



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, July 25, 2018 – 6:00 p.m.

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

I. Call to Order

Vice Chair Schulz called the meeting to order at 6:03PM.

II. Roll Call

Present: Vice Chair: Gina Schulz; Members: Bill Baird, Teresa Campbell, Clark Craig; Alternate: Justin Manley; Interim Town Manager: Mark Garcia.

Absent: Chair: Pete Vigil; Ignacio Chamber of Commerce Representative: Vacant

Guests: Kathy Kent, Glen Walker

III. Public Comments: None

IV. Approval of Minutes June 13, 2018

Action: Clark Craig moved to approve the minutes; Teresa Campbell seconded. The motion passed by voice vote.

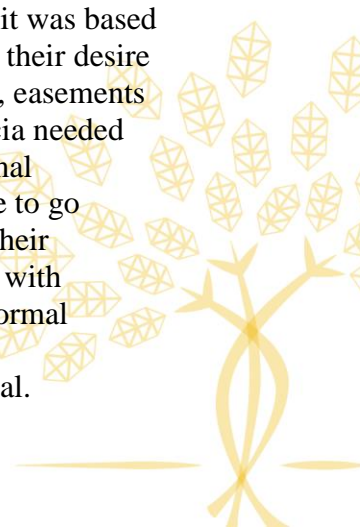
V. Approval of Agenda

Action: Teresa Campbell moved to add item d under Other Business for the Staff Report from the Town Manager. Clark Craig Seconded. The motion passed unanimously.

VI. Old Business

a. Walker Minor Subdivision Plat Review

Mr. Garcia reviewed the plat with the Commissioners and stated that it was based on what Mr. Walker understood the Commissioners had expressed as their desire at last month's meeting. Discussion ensued regarding ingress, egress, easements for utilities, traffic flow, etc. Vice Chair Schulz asked what Mr. Garcia needed from the Planning Commission. Mr. Garcia stated that there is a formal submission process for a minor subdivision that Mr. Walker will have to go through; if the Commission has a consensus that the plat meets with their approval as submitted, it gives Mr. Walker the confidence to proceed with spending money to go through that process. He would then make a formal submittal, go through the notification process for hearings, etc. The Commission's general consensus was that the plat meets their approval.





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b. Parking Regulations Review

Mr. Garcia stated that what is driving this discussion is a potential development project at Ignacio Community Church. Mr. Garcia stated that the Commission could discuss the parking this evening; however, there are other pressing matters with the development plan. The land use code has area coverage ratios which they will not be able to meet, as well as some height issues; there are 3 or 4 potential variances that the church may be requesting. They would like to add on two stories to the existing church toward the West; the parking regulations are the least of their issues at this time. The Parking Regulations have already been approved by the Planning Commission; however, with the pending land use code updates Mr. Garcia feels it may be pertinent to not take any further action (submitting the Parking Regulations to the Town Board).

Mayor Cox arrived at this point in the meeting to let the Planning Commissioners know that Chairman Vigil had planned to attend the meeting this evening, but Mr. Atencio's father passed away and he is at the house with the family. Condolences and appreciation for the information were expressed.

Mr. Garcia recommended that the Planning Commission revisit the Parking Regulations when the land use code is being reviewed. Vice Chair Schulz asked about the snow route that is also included in this section and has already been passed by ordinance; she stated that the signs have not yet been ordered and there may actually be snow this winter. Mr. Garcia responded that the snow route should probably be in Chapter VIII of the Municipal Code, due to the nature of enforcement; the staff will handle ordering the signs.

c. Annexations – Update

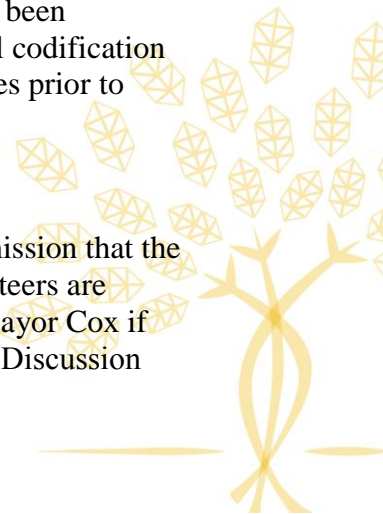
Mr. Garcia stated that this item is on the agenda based on a request from the previous meeting. There really is no update to report at this time.

d. Municipal Code Update

There is no update from DOLA on the administrative grant that has been requested. Tuggy has researched two companies that do the official codification process; both have expressed that we need to get through our updates prior to submitting anything to them.

