

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, August 14, 2018**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Brad Holzwarth, Mike Davlin, Roger Kish, George Stevens, Jonathan Larson, Dave Barker, and Doug Robbins.
- III. Town Hall Meeting – no comments were received.
- IV. No minutes to approve.
- V. Conflicts of Interest – no comments were received.
- VI. NEW BUSINESS:
 - A. Design Review Amendment – Sitzmark Building E (Phase IIB)

Planner Owen presented the staff report.

The Hideaway Station development is a Mixed Use project proposed on Lot 1B, Parcel 4 of the Winter Park Mixed Use Development Minor Subdivision located at the southeast intersection of Telemark Drive and US 40. Parcel 4 is approximately 2.4 acres. This design includes one multi-family residential building, known as Building E. This building is four stories tall and is proposed to include both 1- bedroom and 2-bedroom residential units. Building E is designed to be accessed from the east side of Baker Drive. Pedestrian access is designed on the east and south side (Main Entry) of the building.

Planning Commission reviewed designs for Building E and F at their February 27, 2018 meeting and discussed the need for a variance for height due to the mechanical equipment, as well as the landscaping in front of the building. The Planning Commission voiced their desire for landscaping that was more inviting and open to the public. There were also concerns regarding emergency access.

Since that review, there have been several changes including design, materials, and color. along with some more significant changes including the removal of Building F from the design.

This Design Review is guided by the Town of Winter Park Design Regulations and Guidelines. The following is a breakdown of the relevant guidelines as well as other issues drawn from the Town Code:

Guideline 1: Building facades shall be maintained at the build-to line.

Staff Comment: This guideline was developed to address structures located on Main Street. With that said, the applicant has met this guideline with Building E which has much of the façade located along Baker Drive and the remaining area is used for pedestrian access and auto access which is allowable in this guideline.

Guideline 2: Visibility of parking from the street shall be minimized.

Staff Comment: Parking will be primarily located underneath Building E and within the parking garage in the center of the property. Additional on-street parking is provided behind Buildings G+H, and Street A. The applicant has minimized the visibility of this parking from the street. This guideline has been met.

Guideline 3: Building siting shall be responsive to the existing site features.

Staff Comment: This guideline's intent is to minimize the amount of cuts and fills on a site. The applicant has attempted to meet this guideline by taking advantage of the existing topography except for the north corner of the building which has a low point. The rest of the building and roadways are designed to contour with the grade. This guideline has somewhat been achieved. The applicant has requested a height variance to accommodate for this low point.

Guideline 4: Provide substantial building mass at the build-to line.

Staff Comment: This guideline was designed to address structures along Main Street. With that said, Building E is designed to provide either substantial building massing or public access along Baker Drive. However, since the building is located back from the primary street, this guideline may not apply to this structure.

Guideline 5: Building mass, length, and height should be composed to provide variation, visual interest, appropriate scale and proportions.

Staff Comment: The design has achieved variation through the use of a variety of material, wall planes, and roof forms. The design of the roof also provides variation with multiple heights. However, the visual interest may be lacking in variation of color on the structure. Staff would encourage the applicant to consider alternative colors for the building to enhance the visual interest in the building as there is already a lot of grey on the existing buildings at Hideaway Station.

Guideline 6: Buildings shall be designed in a contemporary way. Building character should be responsive to Winter Park's unique mountain setting.

Staff Comment: An architectural vernacular "Mountain Transitional" has been established for the Hideaway Station property. This transitional style is the integration of traditional mountain architecture with modern and contemporary expressions of design.

The architectural intent behind the design of the exterior elevations was to simulate the details of old Western mining buildings, which could be characterized by exposed structural frame members at their base, and larger clad forms above.

Buildings will be clad with a balance of raw, corrugated metal siding and horizontal siding. These units are further articulated by decorative trellis frames and aluminum clad window and door systems. The larger residential forms are grounded to street level at the center of each elevation with use of board formed concrete.

The color palette for these suggested materials is intended to be an austere collection of charcoal greys, raw metal, white trim work and perhaps a vibrant accent color in select, specific locations such as windows, doors and or structural elements.

Guideline 7: Avoid building character that makes overt stylistic reference to other times and other places.

Staff Comment: This guideline has been met.

Guideline 8: Develop the first level of buildings to provide visual interest to pedestrians along pedestrian ways. Provide clear distinction between upper and lower floors.

Staff Comment: This guideline has been met.

