



**Planning and Zoning Commission  
Meeting Minutes  
November 1, 2016**

**PRESENT**

Jason Cowles, Chair  
Stephen Richards  
Jamie Harrison  
Charlie Perkins  
Jesse Gregg  
Cindy Callicrate  
Max Schmidt

**STAFF**

Tom Boni – Town Planner  
Morgan Landers – Assistant Town Planner  
Danielle Couch – Administrative Assistant

**ABSENT**

Kyle Hoiland

This meeting was recorded and the CD will become part of the permanent record of the minutes. The following is a condensed version of the proceedings written by Danielle Couch.

**CALL TO ORDER**

The regular meeting of the Planning and Zoning Commission held in the Eagle Town Hall on November 1, 2016, was called to order by Jason Cowles at 6:03 p.m.

**INTRODUCTIONS**

Tom Boni introduced Morgan Landers who just started with the Town as the Assistant Planner. Boni said we have a lot of big projects on the horizon and is very glad to have Landers on board. Jamie Harrison thanked Boni for handling all of the work by himself since Matt Farrar left the Town at the end of July.

**APPROVAL OF MINUTES**

Harrison moved to approve the minutes of the October 4, 2016, Planning & Zoning Commission Meeting. Charlie Perkins seconded. The motion passed unanimously with Jason Cowles abstaining.

**PUBLIC COMMENT**

None.

**LAND USE PUBLIC HEARINGS**

***DR16-05 A Storage Place Minor Development Permit***

Cowles opened File DT16-05 for A Storage Place Minor Development Permit at 800 Chambers Avenue to allow non-conforming siding in the Chambers Avenue Commercial Area. There has

been some discussion about how we proceed with minor changes to a building exterior; our current process requires a design variance through a minor development permit, which is approved by the Planning & Zoning Commission. This request proposes a metal exterior on the buildings which accommodate both commercial and residential storage tenants. Staff recommends approval of the design variance and minor development permit. We have had a lot of conversations about the buildings on Chambers Avenue and there is general agreement that there can be a problem with uniformity, especially on a road as long as Chambers. The approval of the materials proposed on this property would add some variety.

Perkins asked what the existing material is on the buildings. Boni said it is currently T-111 with a stucco façade.

Applicant Josh Barklage said that since his company purchased this location they have been wanting to make improvements to the exterior. He explained that the metal sections proposed would be tan, similar to the exiting color of the buildings, and the proposed stone facing is easy to apply and access. Jesse Gregg asked if the stone facing would cover the whole side of the building; Barklage said that it would be on all three sides facing Chambers and that they are hoping to eliminate all of the wood siding.

Harrison said that he has no issue with the request but noted that the Commission is regularly asked to review and approve exceptions to the Land Use Code and that it may be time to review and amend the code rather than continue to grant exceptions.

Cowles open public comment and hearing none, closed public comment.

Harrison made a motion to approve file DR16-05. Gregg seconded. The motion was unanimously approved. Cowles closed file DR16-05 and thanked the applicant for bettering the property.

#### ***LURA16-02 Revisions to Land Use Code Sections 4.03.060, 4.13.160 and 4.14.080***

Cowles opened File LURA16-02 for Revisions to the Land Use Code, Section 4.03.060 Public Notice, Section 4.13.060 Municipal Park Land Dedication and Section 4.14.080 Criteria for Determining Availability and Adequacy of Community Facilities.

##### Section 4.03.060

Boni said the first amendment for Section 4.03.060 is straightforward and eliminates the condition requiring Subdivision notices be sent via certified mail. Also proposed is the addition of PUD Amendment notification because all owners within a PUD need to receive notice when an amendment is proposed. Harrison asked if annexations should also be listed for notification. Boni said that unless it is a flagpole annexation there is no requirement to provide notice to adjacent property owners, however it is advertised as public notice in the newspaper. Harrison also asked if section D, requiring the Town to send notice to various state and county agencies, is needed. Boni will find out from Ed Sands if that section can be eliminated.

Harrison made a motion to approve the proposed revisions to Section 4.03.060 of the Land Use and Development Code with qualifications that PUD Amendment including who must be notified and publication deadlines be added and that we inquire to Ed Sands if section D is a necessary (statutory) part of the code and if not then delete it. Gregg seconded. The motion was unanimously approved.

##### Section 4.13.160

Boni explained that the second amendment for Section 4.13.160 is intended to clarify whether municipal park land dedications are intended to be a requirement only of new development, or of all development. The Town currently does not have a deficit of open space – all existing subdivisions, with the exception of Chambers Avenue have park space already dedicated.

The group expanded the discussion beyond what types of development are required to dedicate municipal park land to include questions about how park land dedication requirements are calculated, whether annexations should be included, if a fee in lieu of dedication would be a viable option, and whether the Town even needs more park land and open space.

Harrison offered to work with Boni to redraft the language for this Section and made a motion to continue discussion of Section 4.13.160 until the next Planning & Zoning Commission Meeting. Cindy Callicrate seconded. The motion was unanimously approved.

#### Section 4.14.080

Boni said that the third amendment for Section 4.14.080 was requested by the Board of Trustees, specifically related to adequate public facilities (APF) for water. A question arose regarding the application of APF on a Special Use Permit and whether the required APF analyses are required at that time if the special use permit is a pre-cursor to a development permit.

The group agreed to modify the language in that section to address special use permits that will potentially become development permits.

Specific to water APF, the group discussed some of the possible steps the Town can take from a policy standpoint to address demand on existing facilities, including setting tap fees, efficiency and conservation measures. There is a desire to draft the language of this section to allow more flexibility in the determination of existing demand on the facility.

Harrison offered to assist redrafting the language for this Section also and made a motion to continue discussion of Section 4.14.080 until the next Planning & Zoning Commission Meeting. Stephen Richards seconded. The motion was unanimously approved.

### **TOWN BOARD OF TRUSTEES MEETING REVIEW**

1. Boyz Toyz – Special Use Permit was unanimously approved
2. Wall Street Commons – denied. Boni will ask applicant Bryan Desmond if he plans to rescind the associated Variance requests.

Harrison expressed irritation that the Planning & Zoning Commission and the Board of Trustees often both hear the exact same testimony and most often come to the same decision. He said our current process does not serve the public well to sit through two identical hearings and feels we should be looking at alternatives for the public hearing process.

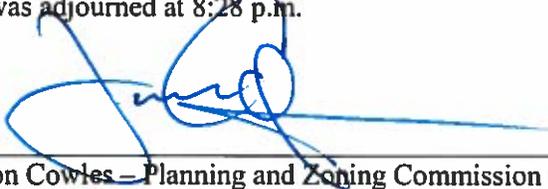
### **OPEN DISCUSSION**

Perkins asked about the color scheme on the Eagle River Lodge. Boni said it was 90% complete when he noticed it and explained that the owner had a contractual obligation to remove all remnants of the Holiday Inn and didn't have time to come in for a development permit. Boni has requested a letter stating she will come in for a development permit in the spring, which he has yet to receive. Boni said he will be having a similar conversation with the Oldens regarding the color scheme on their structure on McIntire Street.

**ADJOURN**

Harrison made a motion to adjourn the meeting. Richards seconded. The motion passed unanimously. The meeting was adjourned at 8:28 p.m.

12/6/2016  
Date

  
\_\_\_\_\_  
Jason Cowles – Planning and Zoning Commission Chair

12/6/2016  
Date

  
\_\_\_\_\_  
Danielle Couch – Administrative Assistant