



AGENDA
Planning & Zoning Commission
Tuesday, August 6, 2019
6:00 PM

Public Meeting Room / Eagle Town Hall
200 Broadway
Eagle, CO

This agenda and the meetings can be viewed at www.Townofeagle.org.

PUBLIC WIFI - TOEG – townofeagle2019

6:00 PM - REGULAR MEETING CALLED TO ORDER

APPROVAL OF MINUTES

1. Approval of the minutes from the July 16, 2019 meeting of the Planning and Zoning commission.

PUBLIC COMMENT

Citizens are invited to comment on any item not on the Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person.

PRESENTATIONS

1. Elevate Eagle - update and next steps

TOWN BOARD OF TRUSTEES MEETING REVIEW

Staff update to the Planning & Zoning Commission on recent decisions made by the Board of Trustees on various Land Use files.

COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Staff update to the Planning & Zoning Commission on recent work and upcoming files.

OPEN DISCUSSION

ADJOURN

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.

Jessica Lake
Planning Technician



**Planning and Zoning Commission
Meeting Minutes
July 16, 2019**

PRESENT

Jason Cowles, Chair
Charlie Perkins
Kyle Hoiland
Jesse Gregg
Brent McFall
Matthew Hood
Bill Nutkins

STAFF

Carrie McCool-Interim Town Planner
Bill Shrum- Assistant to the Town Manager
Dawn Koenig- Admin Technician

ABSENT

Stephen Richards

This meeting was recorded. The following is a condensed version of the proceedings written by Dawn Koenig.

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission held in the Eagle Town Hall was called to order by Jason Cowles at 6:04p.m.

APPROVAL OF MINUTES

Commissioner Perkins made a motion to approve the minutes of the May 21st, 2019 meeting. Commissioner Hoiland seconded. Commissioner McFall abstained as he was not present at the meeting. All others present voted in favor. The motion passed.

PUBLIC COMMENT

None.

PRESENTATIONS

Future Eagle County Referral - Base Camp Eagle Seasonal Dark Sky Campground

Carrie McCool introduced the project for Base Camp Eagle. She stated that the property owners are submitting an application for a special use permit to Eagle County. County staff has asked the owners to visit the Town Planning and Zoning Commission on the project due to its location, existing recommendations of the jointly adopted Eagle Area Community Plan and the general interest the Town has in developing area camping. She stated the project representatives have a threefold request:

1. A letter of support for the project when referred the Eagle County special use application;
2. Support and coordination on new trail construction so the applicant can easily connect to the town, lessen care dependence from campers and promote Eagle's goals; and
3. Support for future annexation of the property when circumstances make cost-effective connection to the Town sewer system possible (i.e., build out of Haymeadow).

Tambi Katieb with Land Planning Collaborative presented an overview of the project to construct a seasonal dark sky campground located adjacent to the Town of Eagle, on a 13.5-acre parcel of property accessed from Brush Creek Road. He said the owners of the property have submitted an application for a special use permit to Eagle County and that County staff have asked the owners to visit the Town of Eagle Planning Commission to discuss the project due to its location, existing recommendations of the jointly adopted Eagle Area Community Plan, and the general interest the Town has in developing camping areas.

Katieb said that the project provides a unique opportunity to establish a seasonal campground and is in an ideal location close to Town amenities, public land access and trailheads. He said that it would not be a typical stand-alone RV park. He noted that the first phase will build up to 32 campsites suitable for tents, trucks, and small campers or RVs, 4 group sites and vault toilet facilities and limited water and electricity. Katieb said that a future phase would add an additional 12 sites and bathhouse. He stated that water would be provided by the Town of Eagle and several wells. He said that sewer will be provided using vault toilets. Katieb mentioned that the owners would be living onsite and would manage and regulate the activities of the campground.

Q & A

Commission Chair Cowles asked about the use of wells. Katieb said that there are two existing on-site wells and they also have Town water service which may need to be upgraded. Future water would come from the Town, Katieb said.

Nutkins asked what the proposed seasonal closure dates are. Katieb said that nothing is set in stone, but the seasonal closure would likely mirror trail closure dates.