Guideline 9: All retail and other public entries shall be clearly visible and accessible from the pedestrian way along the building's primary street.

Staff Comment: The public entrances are clearly visible from the parking area and sidewalks adjacent to the streets. Guideline has been met.

Guideline 10: Snow management is critical in this mountain environment. Roofs shall be designed to either hold snow, or shed snow in appropriate areas.

Staff Comment: The roofs have been designed to shed snow away from entrances. Guideline 10 has been met.

Guideline 11: Primary building materials shall be compatible and in harmony with the natural setting of Winter Park. Use of stone, wood, stucco and masonry is encouraged.

Staff Comment: See attached color renderings and material boards.

Guideline 12: Mechanical appurtenances, service areas, storage areas, and trash receptacles shall be screened from public view.

Staff Comment: Any mechanical appurtenances, service areas or trash receptacles will be screened with fencing or incorporated into the building design. Guideline 12 has been met.

Guideline 13: Parking lot lighting in DC and RC zone districts of Town should be kept to a minimum.

Staff Comment: Lighting will be installed along interior roads and the driveway to Building E. A photometric plan has not been provided and is required to ensure light does not trespass onto adjacent property.

Planner Owen also suggested the following items that should also be reviewed and discussed with the applicant:

Landscape Plan

A landscape plan has been included in the submittal that meets the towns requirements. It should also be noted that the applicant has revised the ratio of evergreen and deciduous trees per staff request to have 25% evergreen trees included in the landscape. Overall staff is satisfied with the proposed landscape plan. The Planning Commission will need to review the landscaping and determine if it is adequate for this development.

Building Height

The building height for Building E is approximately 61'3" at its tallest location, where the driveway cut into the underground parking is located. This height exceeds the town regulations and will require the applicant receive a height variance from the Board of Adjustment. That hearing scheduled for August 14, 2018.

Building Coverage

Building coverage for Lot 4 may not exceed sixty percent (60%) of the "lot area" as defined in section 7-2-3 of this title due to the dominant use on the first floor being residential. The total lot area square footage is 2.593 acres or 112,951.08 square feet per the minor subdivision approved in August of 2016. Building coverage for this parcel, which includes building footprint (including roof overhang, patio, deck, etc.) and impervious surfaces (driveways, sidewalks, etc.) is 45,886 square feet which is a 40.6% building coverage ratio and meets Town Code requirements.

Setbacks

Building E has a required setback of 25' on the rear property line. The northeast corner is approximately 23'-24' from the property line. The building will need to be adjusted to ensure it is located within the setbacks established by the town code.

Other Reports and Studies

There are other reports required to be submitted that are currently being reviewed by staff. Prior to building permit issuance, the following reports shall be approved by staff –

- Grading and Drainage Plan
- Road Plan
- Storm Drainage Plan
- Erosion Control Plan
- Stormwater Permit

Signage

Signage will be reviewed at a staff level through a separate Sign Permit.

Staff recommended the Planning Commission discuss the following issues with the applicant –

- Colors proposed for Building E.
- Landscape plan
- Lighting plan
- Setbacks

Jeff Vogel, the Planner and Landscape Architect, presented the updated site plan and design to the Commission.

The biggest change presented is the removal of Building F to accommodate more parking for the commercial housed in Buildings G and H and for the public.

Also updated the plaza with landscaping.

Peter Van Deusen presented the materials and colors, and material board. The new design added more natural colors to match the surroundings. Board form concrete will look similar to what is shown currently at the Fireside Market.

Discussion was held.

Concerns:

- Commissioner Stevens asked about the colors in the development which are mostly beige. Response was landscaping and red window accents are meant to stand out against the background of beige and grey.
- Commissioner Larson asked if gutters are needed, and if so would they match the trim color or will they match other colors presented. Response is that they will match the Dark Pewter Facia.
- Since no rendering for the plaza was shown, conversation on whether to require that rendering prior to approval.
- Commissioner Larson asked that there be a condition that there is a cap on the stone.
- Discussion about ADA clearance in the garage.
- Discussion on gutters and cleats for snow.
- Conversation about the plaza being dedicated to the public through an easement to ensure no HOA in the future can close off that plaza with a fence etc.
- Discussion on the material for the plaza, which will be concrete and pavers.
- Conversation about snow melt or snow removal on the plaza.
- The material for the stone caps on the buildings was not shown.
- Discussion about storage units, none available in the garage, accommodated within each unit.

