



**TOWN OF WINTER PARK  
PLANNING COMMISSION  
Tuesday, September 25, 2018 8:00 AM**

**Minutes**

- I. The meeting was called to order at 8:00am
- II. Roll Call indicated present: Brad Holzwarth, Mike Davlin, George Stevens, Doug Robbins, and Dave Barker.
- III. Town Hall Meeting- No comments received.
- IV. Commissioner Davlin moved, and Commissioner Barker seconded a motion to approve the minutes from June 6, 2016. Motion carried 5-0.
- V. Conflicts of Interest
- IV. NEW BUSINESS:

- A. Subdivision Exemption – Bridger’s Cache

Planner Owen presented the staff report.

Richard Waryn and Nicole Jaques, owners of Lots 7 & 8 in Bridger’s Cache are proposing to adjust the lot line and building envelopes between their two properties to better accommodate future development. The Bridger’s Cache Owners Association has approved the lot line adjustment

Subdivision Exemption Regulations:

Section 8-1-4 of the Subdivision Regulations allows the Planning Commission to exempt property from the subdivision process if one of eight conditions is met. Staff has determined that this Subdivision Exemption meets the requirements of Condition 2 –

2. Is for the purpose of revising lot lines from those shown on a recorded plat and which creates no more than the recorded number of parcels, subject to the following conditions:

- a. Any lot or parcel created shall conform to the minimum requirements for area or dimension as established by the zoning ordinance or any other related ordinance.
- b. If the lots of the original recorded plan were nonconforming, lots or parcels created shall not increase the existing nonconformity.
- c. Applicable law relating to amendment of recorded plats is complied with.

The Subdivision Exemption process involves one meeting with the Planning Commission for approval. This does not receive review or approval from the Town Council.

Staff recommends approval of the Bridger’s Cache Subdivision Exemption Plat with the following conditions to be met and/or provided prior to any recording:

1. 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.
2. That an executed Exemption Plat Mylar and other supporting documents, as well as recording fees, be provided prior to recording.

Commissioner Davlin moved and Commissioner Barker seconded approval of the subdivision exemption plat with staff recommendations. Motion Carried 5-0.

B. Commercial Design Review – Stoked Meeting House

Planner Owen presented the staff report.

Stoked Meeting House, formerly known as the Mountain Rose Café, is proposing to remodel their exterior façade to match the extensive interior remodel being planned. The improvements are proposed primarily on the east and north sides of the structure.

The applicants are proposing to open up the front façade of the building, removing the fascia that covered the front entrance and exposing the structural beams and decorative trusses to create a more open entrance.

In addition, the applicants are proposing to add larger windows, some additional beams, plant hangers, a new picket fence, decorative planters, and stained wooden shutters.

The applicant has submitted several drawings that highlight the improvements and the new colors/stains chosen. The proposed materials and style of the exterior improvements are in compliance with the Town Design Guidelines.

Any proposed sign improvements will need to be reviewed by town staff prior to installation. A sign permit shall be required.

Staff recommends approval of the proposed exterior façade improvements. The improvements will enhance the overall structure and provide a modern look for a historic building in our downtown. The applicant will be required to get a building permit for the improvements prior to construction.

The applicants presented their proposal.

- There will be two entrances into building now, they are also adding a buffer in the parking lot and a paved pedestrian access from Main Street.

Commissioner Barker moved and Commissioner Stevens seconded approval of the design. Motion Carried 5-0.

C. Design Review – 2567 Lakota Drive, Lot 50

Planner Owen presented the staff report.

Rocky Mountain Home Builders are the applicant on behalf of George Bailie and Kimberly Twiggs. This is a single-family home that has a building square footage of 3,143 including a 2 stall attached garage.

No HOA letter from Lakota was provided but will be required prior to building permit.

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

A cut sheet was provided as part of the finish schedule showing fixtures will comply with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The building height measurements on the plans are 31' to mid point and 35' 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 attached parking garage.

A landscape plan was submitted and will need to be amended to include labeling trees to be removed or added, and revegetation including seed mix.

- Landscape plan or site plan shall indicate trees that will be removed or saved.
- 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 required building envelope. Building coverage is 11.5% 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.

Driveway: The driveway grade is 5% which is in compliance with Town Standards. The indicated driveway culvert will need to be verified to fit Town Standards.

- A stabilized construction entrance shall be installed prior to ground disturbance.
- Driveway culvert will need to fit Town Standards of 18" with a minimum of 12" of cover prior to driveway permit being issued.
- Driveway will need to be shown as a minimum of 7' from adjacent property lines.

The site plan complies 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.

- 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 Lakota HOA shall be required prior to issuance of a building permit.
- Landscape plan or site plan shall indicate trees that will be removed or saved.
- Driveway will need to be shown as a minimum of 7' from adjacent property lines.

Required Permits:

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

Commissioner Davlin moved and Commissioner Robbins seconded approval of the design. Motion Carried 5-0.

D. Design Review – 92 Cedar, Lot 6

Planner Owen presented the staff report.

Abby Robertson, the Owner is being represented by Architect Brian Dornbush.

This is a single-family home that has a building footprint of 2,045 sq.ft. including a 2 stall

attached garage. Winter Park Village (Old Town) does not have an HOA.

A lighting plan was not included in the submittal package. The cut sheet provided indicated a fixture that could not be verified as dark sky compliant.

- Prior to building permit issuance, the applicant shall provide a cut-sheet verifying the exterior lighting is dark sky compliant.

Building height complies with Town standards. The building height measurements on the plans are 30' 1 3/4" to midpoint and 35' 3 3/8" 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.

The driveway shown does not indicate grade and references driveway standards for Grand County Road and Bridge Department.

- A stabilized construction entrance shall be installed prior to ground disturbance.
- Site plan shall be updated to indicate driveway grade and reference Winter Park Standards and Specifications for Design and Construction prior to Building Permit issuance.

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 and the structure is located within required setbacks. Building coverage is 58.4% impervious surface to open space, which meets Old Town code requirements not to exceed 70% 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.

Erosion Control / Drainage: The site plan complies with Town standards but still needs to include the two required protection notes.

- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.
- Site plan shall be amended to include the required protection notes (item VI.C.3 on the Design Review Checklist) prior to Building Permit issuance.

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.
- Prior to building permit issuance, the applicant shall provide a cut-sheet verifying the exterior lighting is dark sky compliant.
- Site plan shall be updated to indicate driveway grade and reference Winter Park Standards and Specifications for Design and Construction prior to Building Permit issuance.
- Site plan shall be amended to include the required protection notes (item VI.C.3 on the Design Review Checklist) prior to Building Permit issuance.

Required Permits:

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

Commissioner Robbins moved and Commissioner Barker seconded approval of the design. Motion Carried 5-0.

## V. Staff Update

- Tonight is the Master plan public open house at the Headwaters Event Center, starts at 5:00pm with a brief presentation at 6:00pm.
- Planning Commission will review the Master plan at the October 23<sup>rd</sup> meeting.
- Commercial enhancement grant updates will be presented to the Commission on Oct 9<sup>th</sup>

Upon a previously adopted motion, the meeting was adjourned at 8:20 a.m.