



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, 6:00 pm, March 28, 2018

Handicapped Accessible

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

I. **Call to Order** – Vice Chair Schulz called the meeting to order at 6:10PM, stating that Chair Vigil is absent and excused.

II. Roll Call

Present: Vice Chair: Gina Schulz; Members: Bernadette Lopez, Teresa Campbell, Bill Baird; Clark Craig – Alternate (1), Vacant – Alternate (2); Community Development Administrator: Dan Naiman.

Absent: Chair: Pete Vigil; Town Board Representative: Dixie Melton, Trustee; Ignacio Chamber of Commerce Representative: Vacant

Guests: Ron Dunavant, Kathryn Kent, Justin Manley

III. **Public Comments: None.**

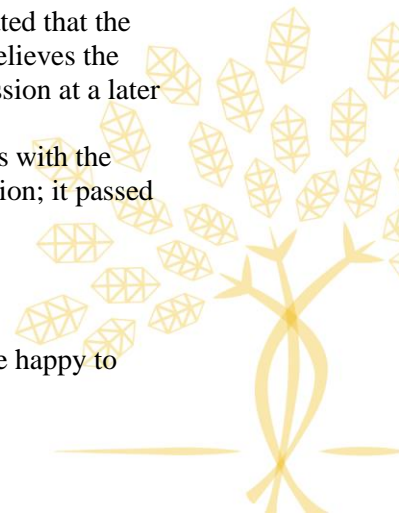
IV. Approval of Minutes February 14, 2018

Two versions of these minutes were presented; one is action minutes, the other is the traditional minutes the Commission is accustomed to receiving. Discussion ensued with pros and cons for each type of minutes. Ms. Campbell stated that she liked that the action is clearly defined in the shorter version of the minutes; she also likes the discussion included as background and made the suggestion that the action be listed as a separate paragraph so that it is easy to follow. Mr. Baird asked what was wrong with how we have been doing it; Ms. Lopez stated that she agreed with Mr. Baird. Mr. Craig stated that he would prefer the action minutes because, at the end of the day, it's all about the action items. Ms. Schulz stated that she prefers the short version but understands the expressed desires of others in the group. She stated that she would entertain a motion; Mr. Naiman stated that this is not an action item. Mr. Craig asked if the motion to approve the minutes needs to include which version to approve. Mr. Naiman stated that the Commission can approve them both if they so desire. Mr. Craig stated that he believes the Commission should approve the longer version and possibly return to this discussion at a later time.

Action: Mr. Craig made the motion to approve the longer version of the minutes with the amendment to include Justin's last name (Manley). Mr. Baird seconded the motion; it passed unanimously by voice vote.

V. Staff Report – Dan

Mr. Naiman stated that he emailed his report to the Commissioners and would be happy to answer any questions they may have. There were none.



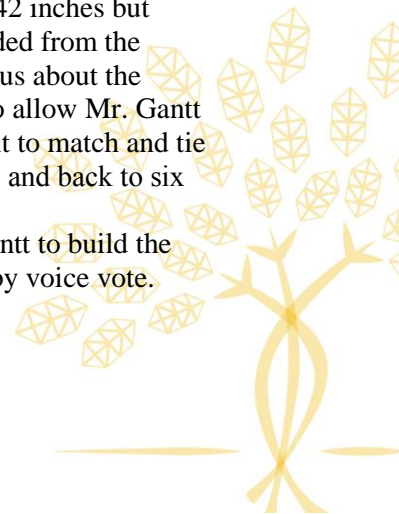


VI. Old Business

- a. Revision to Section 3-6-1 Off-Street Parking – Correct table 3-6-1 with proper building square footage / parking space requirements. Mr. Naiman stated that this is the only change to what the Commission already approved; he caught that the table had not updated to reflect the new parking requirements. Ms. Schulz asked if the previously approved parking section had already gone to the Board of Trustees for approval; Mr. Naiman stated it had not. Ms. Schulz asked if Mr. Naiman is requesting an approval of the updated table; he stated that he is.
Action: Mr. Baird made the motion to approve the updated table 3-6-1. Ms. Lopez seconded the motion. Mr. Craig requested confirmation that the only change is the table itself; Mr. Naiman confirmed. Ms. Schulz stated there is a motion and a second; the motion passed unanimously by voice vote.
- b. Jake Break update. Mr. Naiman stated that he & Mr. Garcia stated that they met with CDOT a couple of weeks ago to talk about signage. The State has a law requiring brake mufflers, and the Town asked CDOT about getting some signs installed. He will give updates as the Town hears back from CDOT.