Commissioner Davlin moved and Commissioner Larson seconded approval of the design review with the conditions below to be met prior to building permit issuance:

- A variance shall be approved for the proposed building height.
- The rear setback on Building E is adjusted to 25'.
- A photometric plan is provided with a cut-sheet for the proposed lights and approved by staff.
- Final design of the plaza and materials are submitted and approved by staff.
- A public access easement or similar agreement has been obtained to ensure the plaza is accessible to the public into the future.
- Roof snow plan, including gutters and snow cleats if needed, is submitted and approved by staff.
- Material and design for the stone caps in the design are submitted and approved by staff.
- The following reports shall be approved by staff
 - Grading and Drainage Plan
 - Road Plan
 - Storm Drainage Plan
 - Erosion Control Plan
 - Stormwater Permit
 - CDOT Access Permit

Motion Carried: 7-0

B. Sign Review – Strip and Tail

Planner Owen presented the staff report.

Strip & Tail has requested an allowable increase in area for their cow and lobster “characters” on the south side of the building, which are considered signage per the code. The “characters” which are located on a multiple-use facility and are not visible from multiple locations are approximately twenty two square feet, and therefore within the thirty square feet allowable within this request.

Strip & Tail has also requested that the smaller “characters” on the west side of their building be officially permitted within their allowable 30 square foot allotment of signage since they have

formally split from “The Basement” which is also included on the signage but does not apply to their business.

Section 6-2-7 of the Sign Code states that the planning commission may allow an increase in the sign area up to one hundred percent (100%) in such instances where there are two (2) separate fronts not visible from one location or when the multiple use facility is accessible from two (2) or more streets. No more than thirty (30) square feet of sign copy per business may be visible on any building from any one location. This provision applies to all signs unless specifically excluded elsewhere in this chapter. (Ord. 440, Series of 2010)

Staff recommended the Planning Commission approve the allowable increase in the area for Strip & Tail as the additional historic signage seems appropriate since they do have two separate entrances on a multiple-use building, and the total signage is not visible from one location.

Steven Bromberg, Manager for Strip & Tail spoke to the Commission. He discussed the allowable increase saying that they were not aware that the “characters” for Strip & Tail were considered signage and are now applying for the increase to stay in conformance with the code.

Commissioner Larson moved and Commissioner Kish seconded approval.

Motion Carried: 7-0.

C. Multi-Family, Commercial Design Review – Arrow at Winter Park

Planner Owen presented the staff report

Planning Commission Design Review for Arrow at Winter Park occurred on 9-25-17 and the design was approved as presented based on a thorough review of the Town code and design guidelines. After approval of this design, Arrow at Winter Park has made some minor changes to Phase 4, the 8-plex and Phase 5, the retail and condo building.

PHASE 4: The 8 Townhouses which make up Phase 4 of the project have had the following changes between their original design approval and this new submittal:

- Material changes for the balconies
- Updated to Timbers/Glue Lams from Black Steel beams under balconies
- Window updates and size changes
- Composite Lap siding color change
- Updated design for balcony support (V structure) allowing a more aesthetically pleasing first floor, as well as additional useable space for hot tubs.
- Updated façade above the garages to include balconies (Back elevation).
- Overall structure design slightly altered to move balcony space and add more usable space at bottom floor.

PHASE 5: The (2) retail suites and (4) two bedroom condos which make up Phase 5 of the project have had the following changes between their original design approval and this new submittal:

- Overall design and use has changed to from a 3 plex retail/condo design to two larger retail spaces and condos above.
- Material Changes including tan composite lap siding replaced by grey or silver metal panels.
- Removal of the Brick Veneer element.
- Addition of more first floor outdoor patio space and material change for the patio fence.
- Exposure of the mechanical equipment at the top of the building in opposition of Design Guideline 12 which states that mechanical appurtenances, service areas, storage areas, and trash receptacles shall be screened from public view.

Staff recommended the Commission discuss the changes with the applicant, especially the following topics:

- Mechanical Screening, or visibility of the mechanical equipment.
- Landscape designs for each commercial building (not currently provided).

Other than those discussion items, staff had no objection to the updated designs as presented.

The Developer, Brian Novak, commented on the changes and stated that they intend to screen the mechanical equipment from view, but the mechanical engineers have not determined the sizing, so screening has not been finalized. Working on bringing river enhancement along the trail.

Discussion was held.

