



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, February 6, 2018 – 6:00 p.m.**

**Abel F. Atencio Municipal Room, 570 Goddard Ave., Ignacio, CO 81137**

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

Chairman Schulz called the meeting to order at 6:00PM.

### **II. Roll Call**

Present: Chairman, Gina Schulz; Bill Baird, Member; Teresa Campbell, Member; Clark Craig, Member. Mark Garcia, Town Manager; Dixie Melton, Town Board Representative.

Absent: Pete Vigil, Member

Guests: Sharon Craig, Lana Jo Chapin, Nancy Dossdall

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

None.

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

Mr. Garcia suggested moving Election of Officers to the beginning of the meeting; per Town Code, this happens at the February meeting each year.

**Action:** Mr. Baird moved to amend the Agenda, making Election of Officers item V.; Ms. Campbell seconded. The motion passed unanimously by voice vote.

### **V. Election of Officers**

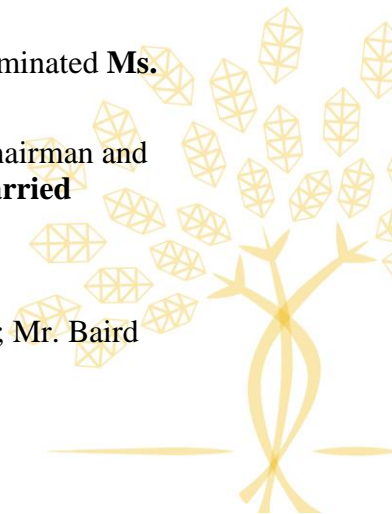
Ms. Campbell nominated **Clark Craig for Chairman**. Ms. Schulz stated that she would willingly hand it over to Mr. Craig if the Commission voted that way; she then called for a second. Mr. Baird seconded the motion.

Ms. Schulz called for a nomination of a Vice Chairman. Mr. Baird nominated **Ms. Schulz for Vice Chairman**. Ms. Campbell seconded to motion.

Ms. Schulz stated that there has been a nomination of Mr. Craig for Chairman and herself for Vice Chairman; she called for a voice vote. **The motion carried unanimously.**

### **VI. Approval of Minutes – January 9, 2019**

**Action:** Ms. Campbell moved to approve the January 9, 2019 Minutes; Mr. Baird seconded the motion, and it passed unanimously by voice vote.





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## VII. Staff Report & Permit List

Mr. Garcia stated there is no permit list included in his report because there is only one permit that has been issued so far this year for a covered deck that is being removed and replaced on Romero Ave.

Mr. Garcia apologized that there were not hard copies of the staff report available; he will work with Tuggy to ensure that all documents are emailed out in a timely manner and available in hard copy for those who have requested it.

## VIII. Old Business

### a. Annexations – Update

Mr. Garcia stated that the Town is working with the school district (a joint meeting with the Town Board and Ignacio School District (ISD) Board was held on January 10) to discuss easements, platting of Becker Street, etc. Good meeting; working together to get loose ends tied up and documented during the annexation process. There will be another joint meeting in March to review plats and changes that were agreed to in the January meeting. Mr. Garcia will bring this information to the Planning Commission on March 13, so that the PC can make recommendations to the Town Board for their meeting on March 18.

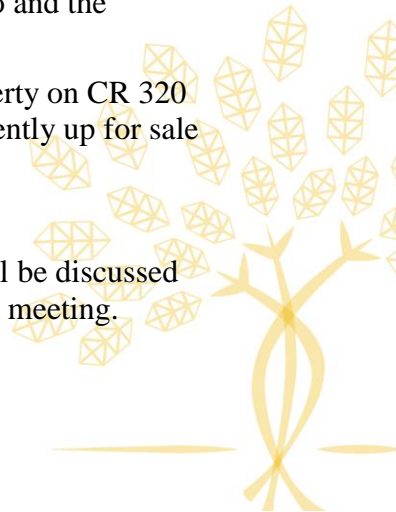
Mr. Garcia reminded the PC that the School Board's grant application was denied; there is no longer the sense of urgency that there was when the application outcome was unknown. Becker Street is not platted; the Town Shop site has not been dedicated to the Town (ISD owns two of the three lots that the Town Shop utilizes); there are easements that need to be documented and recorded; etc.

