



551 Hot Springs Blvd - Town Hall  
Pagosa Springs, CO 81147

## MINUTES

Planning Commission Meeting  
November 26, 2019 @ 5:30 PM

---

A regular meeting of the Planning Commission was called to order on November 26, 2019, at 5:30 PM in the 551 Hot Springs Blvd - Town Hall.

**COMMISSION PRESENT:** Commissioner Adams, Commissioner Pitcher, Commissioner Hudson, Commissioner Posey, and Commissioner Sukcik

**COMMISSION ABSENT:** Commissioner Hurley and Commissioner Weiler

**1 Meeting Called to order at 5:33pm.**

**2 ANNOUNCEMENTS**

a) The Planning Director welcomed the new appointed Planning Commissioners.

**3 APPROVAL OF MINUTES**

a) **Approval of the October 28, 2019 Meeting Minutes**

Commissioner Pitcher motioned to approve the minutes from October 28, 2019 with Commissioner Adams seconding the motion which was approved unanimously.

**4 PUBLIC COMMENT – *An opportunity for the public to provide comments and to address the Planning Commission on items not on the agenda.***

a) **None Received**

**5 BOARD OF ADJUSTMENTS**

a) **Variance Request for zero lot line set back at 151 S. 5th Street**

**Applicant:** Kris Mashue, Cedar Creek Cabins, LLC

**Property Location:** 151 S. 5th Street

**Current Zoning:** Mixed Use Town Center (MU-TC)

Commissioner Pitcher recused himself and left the room during the board's discussion and vote, due to a conflict of interest.

The applicant presented their proposed zero lot line variance request citing consistency with existing development within the Downtown Business and lodging overlay zoning district (ODB) demonstrating many downtown parcels having a zero-lot line setback. The variance is being sought along public properties along the west and south property lines, where no development will occur. The Code allows a zero-lot line setback along the S. 5th Street frontage.

The Planning Director presented his analysis of the 10 approval criteria for variances, and stated the one criteria he was originally unsure of its compliance with the criteria, which was made more clear after the

applicants presentation, with staff finding all criteria as being met.

Here was some mention from Hudson and Posey that the variance criteria is to stringent and should be looked at for easier compliance.

Staff requested that the Commission should discuss that matter at a future work session instead of during an application consideration.

Commissioner Posey moved moved to APPROVE the zero lot line set back along the south and west property lines at 151 S. 5TH Street, finding the variance application generally complies with all ten approval criteria, Commissioner Hudson seconded.

**Carried.**

## 6 DESIGN REVIEW BOARD

### a) Housing Authority LITHC SKETCH Major Design Review at 450 Hot Springs Blvd

**Property Location:** 450 Hot Springs Blvd

**Property Owner:** Archuleta County has leased the subject property to the  
Archuleta County Housing Authority (ACHA)

**Applicant:**ACHA

**Representative:** Steve Wadley / Bill Simpson / Clifford Lucero

**Current Zoning:**Mixed Use Town Center (MU-TC)

**Property size:** 2.5 acres according to the Archuleta County lease to ACHAs;

**Application:** Major Design Review SKETCH Application received on October 30, 2019.

A pre-application conference was conducted with staff prior to submission of application.

The applicant representatives Bill Simpson and Clifford Lucero presented their application for a proposed Low Income Housing Tax Credit (LIHTC) housing development to be located at 450 Hot Springs Blvd.

The Planning Director presented his review of the project as it pertains to compliance of the LUDC.

Parking lots currently positioned on the north side of buildings should be moved to the south side of buildings. Public sidewalk should be placed as close to property line as possible to accommodate future HS Blvd road improvements.

Cross Walk alignments should should be placed at logical crosswalk locations.

Commissioner Hudson suggested the location of playground should be re-considered and be placed in a more internal and central location so that parents can more easily keep an eye on their children, versus the proposed location along Hot Spring Blvd.

Commissioner Pitcher wanted the development to work with Town staff to consider a shared detention pond to accommodate the Town Hall drainage detention pond that was not included in the original Town Hall development. He also mentioned he appreciated the back side of building sidewalks which will help the site to be pedestrian friendly and more neighborhood like. Commissioner Pitcher commented that the river rock landscaping treatment needed the inclusion of plantings to soften the rock-scaping. He also noticed the DHS building elevations where mislabeled and questioned the building entrance on the Hot Springs Blvd side of the structure and requested clarification. He also asked about

the use of Faux wood beams instead of real timbers.

Commissioner Adams would like to see samples of the proposed exterior building materials, evidence of financial capacity to complete the project as designed, at the Final Design Review consideration.

Commissioner Posey offered his Kudos on the LIHTC award and reiterated coordination with Town Hall drainage facilities and inquired about the maintenance budget for the project.

Public comment received: Joe Calandra asked about the DHS western roof facing Town Hall as not providing a broken roof span.

In response, Bill Simpson provided the following:

The playground location was based on conversations with DHS staff.

The project was awarded in large part due to the immense community support for the project.

The project is being design with low maintenance features and has a annual maintenance budget to ensure the project remains in good condition.

They will provide exterior building materials for review.