Nutkins asked if a water ditch that runs through the property was active. Property owner Shawn Colby said that it is not an active ditch and that it is overflow for irrigation on an adjacent.

Hoiland asked about how the landscaping would be irrigated. Colby said that they would be irrigating with Town water. He said they are looking at installing water efficient landscaping and working on a plan to minimize water use.

Cowles asked if he had any agricultural water rights. Colby said he is working with an attorney to research this matter.

Perkins asked if the entrance to the property off of Brush Creek Road will be gated and locked or closed when the campground is closed for the season. Katieb said that they are looking at adding a separate entrance, but they have not worked out these details yet.

Colby said that the intent is not to have the sites be long term housing, but for serving short term recreational visitors and they would limit sites to 15 consecutive days of use.

Hoiland asked if the letter of support would come from the Planning and Zoning Commission or from the Town Board of Trustees. McCool said that normally the Town would get a referral notice from the County for the special use permit application. She said the applicants are being pro-active and coming to the Town ahead of the referral. She said the feedback from the Planning and Zoning Commission would be reported to the Town Board of Trustees for consideration.

Hood said that any annexation petition would need to align with the Eagle area Community Plan. McCool mentioned that the Town is going through the process of updating this guiding document and that the future annexation petition would need to align with that guiding document.

McCool said that sometimes Towns can enter into Pre-Annexation agreements if projects aligns with the Town's goals, policies and procedures.

Hood said that he personally thinks that this sort of use is needed in the Town.

McFall said that he supports the idea and looks forward to seeing the referral so that they could make a better-informed decision at that time.

Cowles said he is in support of the project and agreed with McFall in that he would like to wait for the referral to come from the County before they would issue a formal letter of support.

Hoiland said that he loves the project and said that a campground would be very good for the Town.

Nutkins said that he thinks it is a good idea and would be a benefit to the Town.

Perkins said that he agrees and added that having a place for visitors to camp will help with Town Events.

Hoiland asked if they should make a motion of recommendation to the Town Board. McFall said that he thinks it would be better if they waited for the formal referral from the County. Cowles said that he agreed. McCool said that she would relay the feedback she heard from the Commissioners to the Town Board at their next meeting.

Elevate Eagle Staff Update - Bill Shrum

Bill Shrum gave an update on the progress on Elevate Eagle. He said that there is a Joint Committee meeting scheduled for August 5th and there will be a Presentation to the Planning and Zoning Commission on August 6th.

Shrum gave an update on the progress so far. He said the project is about 60% complete.

Shrum said that Phase 2 is finished, and the project consultants are starting the next phase of community outreach and Comprehensive Plan framework analysis. He said that they anticipate having a draft copy of the Comprehensive Plan by November. The Land Use Code would follow, Shrum said.

Shrum said the public has been continually engaged in the process through the online website and using pop-up vision boards in 5 locations in Town over the last few months. He gave an overview of the draft Vision Statements for each vision theme.

Hood asked if Shrum feels that the Town has reached a broad cross section of the community. Shrum said that he thinks that more can be done to reach the Hispanic population and other diverse groups. Hood asked

if he feels that the community is well represented on the committees. Shrum said that he could not speak to that. McFall said that he is on the code committee and that the committee members are certainly not as diverse as the community.

Shrum asked the commissioners to take time to think about what a good comprehensive plan looks like and a what good land use code looks like and make suggestions on the best way to structure the code and the plan.

Hoiland commented that he saw the visioning boards at several locations around town, but he felt like the participation was minimal.

Shrum said that he thought there were several people who have participated. He said that across all outreach modes including online, there were 350 data points.

Cowles said that he is curious about the plan for the pool and ice rink and asked about a timeline. Shrum said that the redesign process is in full swing. A design contractor has been hired and they are looking at plans for full buildout of the site, he said.

OTHER UPDATES

Shrum gave an overview and update on Project Thor and said that the project is moving along quickly.

Shrum said that the Town Board of Trustees heard a proposal to put a “parklet” outside of the Brush Creek Saloon. He said the feedback from the board was cautiously supportive. Shrum said he sent out an email survey to Broadway business owners and the feedback was generally supportive on a test case basis. Shrum described what a parklet concept is. He stated that it is used to reclaim parking spaces for more pedestrian and business use by creating inviting spaces to hangout.

