



**Town of Ignacio**  
**Planning Commission Meeting Minutes**

**Wednesday, June 12, 2019 – 6:00 p.m.**

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

**I. Call to Order**

Chairman Craig called the meeting to order at 6:04 PM.

**II. Roll Call**

Present: Chairman, Clark Craig; Members: Mandy Brown, Bill Baird, Gina Schulz;  
Town Manager, Mark Garcia;

Guests: Ron Dunavant, Business Owner, Sharon Craig, Trustee;

Absent: Teresa Campbell, Member; Dixie Melton, Town Board Representative

**III. Public Comments:**

None

**IV. Approval of Agenda**

**Action:** Ms. Brown moved to approve the agenda as presented; Mr. Baird seconded the motion.

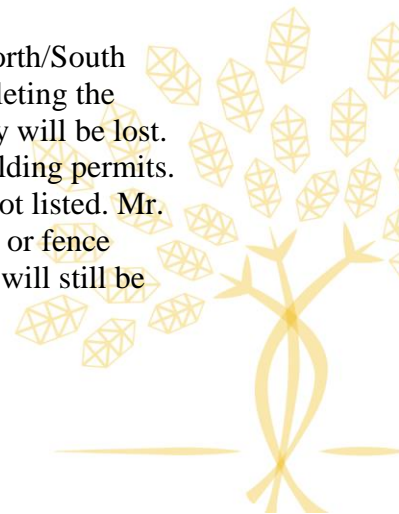
**V. Approval of Minutes – May 22, 2019**

**Action:** Ms. Brown moved to approve the minutes of the May 22, 2019 meeting as written; Mr. Baird seconded the motion. It passed unanimously by voice vote.

**VI. Staff Report & Permit List**

Mr. Garcia stated that a warrant study was completed on Goddard / Becker. It has been forwarded to CDOT. He will keep the Commission informed with future communications and developments.

Mr. Garcia stated that the Town Board approved entry signs on the North/South entries along 172 and by the ELHI at 151. They are working on completing the project in the next 6-8 weeks. Grant funds need to be expended or they will be lost. Mr. Garcia stated that there was not a lot of activity going on with building permits. Ms. Brown expressed that there had been a lot of activity, but it was not listed. Mr. Garcia went on to explain that the Town no longer issues roof permits or fence permits. A sketch of the fence is required to check for height. Permits will still be





required in situations where surveys are done. In situations involving fencing on corner lots, the Town will get involved due to possible obstruction issues. He also stated flatwork and excavation permits are no longer being issued. A list of situations requiring permits will be created in order to keep things consistent.

## VII. Old Business

### a. Annexations – ISD Update

Mr. Garcia stated that a joint meeting with the Town Board and the School Board to discuss annexations was scheduled on June 13, 2019. The middle school annexations were pretty straight forward. CR 320 in front of the school had already been annexed. There have been some issues with the tracts, or lots, denoted on the plans. The Chain of Title for the whole subdivision was unusual. Mr. Garcia went to the title company and resolved the issues.

Mr. Garcia stated that primary objective for the High school annexation is to be sure the school district is agreeing to go through the subdivision process. Mr. Garcia stated that they are going over the Land use regulations in the annexation agreement, as well as trying to resolve easement issues that had arisen. The agreement will possibly be presented in the July meeting, but it might lack the school's comments. Ms. Schultz raised some questions about changes to the current infrastructure in the area. Mr. Garcia stated that they have a preliminary plat, but there is currently nothing formal. Because there is currently nothing formal, nothing will change immediately. As the annexation process moves forward, permitting of the trailers involved in the annexations will be permitted according to current building codes. Further access needs will also be assessed as needed.

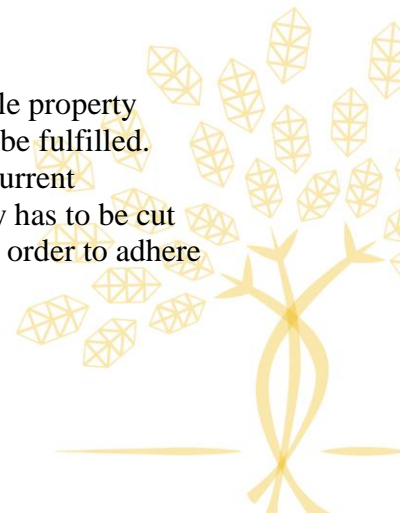
### b. Municipal Code Update

Work Session Reports were not provided, as they were unavailable.

Mr. Garcia stated that Nancy had created a draft of updated Municipal Code, but it was not provided in order to avoid confusion.