They will provide financial capacity for the completion of the project.

He will work with design team on DHS western roof design.

The landscape architect will provide suggested revisions.

Will look into moving parking lots to south side of buildings.

Commissioner Pitcher moved to approve the Major Design Review SKETCH application for the proposed Archuleta County Housing Authorities LIHTC development at 450 Hot Springs Blvd contingent on the following:

Revisit location of playground, Provide verification of project funding, Complete review of exterior materials, Address the roof unbroken roof span on the DHS building, request Town work with applicant for shared drainage facilities with Town Hall. Commissioner Sukcik seconded.

**Carried.**

**b) Pagosa Craft FINAL Major Design Review for 127 Goldmine Drive**

**Property Location:** 127 Goldmine Drive

**Property Owner:** Pagosa Craft – Gold Mine Properties, LLC

**Applicant:** Joe Calandra

**Representative:** Courtney King Studios, LLC

**Current Zoning:** Mixed Use – Corridor (MU-C)

**Property size:** .93 acres according to Archuleta County records;

.87 per the applicant's design provided site plan dimensions.

**Application:** FINAL Major Design Review Application received on October 3, 2019. [A pre-application](#) conference was conducted with staff prior to submission of application.

Commissioner Hudson moved to approve the FINAL Major Design Review application for the

proposed Pagosa Craft expansion located at 127 Goldmine Drive,

Commissioner Pitcher seconded.

**Carried.**

## 7 PLANNING COMMISSION

### a) Vacation of the eastern 150 feet of the San Juan Alley located in Block 41

**Applicant:** Kris Mashue, Cedar Creek Cabins, LLC

**Property Location:** 151 S. 5th Street

**Current Zoning:** Mixed Use Town Center (MU-TC)

Commissioner Pitcher recused himself and left the room during the board's discussion and vote, due to a conflict of interest.

The applicant presented their request for the vacation of the eastern 150 feet of the San Juan Alley in Block 41.

Staff supports the vacation of the eatery 150 lineal feet of the alley, based on the alley being closed at the time the McCabe Creek culvert project commences (expected to occur in 2020-2021), the applicants willingness to provide an ingress and egress easement through their new parking lot, applicant to install to install a sidewalk north of their property to the SW corner of Hwy 160 and S. 5th Street and that the application complies with all approval criteria.

The Ingress and egress easement will allow access to and from 5th Street for the neighboring property to the west, who has stated he supports the vacation with the assignment of such ingress and egress easement and strongly supports a sidewalk connection with Hwy 160.

Commissioner Sukcik moved to approve a recommendation for Town Council to Approve the Public Right-of-Way Vacation of the eastern 150 feet of the San Juan Alley located in Block 41, contingent on the applicant providing a sidewalk connection to Hwy 160, Commissioner Hudson seconded.

**Carried.**

### b) Election of Planning Commission Vice Chairperson position

Since the former Planning Commission's Vice Chairperson resignation a few months ago, we have not yet filled the Vice Chairperson Planning seat.

This item is to consider electing a Vice Chairperson to serve in the absence of the Planning Commission Chairperson for the remaining portion of 2019.

The required annual election will occur on January 14, 2020. Below is the required annual election regulation for reference.

#### **LUDC 2.5.6. MEETINGS AND HEARINGS GENERALLY**

This Section shall apply to all boards and commissions established under this Article, unless otherwise provided in this Land Use Code:

##### **A. Meetings.**

- 1. Election of Chairman and Vice Chairman.** Annually, at the first regular meeting of the year, each board and commission shall elect, by majority vote, from its membership a Chairman and Vice-Chairman, with each being eligible for re-election, and each serving a one-year term in such capacity. The Chairman of each board or commission shall preside at all

meetings and public hearings of such board or commission and shall decide all points of order and procedure. The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman and shall act in the capacity of Chairman of all special committees created by the board or commission. Should the Vice-Chairman and the Chairman be absent from a meeting or public hearing, the majority of the board or commission shall appoint a member to be the presiding officer. Any vacancy from the position of Chairman or Vice Chairman shall be filled in the same manner as such positions are established. The Chairman shall transmit reports and recommendations to the Town Council. In the case of the Planning Commission, the Chairman shall also certify plans and plats.

Commissioner Hudson motioned to elect Chris Pitcher as the Planning Commission Vice Chairperson for the remainder of 2019. Jeff Posey seconded and the motion was unanimously approved.

**Carried.**

**8 REPORTS AND COMMENTS**

**a) Planning Commission - Comments, Ideas and Discussion**

Discussions were conducted on pavement surface options with a determination that further discussion would occur at a future work session.

It was discussed that the next work session on December 10th would focus on prioritizing future work session discussion items.

**b) Upcoming Town Meeting Schedule**

Next PC meeting: December 10, 2019, January 14 and 28, 2020, at 5:30pm;  
Next TC meetings: December 3, 2019; December 19, 2019; January 7, 2020, at 5p.  
Next HPB meeting: TBD

**Carried.**

**c) Planning Department Report**

Director reviewed the Planning Department report.

**9 PUBLIC COMMENT**

**a)** None Received

**10 ADJOURNMENT**