The annexation of the ISD properties is on the Town Board agenda each month, so that Mr. Garcia can keep them apprised of the progress that is being made. The public hearing for these annexations was held in November of last year. There is an ordinance on the Town Board agenda for February that will complete the annexation of CR 320 into the Town limits. This was part of the public hearing that was held in November. Mr. Garcia stated that he will bring re-addressing to the March meeting; CR 320 will change to become part of Romero and the addresses will change accordingly.

Mr. Garcia stated that he has gotten some calls regarding the property on CR 320 that is currently owned by Ignacio Community Church; it is apparently up for sale and the potential buyers are interested in annexing into the Town.

### b. Municipal Code Update – January 9 and 23 Work Session Reports

Tuggy is sending these out as she completes them. No update; will be discussed in the work session immediately following the adjournment of this meeting.





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## IX. New Business

### a. Duplex Structures in R1 Zone

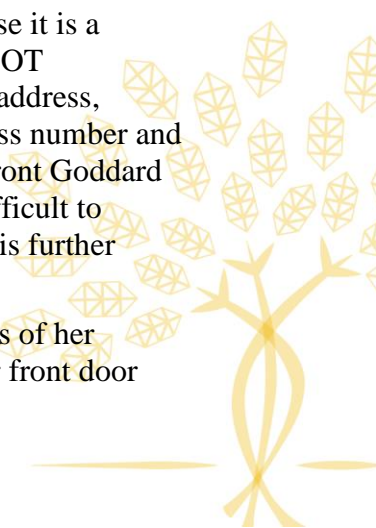
Mr. Garcia stated that he has received requests to add two duplexes on Romero Avenue; the Zone for Romero Avenue is R1, which is single family only. There is already one duplex on Romero Avenue, so he wanted to bring these two requests to the Planning Commission for their input. He asked if the PC members remembered whether or not a variance was granted for the one duplex that is already there; none of them could remember, but both Dixie and Lana Jo stated that the duplex has been there for a long time; it is owned by ISD.

Because the Commission is currently reviewing the Land Use Code, he wanted to let them know about these requests so that they could have discussion regarding either special/conditional use permits or changing the code so that duplexes would be allowed on certain lots in the R1 Zone.

### b. Addressing for Olguin Subdivision

Mr. Garcia stated that lots 1A and 1C are up for sale. He referenced the subdivision plat from Goff Engineering and stated that addressing for this subdivision is interesting. He also referenced the letter from Mr. Naiman to CDOT regarding not expanding Cedar Street to the West of Hwy 172. He asked if the Planning Commission had any recollection regarding this. He stated that it is unusual and costly for CDOT to grant private access off of a highway (referring to the driveway into Family Dollar). Ms. Melton stated that she had no recollection of discussions regarding a street on the west side of Hwy 172. Mr. Baird stated that it was mentioned, but that the owner did not want that. Mr. Garcia asked if anyone remembered CDOT granting this...he acknowledged that this is within Town boundaries, so that may have impacted the decision-making process. Ms. Schulz stated that she thought all the requirements of CDOT were met for this access point. Mr. Baird asked if it had to do with the fact that the land belongs to the Baker Trust (it is Tribal owned). Mr. Garcia stated that he did not know the history of this decision. Usually, if there is a street created off the highway, CDOT will often waive the fees and appraisal costs because it is a public improvement (provided the improvement is completed to CDOT standards). He stated that Family Dollar is addressed as a Goddard address, which is inconsistent with our addressing system that puts the address number and street based on where the entrance to the building is. Lot 1C does front Goddard on the South side, but there is no access there, so this one will be difficult to address. There is an easement granted to Lot 1C through Lot 1B; this further complicates the addressing of this subdivision.

Ms. Melton talked about how she was required to change the address of her business from 1001 Williams Street to 115 Cedar Street because her front door faces Cedar.





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Ms. Schulz stated that her recollection of the discussion regarding Lot 1C had to do with access off of El Paso Road. She does not have any recollection of discussing the easement from Lot 1B to Lot 1C for access. Mr. Garcia stated that access off of El Paso is virtually impossible at that point due to the grades of the roadways; it makes sense that an easement was created.

