



**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, September 11, 2018 8:00 AM**

Minutes

- I. The meeting was called to order at 8:00am.
- II. Roll Call indicated present: Mike Davlin, George Stevens, Jonathan Larson, Doug Robbins, Roger Kish, and Dave Barker.
- III. Town Hall Meeting – No comments received
- IV. Approval of minutes – No minutes available.
- V. Conflicts of Interest – Commissioner Robbins indicated a conflict of interest with the Design Review for 710 Elk Trail as he is one of the applicants. He will recuse himself during that review and vote. The application for 710 Elk Trail was also moved to the end of the meeting to accommodate.

IV. NEW BUSINESS:

- A. Design Review – 345 Arrowhead Way

Planner Owen presented the staff report.

The applicant is Munn Architecture, on behalf of Dave and Debbie Woida

This is a single-family home that has a building square footage of 5,154 including a 2 stall attached garage.

The Lakota HOA is currently reviewing the design. Approval letter from the Lakota HOA shall be required prior to issuance of a building permit.

Lighting is clearly marked on the plans submitted by the applicant, noted to only illuminate as necessary, and all fixtures will comply with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The building height is 30' to midpoint and 34' overall at the highest point which is permitted based on the building height definition.

Adequate parking has been provided in compliance with Town standards. The design includes a 2 car parking garage plus 2 exterior parking areas.

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.

Staff is satisfied with the overall design.

The structure is located within required setbacks per the platted building envelope.

Building coverage is 20.4% impervious surface to open space, which meets code requirements not to exceed 40% building coverage.

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 grade of less than 5% for the first 24' which is in compliance with Town Standards. The platted frontage of this lot does not allow for the 7' distance from adjacent property lines, but was approved at time of platting.

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

The site plan will need to be amended to comply with Town standards including erosion and sediment control BMP's as required by the Town's Standards and Specifications for Design and Construction and pre-disturbance checklist.

- Site plan shall be amended to comply with Town standards including erosion and sediment control BMP's and the pre-disturbance checklist prior to any disturbance on the site.
- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

Staff recommended 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.
- Approval letter from the Lakota HOA shall be required prior to issuance of a building permit.
- Site plan shall be amended to comply with Town standards including erosion and sediment control BMP's and the pre-disturbance checklist prior to any disturbance on the site.

Required Permits:

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

Commissioner Robbins moved and Commissioner Barker seconded approval of the design review with staff recommendations. Motion Carried 6-0.

B. Design Review – 110 Elk Trail

Applicant: Munn Architecture, on behalf of Brian and Jeanne Cleveland.

This is a single-family home that has a building square footage of 5,644 including a 2 stall attached garage. The Elk Run HOA is currently reviewing the design.

Approval letter from the Elk Run HOA shall be required prior to issuance of a building permit.

Lighting is clearly marked on the plans submitted by the applicant, and a cut sheet provided showing fixtures will comply with Town guidelines and are dark sky compliant.

Building height as measured complies with Town standards. The building height measurements on the plans are 32' 6 1/4" to midpoint and 35' 11 1/8" overall at the highest point which is permitted based on the building height definition.

Height measurements shall be verified as measured from either existing grade, or lowest point of exposed foundation (whichever is greater) prior to issuance of a building permit.

Adequate parking has been provided in compliance with Town standards. The design includes a 2 car parking garage plus 2 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.

Staff is satisfied with the overall design. The structure is located within required setbacks.

Building coverage is 23% impervious surface to open space, which meets code requirements not to exceed 40% building coverage. 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 grade is not shown on the plans submitted and therefore it cannot be verified that the driveway is designed with a grade of less than 5% for the first 24' which is in compliance with Town Standards. The driveway grade will need to be shown within compliance on the plans prior to issuance of a driveway permit.

- A stabilized construction entrance shall be installed prior to ground disturbance.
- The driveway grade will need to be shown within compliance on the plans prior to issuance of a driveway permit.

The site plan will need to be amended to comply with Town standards including erosion and sediment control BMP's as required by the Town's Standards and Specifications for Design and Construction and pre-disturbance checklist.

- Site plan shall be amended to include erosion control features (silt fencing, straw wattles and other BMP's) prior to any disturbance on the site.
- 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 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.
- Approval letter from the Elk Run HOA shall be required prior to issuance of a building permit.
- Site plan shall be amended to include erosion control features (silt fencing, straw wattles and other BMP's) prior to any disturbance on the site.
- Height measurements shall be verified as measured from either existing grade, or lowest point of exposed foundation (whichever is greater) prior to issuance of a building permit.
- The driveway grade will need to be shown within compliance on the plans prior to issuance of a driveway permit.

Required Permits:

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

Commissioner Kish moved and Commissioner Robbins seconded approval of the design review with staff recommendations. Motion carried: 6-0.