- Commissioner Davlin would like to see screening of mechanical equipment prior to an approval.
- Developer stated the reason for moving the mechanical to the roof, including exhaust, is to engage the public on all sides of building without mechanical equipment interfering.
- Discussed adding screening for the hot tubs/patio
- Discussed needing roof top snow plan
- Commissioner Kish requested a landscaping plan for phase 5 (the retail component) prior to approval

Commissioner Barker moved and Commissioner Davlin seconded to approve the design review with the following conditions:

- Phase four will need to return to the Planning Commission with finalized plans for screening the patio areas.
- Phase four will also need to submit a snow removal and mitigation plan showing specific measures such as gutters, special consideration given to those roofs that shed on the trail, for staff approval.
- Phase five will need to return to Planning Commission with a final landscape plan.
- Phase five will also need to submit plans for screening the rooftop mechanical equipment for staff approval.

Motion Carried: 7-0.

D. Minor Subdivision – 500 Vasquez Road

Planning Director Shockey presented the staff report.

The applicant, Eric Blasé, is proposing to replat a portion of the Vasquez Creek Townhomes located on Vasquez Road near the intersection of Forest Trail. Several years ago, Units 5-8 were severely damaged due to foundation issues. The four units have sat vacant since then waiting for repair. The applicant is proposing to fix the foundation issues and bring the units into conformance with current building codes. In order to complete this additional square footage is required to be added to the units. In addition to the structural modifications, the applicant plans to renovate the existing unit interiors and add porches to the entries of the units.

Since this plat is only subdividing four lots, the application can be processed as a Minor Subdivision.

5% Land Dedication:

The Town Code (§8-3-10) requires either the dedication, reservation or conveyance of areas suitable for public purposes such as parks, flood channels, scenic areas and greenbelts of up to five percent (5%) of the total area of the subdivision, or a payment in lieu of such dedication. This does not apply to this application since they are not further subdividing the lots.

Review Agency Comments: NA

Adjacent Property Owner Comments: Staff sent notice to adjacent property owners on July 31, 2018. No comments have been received.

Plat: Staff has prepared a red-marked print for the proposed Final Plat.

1. Prior to recordation, the applicant shall revise the final plat in conformance with the red-marked print dated August 14, 2018.

Staff recommends the Commission provide a favorable recommendation of approval to the Town

Council for the Final Plat of Vasquez Townhome Remediation with the following conditions to be met and/or provided prior to recording:

1. The applicant shall revise the submitted plans and documents in conformance with the official red-marked print dated August 14, 2018.
2. A Certificate of Taxes, shown to be paid in full from the County Treasurer, shall be provided for the subject property prior to the recording of any Final Plat.
3. A Statement of Authority shall be provided for each party that signs the Final Plat.
4. If there is a lien holder, a ratification and confirmation of the plat shall be provided.
5. A digital file of the approved plat must be submitted. The digital file shall be in a format acceptable to the Town's System. Requirements for digital submittal can be obtained from the Town's Planning Department.
6. An executed Final Plat Mylar and other supporting documents, as well as recording fees, be provided.

The applicant, Eric Blaze spoke explaining what they are doing to remediate the buildings, such as bringing internal stairs into code conformance as they are currently too narrow.

Discussion was held:

- o Confirming that only the building itself is being renovated, everything else stays the same.
- o Many of the site elements are grandfathered in since they were completed prior to the Town's incorporation.
- o Discussion if the design needs to go through Design Review, and the answer was yes.
- o Public comment from the next door neighbor, glad it is happening, but special attention should be paid to the retaining wall falling apart between their properties.
- o Discussion of the items at hand only being the subdivision, all site plan and design elements to be reviewed at the next Planning Commission meeting.

Commissioner Robbins moved and Commissioner Barker seconded to approve the Minor subdivision with the conditions listed.

Motion Carried: 7-0.

E. Single Family Design Review – 360 Moose Trail

Planner Owen presented the staff report.

Applicant: Brandon Stoner, House Wrights Guild LLC on behalf of Chad and Jennifer Varra

Zoning: R-2

Architectural: This is a single-family home that has a building square footage of 3,433 including a 3 stall attached garage.

Homeowner's Association Review: The Elk Run HOA has reviewed and approved the design. See attached letter.

Proposed Material & Color: Please see the attached materials board and elevations for the material list.

Exterior Lighting: A lighting plan was submitted by the applicant and all fixtures will comply with Town guidelines and are dark sky compliant.

Building Height: Building height complies with Town standards. The building height is 26' to midpoint and 30' overall at the highest point which is permitted based on the building height definition.

