siding material for up to 35% of the façade and include language that represented flexibility as determined by the reviewing board during design review that would potentially allow for additional metal siding architectural features.



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D. LUDC revisions for allowable uses of Cargo Shipping Containers.

Staff discussed an analysis of potential LUDC revisions. The PC members directed staff to bring this item back to them on January 27th, since there were last minute additions to the staff report.

VII. Design Review Board: None

VIII. Public Comment: None Received

IX. Reports and Comments:

A. Town Manager – None.

B. Planning Department Report – Planning Department Director Dickhoff provided the following report to the Commission:

TOWN COUNCIL REGULAR MEETINGS: Town Council recently changed their regularly scheduled meetings to the first Tuesday of each month and the third Thursday of each Month, both now evening meetings to be held at 5pm, in the Town Hall Council Chambers. Town Council also has a planned Town Council work session on January 15th to discuss policy matters.

HISTORIC PRESERVATION BOARD (HPB) UPDATE: The Next HPB meeting is on January 14, 2015 at 5:15pm in Town Hall.

8TH - 10 STREET SIDEWALK AND TRAIL PROJECT: The 200 lineal foot trail segment along the library property has been recently completed. The remaining portion of the east phase trail to 10th Street will occur in 2015. At the request of the Library, Town Council approved installing the trail segment along their property this year, and awarded the 200 lineal foot concrete trail project to Hart Construction. The remaining portion of the trail between 8th Street and 10th Street will be constructed in early 2015.

WEST PHASE TOWN TO PAGOSA LAKES TRAIL PROJECTS: The 3600 lineal foot West Phase trail project plans have received preliminary approval from CDOT. Final Plans are expected to be submitted by the end of February 2015 with advertisement for bids expected in early summer, depending on easement acquisitions. Construction is expected in 2015.

MAJESTIC DRIVE CMAQ PAVING PROJECT: The Majestic Drive paving project has been substantially complete. Lane stripping will occur in the spring 2015. Staff is experimenting with a newer enhanced hydro seed product, that is hoped will provide a more consistent establishment of re-vegetation. We have experience challenges with re-vegetation due to our local soil conditions. The paving project was extended an additional 400 lineal feet to just north of Square Top Circle to fully utilize the awarded CDOT CMAQ dust mitigation funding. The project is still anticipated to be well under budget. The project provided 2200 lineal feet of new asphalt paving on Majestic Drive.

6TH STREET PEDESTRIAN BRIDGE: The 6th Street bridge project has been shut down for the winter, however, the Contractor is allowed to continue work as they can during periods of good weather. It does appear the south ramp sidewalk will be poured in the near future, which will allow for the south ramp railing welding to begin. Once the welding is complete and weather allows, column stone veneer installation can begin depending on weather conditions.



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Once the veneer is completed, the bridge can be opened to the public. Landscaping and grading will commence in the spring of 2015.

WALL MART: Walmart has recently opened Alpha Drive to the Public, with some improvements yet to be completed along the eastern edge side of Alpha Drive. The Town Planning Department will be inspecting the Parking Lot Lights for compliance with the Town's LUDC exterior lighting regulations within the next week. It is expected that Walmart will request a Temporary Certificate of Occupancy (TCO) that will allow them to begin accepting merchandise inventory and setting up the store interior, in preparation for the grand opening before April 1st. To be eligible for a TCO, the Building Official will inspect the project to ensure no life safety issues are outstanding. Also, the project Landscaping will not be able to be installed until the Spring of 2015, which will require Walmart to submit a Performance Bond equal to the expenses with completing the entire landscaping plan. Staff continues to work with Walmart to remedy line of sight issues from an existing residence to the south loading dock. This was identified after the screening wall was installed and appears that additional off site landscaping will remedy the view screening issue.

COBBLESTONE TOWNHOME PROJECT AND YAMAGUCHI LANE: The Cobblestone Townhome project located on the improved 4th/5th Alley is still progressing. Signage for the to be one-way alley is expected in the near future. Yamaguchi lane will then be a one-way street, north to south direction.