Perkins asked if it was intended to be permanent or temporary. Shrum said that the intention is for the structure to be temporary.

McFall said that it is an interesting policy consideration because you are allowing private use of public space. Shrum said that one idea is to lease the parking spaces from the Town.

McCool said that staff has been researching other communities and Buena Vista has a strong framework for this type of program.

ADJOURN

Commissioner McFall made a motion to adjourn and Commissioner Hood seconded. All voted in favor. The meeting adjourned at 7:23 PM.

Date

Jason Cowles – Planning and Zoning Commission Chair

Date

Dawn Koenig- Admin Technician



Elevate Eagle

AGENDA

- Code Audit Overview
- Committee Meeting Update
- Next Steps



Code Audit Overview

Code Audit – Process

- Met with stakeholders, staff and Land Use Code Committee during Comprehensive Plan visioning, including the following groups:
 - Developers
 - Home Builders
 - Professional Engineers
 - Past and Current Board and Commission Members
 - Business Owners
 - Community Members

Code Assessment Recommendations

- Key Recommendations Organized into Three Topics:

Process - Zoning - Standards

Process Recommendations

- Reorganize entire Land Use and Development Code (Title 4) to ensure more user-friendly document
- Streamline application process to:
 - Accommodate more administrative approvals
 - Develop more tables, flow charts and graphics
 - Remove all outdated language
- Address non-conformities that would result from code update

Zoning Recommendations

- Revise Zoning Districts to meet the following goals:
 - Identify distinct commercial zones or corridors and associated design guidelines
 - Identify distinct downtown zone or overlay
 - Incorporate new mixed-use zone and associated design standards
 - Provide new regulations that eliminate the need for special use permits
 - Clarify regulations for high density housing

Proposed Reorganization

New Section	Existing Section	Notes
Title 4		
Chapter 1	General Provisions	Title 4 starts at 4.03 General
4.01.10	Purpose	4.03.010
4.01.20	Authority	4.03.020
4.01.30	Title	4.03.030
4.01.40	Effective Date	New
4.01.50	Applicability	New
4.01.60	Relationship to Other Ordinances	New
4.01.70	Relationship to Comprehensive Plan	New
4.01.80	Interpretation and Conflicting Provisions	New
4.01.90	Transition from Prior Regulations	New
Chapter 2	Administration	
4.02.10	Purpose and Organization	New
4.02.20	Public Notice	4.03.080
4.02.30	Procedures Table	New
4.02.40	General Application Requirements	New Language taken from steps in existing code for all application requirements including: pre-application meeting, completeness review, etc.
4.02.50	General Application Procedures: Special Use	4.05.010
4.02.60	General Application Procedures: Variance	4.05.020
4.02.70	General Application Procedures: Rezone	4.05.030
4.02.80	General Application Procedures: Lot Line Adjustment	4.12.040
4.02.90	General Application Procedures: Development Permit	4.06.020 Includes determination of Development type, Minor DP and Major DP (which will be overhauled)
4.02.100	General Application Procedures: Planned Unit Development	4.11.040
4.02.110	General Application Procedures: Subdivision	4.12.030
4.02.120	General Application Procedures: Annexation	4.15.010
4.02.130	Application Fees	4.03.080
4.02.140	Review and Decision Making Bodies	New

Proposed reorganization

- Update Standards for Consistency and Flexibility
- Address Contemporary Issues such as:
 - Providing infill/redevelopment standards
 - Addressing minimum lot size versus unit density
 - Incorporate sustainability/LID standards
 - Incorporate hazard mitigation and resiliency standards
 - Address ACU's and tiny homes



Committee Meeting Update

Land Use Code Committee

- Review Code Assessment
- Review Case Study Research
- Review Proposed Code Outline

Comprehensive Plan Committee

- Overview of Opportunities Outreach Summary
- Small Group Break Out to Discuss:
 - Review Plan Format
 - Review Goal Framework
 - Land Use Plan Exercise



What's Next?

Next Steps

- **Comp Plan | August-September**
 - Goals + objectives development
 - Land use map development
 - Draft Plan development
- **Code | August-December**
 - Draft and compile new code language