C. Commercial Enhancement Grants

a. Lavender Elephant

Abby Samuelson, the owner of Lavender Elephant gave a presentation of the grant application, the vision for the improvement, and how it is expected to improve Winter Park overall.

- The applicant stated that they are just now going into their third year of business, but having a problem with space.
- Holding workshops while keeping the boutique open is difficult. The business is drawing people from everywhere, Aspen, Silverthorn etc...
- Ms. Samuelson hopes to use this project to bring more community involvement and expand the workshop space.
- The goal is to create an attractive hang out place for main street and increase foot traffic.
- Vision is sustainable consumerism using creative labs, mindful boutique, design house and gear repair services.
- Outdoor classroom would assist that functionality. Encourage more 2-3 day workshops with overnight visitors.

Tim Hodston with Salt Workshop presented the physical design of the space.

- This improvement would create a makerspace opportunity for the town.
- The pergola is a modular unit, actually 4 units put together making it easier to move, disassemble and re-assemble with just a few bolts.
- Intended to create a front porch experience in a space that is typically parked cars. Indicator that this is an interesting place.
- Can benefit Winter Park by increasing labs and attractive events. More staff, more income, and more options for visitors/residents. Giving people a place to use their skills and trades. Increase creative labs to year round.

Discussion was held by Commission.

Commissioner Larson moved and Commissioner Kish seconded a recommendation of approval to Town Council because the application meets the criteria and intent of the grant, the increase in ADA accessibility, positive impact to the town, and strong alignment with the town vision and plan. Motion carried 6-0.

b. Winter Park Center

Jeremy Henn, owner of Uptripping presented the application.

- The plan is to redo the sign in front of the building with 8x8 timbers, landscaping, indirect lighting, not backlit.
- The plan includes landscaping and hopefully also hanging planters. Design similar to what you see at the Headwaters Center, something that is more appealing and classy.

Discussion was held by Commission.

- The commission asked if there would be changeable panels for future tenants? The answer is yes.
- Commission asked about bus stops nearby, and if the landscaping would be consistent with the towns gardens. The answer is no there is no bus, and yes the businesses would love to have the landscaping tie in and be up to the town guidelines.
- Commissioner Kish asked to see more definition of sign material, vinyl die cut letters etc.. and the level of quality of the sign itself before funding.
- The lighting, will need to be dark sky.
- Current meets sign code, and intends to meet code with the future sign. The intent is to make all tenants equal in color, font, size. Plain simple font, similar to headwaters.
- There are three owners in this center, and all are in favor of the upgrade.

Commissioner Robbins moved and Commissioner Barker seconded a recommendation of approval to Town Council with the recommendation that detail on signage materials is included before funding, and the landscaping should be included for the entire planter area. The application was recommended for approval because it meets the criteria of the grant and is extremely visible in the Town. Motion carried 6-0.

c. Pine Tree Plaza

Eric Moury, co-owner of mountain chalet, also owner of one of the commercial condos at Pine Tree Plaza presented the application.

- Application is a small one, simple but elegant. Mostly landscaping.
- South end of the property is meticulously maintained, north end is a bit of a mess, but many trees and vegetation were removed in the sidewalk replacement project.
- Existing irrigation on the south, but applicant wants to extend the irrigation to the new plantings.
- This is the first building on the north end of Winter Park, so it is a very visible.
- Creates an attractive walking and biking environment.

Discussion was held by Commission.

- Strong project, maybe even recommend increasing the scope to include the town Right of Way to add a garden bed and balance with the rest of the intersections in Town.
- Commissioner Davlin suggested recommending that the town step up and enhance the intersection beyond this project scope, to bring it to town standards.
- Commission recommended that the green lawn be changed to other landscaping or

natural grasses.

Commissioner Barker moved and Commissioner Kish seconded a recommendation of approval to Town Council with the recommendation that the Town consider upgrading the rest of the intersection not included in this application, and the green lawn be changed to native grasses or other landscaping. The application was recommended for approval because it meets the criteria of the grant and is a visible location at the North entrance to the Town. Motion carried 6-0.

d. Winter Park Plaza

Eric Swanson, owner of shopping center and Tim Hubbard, owner of Rudi's Deli presented their application.

- Intention of this application is to enhance access to Winter Park Plaza and improve the look of Main Street overall.
- This project will be addressing access from the street and ADA access into and out of all shops there.
- On the north end, building a new deck for Rudi's Deli, pulling the existing deck out of the parking lot, and freeing up more parking spaces.
- The deck will act as a gathering place for people, will be aesthetically pleasing, and accessible.
- Property is near the newly built amphitheater, and these improvements will enhance the experience of people visiting or attending the concerts and events held there.
- Also improving the access and entry to Idlewild spirits

Discussion was held by Commission.