Parking: Adequate parking has been provided in compliance with Town standards. The design includes a 3 car parking garage plus two exterior parking areas.

Landscaping/Revegetation: A landscape plan was submitted and meets 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.

Site Plan and Building Elevations: Staff is satisfied with the overall design.

Setbacks: The structure is located within required setbacks.

Coverage: Building coverage is 20% impervious surface to open space.

Inspection: 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.

Driveway: The driveway has been designed with a less than 2% grade which is in compliance with Town Standards.

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

Erosion Control / Drainage: 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 Recommendation: Staff recommends the Planning Commission approve the design 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.

Required Permits:

- ✓ Building Permit
- ✓ Single Family / Duplex Deposit Agreement
- ✓ Driveway Permit

Commissioner Davlin moved and Commissioner Kish seconded approval of the design review with the conditions listed.

Motion Carried: 7-0.

F. Single Family Design Review – 267 Lakota Park

Planning Technician Evans presented the staff report.

Applicant: Lakota Park Development

Zoning: PD (R-2)

Architectural: This is a single-family home that has a building footprint of 4,265 square footage which includes a two-car garage.

Homeowner's Association Review: Lakota East Owners Association Board of Directors has not approved the plans. A letter of approval will need to be provided prior to building permit issuance.

- Before a building permit can be issued a letter must be received from the Lakota East Owners Association Board of Directors with approval.

Proposed Material & Color: Please see attached materials board and elevations for the material list.

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

Building Height: Building height complies with Town standards. The maximum building height overall is 32' – 5 1/4" which is permitted based on the building height definition.

Parking: Adequate parking has been provided in compliance with Town standards. The design includes a two car garage.

Landscaping/Revegetation: A landscape plan was submitted and 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.

Site Plan and Building Elevations: Staff is satisfied with the overall design.

Setbacks: The structure is located within the building envelope.

Coverage: Building coverage is 31% building to open space.

Inspection: 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.

Driveway: The driveway has been designed with a 4.9% grade which is in compliance with Town Standards.

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

Erosion Control / Drainage: 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 Recommendation: Staff recommends the Planning Commission approve the single-family design for Lot 87, Lakota East of Winter Park 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.
- Before a building permit can be issued a letter must be received from the Lakota East Owners Association Board of Directors with approval.

Required Permits:

- ✓ Building Permit
- ✓ Single Family / Duplex Deposit Agreement

Commissioner Davlin moved and Commissioner Kish seconded approval of the design review with the conditions listed. Motion Carried: 7-0.

G. Single Family Design Review – 405 Lupine Lane

Planning Technician Evans presented the staff report.

Applicant: PM WP Development Company

Zoning: PD (R-2)

Architectural: This is a single-family home that has a building foot print of 4,950 square footage which includes a two-car garage.

Homeowner's Association Review: Lakota East Owners Association Board of Directors has not approved the plans. A letter of approval will need to be provided prior to building permit issuance.

- Before a building permit can be issued a letter must be received from the Lakota East Owners Association Board of Directors with approval.

Proposed Material & Color: Please see attached materials board and elevations for the material list.

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

Building Height: Building height complies with Town standards. The maximum building height overall is 41' - 1" which is permitted based on the building height definition.

Parking: Adequate parking has been provided in compliance with Town standards. The design includes a two-car garage.

Landscaping/Revegetation: A landscape plan was submitted.

- 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.

Site Plan and Building Elevations: Staff is satisfied with the overall design.

Setbacks: The structure is located within required setbacks.

Coverage: Building coverage is 18% building to open space.

Inspection: 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.

Driveway: The driveway has been designed with a 0% grade which is in compliance with Town Standards.

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

Erosion Control / Drainage: 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 Recommendation: Staff recommends the Planning Commission approve the single-family design for Lot 97, Lakota East of Winter Park 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.
- Before a building permit can be issued a letter must be received from the Lakota East Owners Association Board of Directors with approval.

Required Permits:

- ✓ Building Permit
- ✓ Single Family / Duplex Deposit Agreement

Commissioner Davlin moved and Commissioner Barker seconded approval of the design review with the conditions listed. Motion Carried: 7-0.

- CIRSA will be coming here to teach a quasi-judicial class on August 21. Ideally we would like all Council members and Planning Commission members to attend!
- The time is approximately 10:30 am, right after morning council meeting.

Upon a previously adopted motion, the meeting was adjourned at 11:01 a.m.