VII. New Business

- a. 6 foot tall fence fronting on Pioneer Street across from the grocery store. Clarify intent of language section 3-6-2.
Mr. Naiman stated that Mr. Rod Gantt is the owner of the property in question. He would like to install this fence on his property; his neighbor to the West has a six-foot high block wall. Mr. Naiman stated that he believes that it will not be in violation of the intent of the code. Mr. Gantt is available to answer questions. Mr. Baird asked if this was a privacy fence. Mr. Gantt brought a site plan sketch to help clarify his intent. He would like to mitigate the noise of the trucks, the headlights at night that shine directly into his house, and the heavy traffic of people coming and going; he also has a large dog that loves to interact with people going by and he wants to make sure the fence is high enough that the dog will not be able to jump it. He would like to make it with cinder block piers and wood pickets in between. Ms. Schulz summarized that Mr. Naiman stated the code dictates 42 inches but there is precedent set by the neighbor; she then asked what Mr. Naiman needed from the Commission at this time. Mr. Naiman stated that, since the code is ambiguous about the height limit for a fence, he wants approval from the Planning Commission to allow Mr. Gantt to build this fence. The proposed fence would start at roughly six foot height to match and tie into the neighbor's fence. The fence would drop to 42" in front of the house and back to six foot along the alley.
Action: Ms. Campbell moved to approve the issuing of a permit for Mr. Gantt to build the fence as described. Mr. Baird seconded the motion; it passed unanimously by voice vote.
- b. Home based business – Special use permit home based tattoo's





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Mr. Naiman stated that the requesting party is not present this evening; he recommended that we table this item until the next meeting. Ms. Schulz stated that, if there were no objections, she would move on to the next agenda item; there were no objections.

- c. Proposed new language for section 3-4-6 Board of Adjustment – qualifications to sit on the Board of Adjustment.

Mr. Naiman stated that our current Municipal Code addresses the appointment of members of the Board of Adjustment; it does not address the qualifications necessary to sit on the Board of Adjustment and it puts the Board of Adjustment in a potentially compromising position as it has members who may have voted on a matter previously (in either a Town Board Meeting or Planning Commission Meeting) that will be brought before the Board of Adjustment. Mr. Naiman presented language that could clarify the qualifications of an individual to serve on this Board as well as their voting capacity. Mr. Craig asked how many meetings are required to come to a decision on this issue and if there needs to be opportunity for community input. Mr. Naiman explained the process: draft language presented to Planning Commission; if they approve, a draft ordinance is written which is forwarded to the Town Board for review; at that time a public hearing is noticed in the local paper and the Town Board will either approve or deny the draft ordinance. Mr. Craig asked if Mr. Naiman simply wants to replace 3-4-6.1, and Mr. Naiman confirmed. Mr. Naiman stated that he is registered for a webinar next month on Board of Adjustment Do's and Don'ts. He wanted to present his draft language as quickly as possible because, at this point in time, we do not have a Board of Adjustment and he would like to have this language in place before filling all the vacant positions on the Board of Adjustment. Ms. Schulz asked if our Town Attorney has looked at the language that is being presented this evening. Mr. Naiman stated that he has not. Ms. Campbell asked if the Board of Adjustment meets only as needed; Mr. Naiman stated that was correct. Mr. Craig stated that he likes what Mr. Naiman is proposing. Mr. Baird stated that with the way it is currently written, two members of the Planning Commission who had previously voted on the issue could vote on it at the Board of Adjustment meeting as well. Mr. Naiman stated that this is the conflict that he sees. Ms. Schulz stated that she believes that Mr. Naiman needs to attend the webinar before the Planning Commission makes a decision, or the Town Attorney should review the wording that is currently being proposed. Ms. Campbell asked if there were term limits on the Board of Adjustment. Mr. Naiman stated that it is three years. Ms. Campbell clarified that it may be a three-year term, but that does not specify term limits. Mr. Naiman stated that there is no limit to the number of terms you can serve on the Board of Adjustment. Ms. Campbell asked if the five members include three voting and two non-voting members. Mr. Naiman stated that the intent in that is to explain why the request was denied originally, it could be explained to the Board of Adjustment. Ms. Schulz stated that, unless there was further discussion, she would like to table this item until such time as Mr. Naiman has more information. Mr. Naiman stated that he should have answers for the Commissioners at the next regular meeting. Mr. Craig stated that the Commission supports the direction Mr. Naiman intends to go.

VIII. Adjourn

Mr. Baird made the motion to adjourn the meeting. Ms. Campbell seconded the motion; it passed by unanimous voice vote. The next regularly scheduled meeting is April 11, 2018, 6:00PM.