- Commission stated that this project has a substantial impact on commercial area with ADA accessibility. Safe pedestrian accessibility which has never happened on this building. Making this shopping center fit in with the rest of the Town.
- Commissioner Kish stated that the applicant had applied last year and was denied, but listened to the recommendations of the planning commission to include the whole building in future applications.
- Commissioner Stevens asked about perhaps adding additional landscaping along the sidewalk or throughout the parking lot for pedestrians. Would love to soften the edge, but understand that it is difficult with this site and its lack of water etc.. Perhaps suggest more landscaping along sidewalk.
- Doug- matches what we asked, matches the ADA, matches the obligations of the grant. Would be in favor of the

Commissioner Barker moved and Commissioner Larson seconded a recommendation of approval to Town Council without additional recommendations to add enhanced landscaping. The application was recommended for approval because it meets the criteria of the grant, conforms to the previous comments provided by Planning Commission, and drastically improves access to the site. Motion carried 5-1.

Mr. Swanson, the applicant, after the vote stated that it would not be an issue to put some barrels or temporary planters to demarcate where the crosswalk is, and if it helps they would be happy to add it and get some color out there. Stated they will commit to bringing color out there, per Commissioner Stevens request.

e. Deno's Mountain Bistro

Brian Dornbush, the architect representing Deno's presented their application.

- The application is to add a new roof system over the north side of Deno's.
- Continuation of the front project, want to make this side not an "alley covered in grease".
- Cover up the leaking roof and alleviate the grease problem.
- Fairly simple project right now. Maybe more things added on if the grant is approved.

Discussion was held by Commission.

- Commissioner Larson asked if the mechanical going away. The applicant stated that they will be adding screening on the west side, but don't want to add screening that would hold ice or snow. The new screening is on the west side, it does not currently turn the corner. However, there will be a whole new system of HVAC, not what is currently there.
- Commissioner Davlin asked about this project possibly addressing the visible dumpsters with an enclosure? The applicant stated that this is not currently part of it, there is an access issue.
- Commissioner Kish observed that the north side of the building needs improvement, and is a worthwhile project. But that side is currently not addressed in this proposal. Needs to address those issues in the proposal, otherwise this is a maintenance project, not necessarily a town participation project.
- Commissioner Barker observed that the proposal does not hide equipment, screen dumpsters, etc.. and therefore right now it does not meet requirements.

Commissioner Barker moved and Commissioner Stevens seconded a motion to not recommend approval of the application as it does not meet the criteria of the grant such as addressing high impact enhancement issues like dumpster and mechanical screening. Motion carried 6-0.

f. Stoked Coffee House

Andras Horanyi, owner presented the application.

- Applicant remembers going to the Mountain Rose when growing up, and is excited to create that welcoming community space once again for the Town.
- This project is being made in conjunction with extensive interior improvements as well.
- The goal is to have both the inside and outside be one cohesive space.
- Intend to host events in the outside space and create a community gathering space.
- Goal is to create an environment for pedestrians, to come hang out and be a part of the

community.

Tim Hodston, with Salt Workshop presented the architectural designs.

- This is a unique project since they are choosing not to tear down the building, but to preserve it.
- There is a ton of remodel being done on the inside, especially the commercial space in front and vaulting the ceilings ect.
- Adding many new improvements including ADA bathrooms etc. But wanted to extend the gathering space to Main Street using this outside space.
- Visually challenged site, but this brings some openness to it.
- Adding a bike wash station – good vision for the mountain bike capital of the world.
- This project includes improvements to the north, which are also safety improvements since the residences empty out onto the parking lot. Adding new “yard spaces” are intended to capture kids running out, but to beautify it as well.

Discussion was held by Commission.

- Commissioner Stevens asked the applicant to show where the property line was in relation to the sidewalk since the site plan does not show it.
- Commissioner Kish asked what happens in the area next to the sidewalk since there is currently no direct connection to the sidewalk. You have to access the outside space from the parking lot.
- Mr. Hodston and Horanyi stated that the project could be altered to access the patio from the sidewalk to add safety and be more inviting to the pedestrians on Main Street, or to at least link to the sidewalk with a paved sidewalk on the side so there is clear access.

Commissioner Robbins moved and Commissioner Kish seconded a recommendation of approval to Town Council with recommendations to add more pedestrian connection to the sidewalk and consider more landscaping on the north side. The application was recommended for approval because it meets the criteria of the grant, increases pedestrian access, and is consistent with the Town Plan. Motion carried 6-0.

g. Village Center Condominiums

Joann Adams, owner operator of the peak, and president of the HOA presented the application.

