



Town of Ignacio

P.O. Box 459  
540 Goddard Ave  
Ignacio, CO 81137

970/563-9494   
townofignacio.com 

## Town of Ignacio Planning Commission Meeting Minutes

**Wednesday, January 8, 2020 – 6:00 p.m.**

**Abel F. Atencio Community Room, 570 Goddard Avenue, Ignacio, CO 81137**

### **I. Call to Order**

Chairman Craig called the meeting to order at 6:00 p.m.

### **II. Roll Call**

Commissioners Present: Clark Craig (Chairman), Mandy Brown, Teresa Campbell, Bill Baird

Commissioners Absent: Dixie Melton (Town Board Representative)

Staff Present: Mark Garcia, Interim Town Manager

Guests: Lana Jo, Nancy Dossdall, Sharon Craig

### **III. Public Comments:**

None.

### **IV. Approval of Agenda**

**Action:** Ms. Brown moved to amend the agenda to include SEH and their roll within the town, as well the timeframe in which information is distributed under Other Business; Ms. Campbell seconded. It passed unanimously by voice vote.

### **V. Approval of Minutes**

a. Minutes from the November 13, 2019, meeting

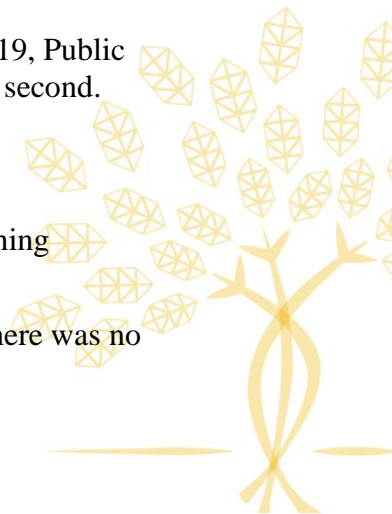
**Action:** Ms. Brown moved to approve November 19, 2019 Minutes; Mr. Baird seconded the motion. It passed unanimously by voice vote.

**Action:** Ms. Brown moved to table the approval of the October 23, 2019, Public Hearing Work Session Report, until the next meeting. There was not a second. Opposition was not raised.

### **VI. Staff Report & Permit List**

Ms. Campbell stated that they had discussed changing the title of the Planning Commission Report to match the agenda at a previous meeting.

Ms. Brown asked that the signature of the preparer be included, because there was no identification within the report.





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Mr. Garcia stated that it would be changed. He stated that the Town of Ignacio entry sign project continues to lag behind. Foundations will be laid early next week, barring inclement weather. Tentatively, the signs will be up by the end of January, with the stonework being completed at a later date.

A new Permit List that included year-end numbers was provided.

## **VII. Old Business**

### **a. International Code Council Building Code Update**

Mr. Garcia stated that he would continue work on the International Code Council Building Code Update. A draft will be presented to the Planning Commission at a later date.

### **b. Municipal Code Update – October 23<sup>rd</sup> and November 13<sup>th</sup> Work Session Reports**

The Municipal Code will be discussed at a later time.

The October 23, 2019, and November 13, 2019, Work Session Reports were provided.

## **VIII. New Business**

### **a. SoCoCAA Site Discussion**

Mr. Garcia stated that he had discussed the modular units that are downtown with the Executive Director of SoCoCAA. There are three sections built to manufactured standards, but they are not residential. They are waiting on SoCoCAA provide additional information.

SoCoCAA raised several questions regarding Code compliance, including whether the front facing street would be Goddard or Navajo. They would like the front facing street to be Navajo, with the side setback on Goddard. They have asked about possibly applying for a variance, should it become necessary.

After a brief discussion regarding the requirements in the building Code, and the current Land Use Code, it was determined that the units would be permissible in the business district, with changes to the exterior to match the Southwest Design Guidelines.

Gina Schulz resigned from the Planning Commission.

Mr. Craig stated that Justin Manley, who has served previously, has expressed interest in possibly returning.

Ms. Campbell was not in favor of Mr. Manley joining the Planning Commission, as she felt that they should find someone who has more knowledge.





