



**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, February 12, 2019 8:00 AM**

Minutes

- I. The Meeting was called to order at 8:00am.
- II. Roll call indicated present: Brad Holzwarth, Mike Davlin, Jonathan Larson, Doug Robbins and Roger Kish.
- III. Town Hall Meeting- No comments received.
- IV. Commissioner Davlin moved and Commissioner Robbins seconded a motion to approve the meeting minutes from January 8, 2019 and January 22, 2019. Motion carried 5-0.
- V. Conflicts of Interest- No comments were received.
- VI. NEW BUSINESS:

- A. Residential Design Review - 300 & 302 Northwoods Place, Lots 1 & 2, Lakota Park
*This item was moved to the beginning since the applicants were present.

Planning and Building Technician Evans presented the Staff Report as follows:

PM WP Development Company is the applicant for a duplex that has a building footprint of 3,436 square feet including a two-car garage for each unit.

The structure has not been approved by the Lakota Design Review Committee.

- Prior to building permit issuance, a letter from the HOA approving the structure shall be provided.

Please see attached materials board and elevations for the material list.

Exterior lighting will be installed at each entryway including the garage doors and on the decks. The applicant states the fixtures will comply with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The maximum building height overall is 51' 7 3/8" which is permitted based on the building height definition.

Adequate parking has been provided in compliance with Town standards. The design includes a two-car garage for each unit plus exterior parking.

The landscape plan addresses revegetation of disturbed areas, which complies with Town standards.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.

Staff is satisfied with the overall design and the structure is located within the platted lot. A site inspection of the property has not been performed by staff.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.

The driveway has been designed with a 1.5% to 2% grade to the street (6" in 30 feet) which is in compliance with Town Standards.

- A stabilized construction entrance shall be installed prior to ground disturbance.

The erosion and drainage plan complies with Town standards.

- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

Staff recommends the Planning Commission approve the duplex design and site plan for Lots 1 & 2 Lakota Park Subdivision with the following conditions:

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.
- A stabilized construction entrance shall be installed prior to ground disturbance.
- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.
- Prior to building permit issuance, a letter from the HOA approving the structure shall be provided.

Commissioner Davlin moved and Commissioner Kish seconded a motion to approve the design review with staff recommendations. Motion carried 5-0.

B. Three Mile Plan

Community Development Director Shockey presented the Staff Report as follows:

A Three Mile Plan is a long-range plan that outlines where municipalities intend to annex property and describes how they will ensure adequate provisions of services within newly annexed territory. In the past, the Three Mile Plan was a component of the 2006 Town Plan. With the adoption of the 2019 Imagine Winter Park Town Plan, staff felt it was necessary to create a separate Three Mile Plan that would provide clear direction on how the Town will consider potential annexations in the future. The Colorado Revised Statutes requires municipalities adopt a three mile plan and outlines the requirements for such plans.

C.R.S. 31-12-105(1)(e)(I) -

Except as otherwise provided in this paragraph (e), no annexation may take place that would have the effect of extending a municipal boundary more than three miles in any direction from any point of such municipal boundary in any one year. Within said three-mile area, the contiguity required by section 31-12-104(1)(a) may be achieved by annexing a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway. **Prior to completion of any annexation within the three-mile area, the municipality shall have in place a plan for that area that generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the municipality and the proposed land uses for the area.** Such plan shall be updated at least once annually. Such three-mile limit may be exceeded if such limit would have the effect of dividing a parcel of property held in identical ownership if at least fifty percent of the property is within the three-mile limit. In such event, the entire property held in identical ownership may be annexed in any one year without regard to such mileage limitation. Such three-mile limit may also be exceeded for the annexation of an enterprise zone.”

Community Development Director Shockey indicated that this was simply a draft so Planning Commission could give staff comments and update accordingly. Staff plans to have a meeting with Grand County to discuss the three mile plan before the plan comes back to Planning Commission.

Commissioner Barker arrived at 8:19am.

Planning Commission held Discussion:

- Including the information from the Fraser 3 mile plan, or at least talking with the Town of Fraser prior to adoption to be sure both plans work together.
- More detail for the former Town of Arrow and protections for it.
- Pyne properties impacts should be discussed.
- USFS properties and water availability.
- Keeping water availability top of priority for annexations.

No motion needed as this was only a draft to obtain comments from the Commission. The plan will come back before Planning Commission on the first meeting in March.

VII. Staff Update

- The downtown plan request for proposals is moving forward and members will be needed for the steering committee.
- There will be another meeting in February on the 26th.
- Building and planning are not slowing down.

Upon a previously adopted motion, the meeting was adjourned at 9:55 am.