## VIII. New Business

Mr. Garcia stated that annexations can be initiated by single or multiple property owners. There is a whole litany of statutory requirements that have to be fulfilled. One of the main ones is that annexations have to be contiguous with current municipal boundaries, with 1/6 Contiguity. In certain cases, a property has to be cut into multiple pieces and multiple annexations have to be performed in order to adhere to the 1/6 contiguity rule.





Mr. Garcia stated that the Town board initiates the formal annexation process with a resolution after a plat is submitted. There are 4 consecutive weeks of public notification. A public hearing must be held no earlier than 25 days after the process was initiated, and no later than 60 days after the process was initiated. During the 25-60 day time frame, agencies, special districts and the county are notified. Issues are addressed as they arise. This would be followed by a public hearing. The annexation would be finalized with an Ordinance.

Mr. Garcia stated that he requested waiving \$1500.00 fee at the beginning of the High School Annexation, as it was a disincentive to be annexed into the town. The Town Board agreed. As a result, the fees on Walker and Herrera annexations were waived. Mr. Garcia requested to take Herrera and Walker Annexations to the Town Board on the June 22, 2019 meeting in order to initiate them by resolutions. A formal review of above stated annexations will be presented in the July meeting.

Ms. Schulz asked what the paper of record was, because the Pine River Times was no longer being used. Mr. Garcia stated that State Statutes had specific notice requirements that are being met in the Friday edition of the Durango Herald. The Town Board meeting for the public hearing will be noticed in its usual locations.

a. Herrera Annexation Plat

Mr. Garcia presented the Herrera annexation plat. It is 2 ½ acres, and meets the 1/6 contiguity rule. There are utilities in the vicinity, with a 25-foot access easement on the Southside of the property.

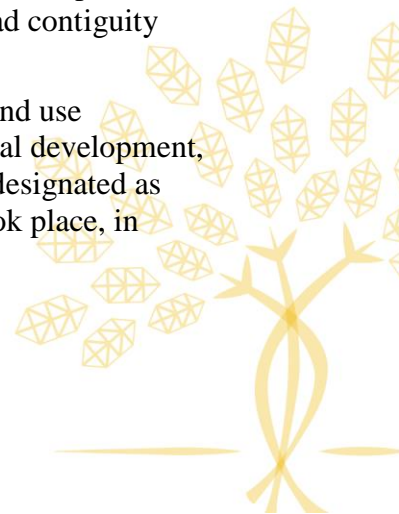
b. Herrera Subdivision Plat

Mr. Garcia stated the Herrera subdivision will be a minor subdivision. It is a total of 3 lots. It will be designated as R1. Mr. Garcia will send out agency notices. If issues arise, they will be communicated in July.

c. Walker Annexation Plat

The Walker annexation did not have a plat available. It would be 1 plat, with 2 properties denoted in the Walker, First and Second Edition, subdivision plats. They would be encompassed into one. It had almost 11 acres. It had contiguity with the Young's to the North.

An annexation agreement with Mr. Walker about zoning, future land use intentions, and potential road improvements, dependent on potential development, needed to be structured. If Mr. Walker asked that the property be designated as agriculture, that would be acceptable until further development took place, in which case, the zoning would be reevaluated.





d. Walker Subdivision Plat

Agency responses to subdivision will be communicated as they are received.

Mr. Garcia will update the Planning Commission on the Walker Subdivisions in July.

Ms. Brown asked if the annexations were something the town was pursuing, or something the landowners were leading. Mr. Garcia stated that the town didn't want to force unwilling property owners into annexation agreements. Ms. Brown stated that she had an individual in mind who may want to be annexed in. Ms. Brown stated that she will inform the individual of the waived fee.

Ms. Schulz voiced her concerns about the increase in traffic around the Walker subdivision, as the roads and traffic conditions in the area were already questionable.

Mr. Garcia stated that when five or more lots are present, a traffic study has to be conducted. The results would determine the required road improvements. Mr. Garcia went on to explain that it will take a cooperative effort between the town, the school, and future developments to improve conditions and fix the issues with the roads in the area.

**IX. Other Business**

Mr. Craig stated that Justin Manley officially requested to be taken off as an Alternate. He was removed.

Mr. Craig stated that the river was close to flood stages in certain areas. IPD was monitoring that.

**X. Adjournment**

Being no further business before the Planning Commission, Chairman Craig adjourned the meeting at 6:44 PM.

The next regularly scheduled meeting will be on July 10, 2019 at 6PM in the Abel F. Atencio Community Room at Town Hall. A work session is not scheduled.