CDOT TAP FUNDS AWARDED: The Town has been awarded approximately \$260,000 in CDOT TAP funds for the Town To Pagosa Lakes trail segment between Centerpoint Church and Piedra Road intersection with Hwy 160. Staff will be looking at additional grants to partner with this award, for the full estimated 1.1 million dollar project. GOCO and State Trails will be contacted for grant opportunities.

RIVER WALK CONDO PROJECT AND 4TH/5TH STREET RIVER WALK TRAIL: Staff is working with this developer to complete a Riverwalk segment on the west side of the San Juan River, between Apache Street and 5th Street row. Town Council recently approved the developer to install a gravel trail instead of a hard surface trail, in exchange for completing an additional 200 lineal feet of trail to provide connectivity to Apache Street.

PEDESTRIAN PATH BETWEEN S. 8TH STREET AND S. 7TH STREET ON SOUTH SIDE OF HWY 160: Staff has secured the two needed easements along the north edge of the Old City Market Property (755 San Juan Street) and the Citizens Bank Property (703 San Juan Street). This easement provides a 10 foot wide pedestrian easement along the Hwy between S. 7th Street and S. 8th Street, and connectivity to the 8th Street Intersection traffic light and pedestrian crossing. Town Staff will be providing improvements as soon as time and the weather permits for this new pedestrian pathway.

CDOT QUARTERLY MEETING: The next CDOT quarterly meeting set in January has been cancelled by CDOT due to scheduling conflicts and is expected to occur by the end of February 2015. Any issues or thoughts for consideration at this meeting should be directed to the Planning Director or Town Manager.

EAGLE DRIVE CONNECTION TO PIKE DRIVE: Staff is compiling information for TC's consideration for providing a temporary connection of Eagle Drive to Pike Drive, as a means to address the dangerous left hand turn movements from the Hwy onto Pike Drive and from Pike Drive onto the Hwy. Staff has contacted property owners and is preparing to present the information to TC on February 2, 2015, or sooner.

PIEDRA STREET 2015 REPAVING PROJECT: Town Council approved the 2015 budget which included a repaving project for Piedra Street from S. 8th Street to 10th Street. Staff anticipates a public and neighborhood meeting in mid-February 2015, for gathering public comments to consider incorporating into the final plans. The project will also include a sidewalk along one side of the street, TBD. This sidewalk will provide pedestrian sidewalk connectivity to the Elementary School.



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C. Planning Commission – Discussion was opened for comments and discussion of non-agenda items – Adams asked if the Town worked with utility companies to provide service line extensions for future taps when installing new pavement on various projects, as a means to reduce future roads cuts for utility service lines and taps. Staff responded that the Town does ask utility companies to ensure existing infrastructure is addressed for replacement during road reconstruction projects, however, we do not require them to install new service lines to undeveloped land. Staff suggested the Town will encourage utility companies to do so prior to paving projects, and will ensure that matter is addressed further during the Crestview paving project.

Adams also asked if there is any improvements that can be done along the former City Market property and Citizens bank parcel (703 and 755 San Juan Street) to beautify the rocky slope between the Highway and parking lot. As a the west entrance to downtown, the Town should look into a better looking landscaping or decorative rocked area.

D. Upcoming Scheduled Town Meetings are as follows:

Next Scheduled PC Meetings:

- ~ Tuesday, January 27, 2015 @ 5:30pm in Town Hall, Regular Meeting.
- ~ Tuesday, February 10, 2015 @ 5:30pm in Town Hall, Regular Meeting.

Next Regular Scheduled Historic Preservation Board meetings:

- ~ Wednesday, January 14, 2015 at 5:15pm in Town Hall.
- ~ Wednesday, February 11, 2015 at 5:15pm in Town Hall.

Next Regular Town Council Meetings:

- ~ Thursday, January 22, 2015 at 5pm in Town Hall.
- ~ Tuesday, February 3, 2015 at 5pm in Town Hall.

Next Regular Parks and Recreation Board Meeting:

- ~ Wednesday, January 14, 2015 at 5:30 pm in Town Hall.

X. Adjournment- Upon motion duly made, the meeting adjourned at 7:40 PM.

 Kathie Lattin, Planning Commission Chair