A brief discussion regarding Ms. Schulz's resignation followed. Ms. Brown felt that Ms. Schulz's resignation needed to be provided in order for it to be placed on record. Mr. Garcia disagreed, because the Board of Trustees appointed Ms. Schulz, and she resigned to them accordingly.

## **IX. Other Business**

### **a. SEH Role**

Ms. Brown stated that at a previous meeting, there had been discussions regarding the need for continuing to work with SEH. She stated that the grant money had run out. While she appreciated what Ms. Dosedall had done with the Code, she felt that the Code was in the end stages, and SEH's continued assistance was unnecessary.

Mr. Garcia stated that he valued Ms. Dosedall's input, and felt that because she started this process, she should be present until it is finished. He stated that she brought invaluable expertise and experience to the process.

Ms. Dosedall would like to be available, should Mr. Garcia require her assistance. She urged the Planning Commission to try the Code on a few projects, as there may be things that do not hold up against a real world application. She advised against making drastic changes to pieces of the Code, because something similar had happened to the current Code.

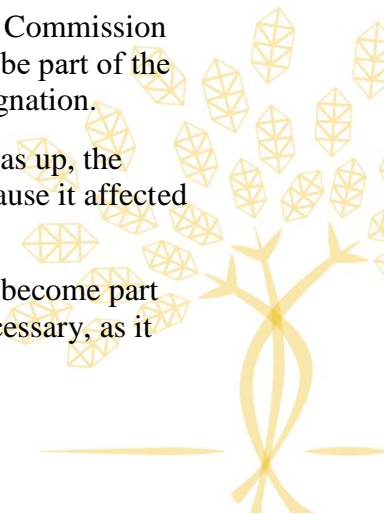
While some members of the Planning Commission felt Staff were capable of handling the Code without Ms. Dosedall's assistance, Mr. Garcia felt that, from a staff perspective, Ms. Dosedall's expertise was still necessary.

Mr. Craig stated that while Ms. Dosedall did not need to attend the meetings, she should be available, should Mr. Garcia require her assistance. He felt her guidance would be helpful when presenting the Land Use Code to the Town Board.

Returning to the issue of Ms. Schulz's resignation, Mr. Garcia stated that the Code does not require Planning Commission approval for Planning Commission appointees. He did not feel that Ms. Schulz's resignation needed to be part of the public record, due to the fact that the Town Board received the resignation.

Ms. Brown felt that because Ms. Schulz resigned before her term was up, the reasoning behind her resignation should become public record, because it affected other members of the Planning Commission.

While it was not currently on record with the Town Board, it could become part of the record at a later date. However, Mr. Garcia felt it was not necessary, as it was not required by the Code.





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## b. Information Distribution Timeframe

Ms. Brown stated that, per the November 13, 2019 minutes, she had stated that per page 8, item 6 of the current Code, the agenda should be made available 5 days before the meeting.

After a brief discussion regarding why the agenda for the January 8, 2020, meeting was not provided accordingly, it was determined that staff were out of office due to the holiday season. Although it may not be in accordance with everyone's wishes, posting the agendas within 24 hours, meets the minimum posting requirements according to State Regulations.

Mr. Craig stated that they could request the information be provided accordingly. However, there may be extenuating circumstances, similar to the holiday season, that cause the relevant information to be provided at a later time.

Some members of the Planning Commission raised further concerns regarding the possibility of issues within the Land Use Code being lost in Work Session Reports, and overall timeliness of distribution of information. It was duly noted.

Ms. Brown asked why the Planning Commission Work Session to follow the Planning Commission Meeting did not have its own agenda.

Mr. Garcia stated that the plan for the Work Session in December, which had been moved to follow the 01-08-2020, Planning Commission Meeting, was for members of the Planning Commission to review the Parking Lot List, and bring forth desired changes to the Land Use Code in order to discuss them. Due to the fact there were no other issues to be discussed, an agenda was not provided.

## X. Adjourn

Being no further business before the Planning Commission, Chairman Craig adjourned the meeting at 7:15 p.m.