- Proposing an expanded deck in front of The Peak Brewery, and the far end of the property. Expanding to two decks, adding some connection to the sidewalk from the deck.
- Enhancing the ADA accessibility to all businesses on the bottom.
- Additionally, adding more landscaping to match annual program with the Town, and focal point.
- Make stairs a ramp. Both of the decks will have flower boxes and lighting.
- Outdoor concert series has been really successful at the peak, but need more space and create a bigger outdoor space. Seating for about 100 people on the outdoor deck, but adding some landscaping shrubs, flowers, and lighting.

- The proposed improved decks mirror each other and anchor the building. Include a fire pit and seating allowing usability of the space into some of the winter season. Looking to remove the existing decking and replace with Trex decking that is much better with weather and durability.
- Adding between 5-10 tables and seating around the fireplace. The deck will be expanded into the lawn by 17 feet. Removing some of the hard features and some lawn.

Discussion was held by Commission.

- The proposed gas grills and private fire pit that are added for the residential condo owners would most likely not be able to be grant funded. Applicant stated that they could be removed easily from the proposal and she believed the board would be amenable to that.
- Commissioner Stevens would like to see dimensions included on the plans presented to Council, which will be on the 18th. That way they can easily see what the improvements entail. Council can ask for full architectural prior to funds release if they choose.

Commissioner Stevens moved and Commissioner Barker seconded a recommendation of approval to Town Council with recommendations to provide dimensions and more detailed plans to Council, to adjust the north end so it is not private including eliminating the private elements such as firepits and gas grills to make it accessible to the public as a walkway, not a private deck. The application was recommended for approval because it meets the criteria of the grant, increases pedestrian access, and is a highly visible improvement right along Main Street. Motion carried 6-0.

*Commissioner Kish had to leave the meeting early and departed at this time.

D. Design Review – 710 Elk Trail

*Doug Robbins recused himself from the Commission for this application.

The applicants are Doug and Suzy Robbins.

This is a single-family home that has a building square footage of 3,550 square feet including a 3 stall attached garage.

The Elk Run HOA has reviewed and approved the design. See attached letter.

Lighting is clearly marked on the submitted plans and shows fully dark sky fixtures only at necessary entryways and walkways. Lighting complies with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The building height is 24' to midpoint and 32' 31/4" overall at the highest point which is permitted based on the building height definition.

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

Landscaping notes and general design are included on the site plan submitted and meet 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, the structure is located within required setbacks, and building coverage is 27.3% impervious surface to open space. 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 2% grade which is in compliance with Town Standards which require driveways not to exceed 5% for the first 24'. The Driveway culvert will be amended to fit the town standard of either an 18" culvert with a minimum of 12" of cover, or a 15" culvert with Town approval.

- 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 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.
- The Driveway culvert will be amended to fit the town standard of either an 18" culvert with a minimum of 12" of cover, or a 15" culvert with town approval prior to Driveway Permit issuance.

Required Permits:

- Building Permit
- Single Family / Duplex Deposit Agreement

- Driveway Permit

Commissioner Larson moved and Commissioner Barker seconded approval of the design review with staff recommendations. Motion carried: 4-0.

- E. TABLE SETTING – Arrow at Winter Park Landscaping alteration request.

J.T. Thamann with Arrow at Winter Park presented the proposal.

- Not removing any landscaping, just moving it around and creating more actually.
- The proposal is to move some of the landscaping away from the driveways to separate the drive areas from the parking areas, instead of having trees against the buildings.
- Additionally, asking to change one cluster of trees from evergreen to aspen to accommodate an electrical access, and adding more species diversity in some of the other clusters by adding a new type of hardy flowering tree to the mix.
- This change is being prompted by landscapers who are saying in their professional opinion, they would not have designed the trees like this and are asking to alter for a better chance of tree survival and aesthetics.

Discussion was held by Commission.

- Feedback to Arrow at Winter Park and the developers to be careful about drafting landscape plans that aren't realistic. Having something that the landscapers actually look at before approval.

Commissioner Stevens moved to deny applicant permission to move all the trees, but maintain landscaping at 3 points along the building and move the rest and allow the large spruce to be replaced with aspen. Also requiring that they submit a revised plan to staff. Commissioner Robbins seconded approval of the motion. Motion Carried 5-0.

VI. Staff Update

- Public open house for the draft Town Plan to be held on September 25 at 5pm, short presentation at 6pm.
- Working on a number of developments submitted that will be brought to Planning Commission soon.
- Commissioner Larson invited the Town Commissioners and Council to celebrate the topping off of the new Gondola building at the Resort with Lunch at the construction site. The entire construction and management crew is being treated to lunch as a thank you from the Resort, and Commissioners/Council are welcome to join.

Upon a previously adopted motion, the meeting was adjourned at 10:36 a.m.