Mr. Garcia stated that he did not understand the reasoning behind Ms. Melton's property having a Cedar Street address because there is a lot between her property and Cedar Street; this lot should have had the Cedar Street address.

Going back to the subdivision, Mr. Garcia stated that we could address these three lots so that Lot 1B (Family Dollar) becomes 1101 Goddard #A (which is usually how the front structure is numbered).

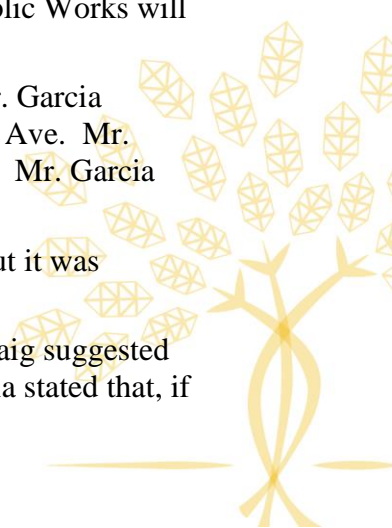
Ms. Schulz asked if all the improvement requirements have been met on this property; Mr. Garcia stated that he believes they have been. Mr. Baird asked if the water line goes all the way to Lot 1C. Mr. Garcia stated it does not; however 1C can be stubbed into 1B water line. He stated that he would need to read the Improvements Agreement to see whose responsibility that is.

Mr. Craig asked what the address is for Lot 1A. Mr. Garcia stated that it is 1001 Goddard Ave. Mr. Craig asked if Lot 1C could be 1105 or 1107. Mr. Garcia stated that is an option; however, there is no access from Goddard. Ms. Melton suggested that Lot 1C be addressed 1101 B. Ms. Dodsall suggested naming the access road / easement and using that as the address; however, the addressing for Family Dollar would then need to change to reflect that new street name. Mr. Craig suggested that Lot 1C be numbered 1101 ½. Ms. Schulz stated that there are already quite a few ½ addresses within the Town limits. Mr. Garcia stated that we could call the easement access Cedar Street and number the lots accordingly; however, the access to Family Dollar is not considered a street but rather a private driveway. Mr. Garcia stated that he just recently learned that the Town Public Works Department plows that entryway; we should not be doing that since it is not a Town Street but a private driveway. It is the owner's responsibility to maintain that driveway, including plowing it. Public Works will no longer plow this driveway.

Mr. Craig asked if the access to Lot 1A is off of El Paso Road. Mr. Garcia confirmed there is not access onto this particular lot from Goddard Ave. Mr. Craig asked if Mr. Garcia anticipates Goddard access onto Lot 1A. Mr. Garcia stated he does not know what will happen with that lot.

Mr. Baird stated that there used to be a driveway off of Goddard but it was removed because it was backing up water.

Mr. Garcia suggested that Lot 1C be addressed as 1101-A. Mr. Craig suggested that it be addressed as 1101-C, keeping the Lot number. Mr. Garcia stated that, if





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Lot 1C becomes 1101-C Goddard, the question down the road could be where are 1101-A and 1101-B? He stated that, once development begins on Lot 1A, perhaps that is when a discussion can happen regarding dedicating the entryway to the Town and naming it Cedar Street; that is the time when addressing would change.

Mr. Craig suggested that Lot 1C be addressed as 1101-A, at least for now. Mr. Garcia expressed appreciation for the input from the Commissioners.

#### **X. Other Business**

Ms. Campbell asked what all the white space on the map is. It is County land. Discussion ensued about the elementary school not being located on the map properly, and that the date on the map is 2014. Mr. Garcia stated that he brought this map because of the request from the Commissioners at the last meeting to have a zoning map for this meeting; he did not anticipate any action or discussion on the map at this time. Updates and corrections to the zoning map will happen after the Land Use Code is updated.

#### **XI. Adjourn**

Being no further business before the Planning Commission, Chairman Craig adjourned the meeting at 6:37PM.

The next regularly scheduled meeting will be on March 13, 2019 at 6PM in the Abel F. Atencio Community Room at Town Hall, with a work session immediately following.