VII. New Business

Vice Chair Schulz stated that she wanted to inform the Planning Commission that the Town will have a float in the Saint Ignatius Fiesta Days Parade. Volunteers are needed for the float, preparing and riding on the float; please contact Mayor Cox if you are interested. The theme for this year is "Let Your Light Shine." Discussion ensued regarding Fiesta Days, SUCAP Duck Race, etc.





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VIII. Other Business

a. August 8, 2018 Meeting Schedule

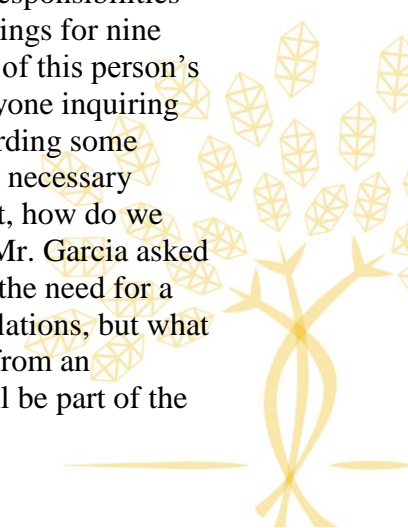
Mr. Garcia stated that he will be at a Housing Workshop on this date and wondered if the Planning Commission is willing to consider an August 22, 2018, 6PM meeting date and time. By consensus, they all agreed.

b. Upcoming Submittals / Board of Adjustment (BOA) Status

Ignacio Community Church will be submitting a proposed development project that will require at least three (3) variances; the Municipal Code allows for this provided the applicant goes through the necessary process of applying to the BOA for the variance. We currently do not have a BOA due to all the members' terms being expired. We have advertised the vacancies; the Town Board will most likely appoint the members of the BOA at their August meeting. The current Municipal Code requires that one BOA member be on the Planning Commission; there can be two Planning Commissioners on the BOA. Mr. Garcia stated that the BOA acts as the appeal board to the Planning Commission; therefore, in our Municipal Code update, we will be looking at the qualifications of the members of the BOA. In order to have a BOA in place, Mr. Garcia asked if there were any Planning Commission members who would be willing to serve on the BOA. Mr. Craig and Vice Chair Schulz both stated they would be willing. Mr. Garcia asked if Mr. Craig would be the preferred Commissioner to serve on the BOA; by consensus, the Commission agreed. Any individual or organization seeking a variance goes directly to the BOA, so there is no conflict of interest for Planning Commissioners to serve on the BOA. Discussion ensued regarding the process for an individual to apply for permits and/or appeal a decision by staff and/or the Planning Commission.

c. Other Business

Mr. Garcia stated that he has assumed the Building & Planning Responsibilities that Mr. Naiman used to carry; he fulfilled this role in Pagosa Springs for nine years. The Town will be hiring an Administrative Assistant; part of this person's responsibilities will be to serve as the first point of contact for anyone inquiring about land use, permitting, building, etc. Discussion ensued regarding some permits (excavation, fence, business service, etc.) that may not be necessary and/or may have legal ramifications (if we approve a fence permit, how do we ensure that it is actually within the applicant's property limits?). Mr. Garcia asked some questions to get the Commissioners thinking: what dictates the need for a permit? Have we gone too far to one side? There should be regulations, but what are they and what determines what they are? What makes sense from an organizational standpoint? Mr. Craig asked if these questions will be part of the





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Municipal Code update discussion as well. Mr. Garcia said yes. Mr. Garcia stated this conversation is on-going and no decision / recommendation is being sought at this time.

Mr. Baird stated that the jake brakes on the trucks traveling through town at night are getting really bad again; can we approach CDOT again for signage? Mr. Garcia stated that he would do so.

Vice Chair Schulz asked if there was any other business. Mr. Garcia stated the only other item was his staff report.

d. Town Manager Staff Report

Mr. Garcia asked if there were any questions. Vice Chair Schulz stated that, in the past, the Commission would receive a report of all the permits issued in that month; she asked if this was not going to happen anymore. Mr. Garcia stated he was not aware that this list was given to the Commission; if they wanted this list, he would be happy to provide it to them. The consensus was that it would be appreciated; Mr. Garcia stated that he would provide this at future meetings.

IX. Adjourn

Being no further business before the Planning Commission, Vice Chair Schulz called for a motion to adjourn. The next regular meeting of the Planning Commission will take place on August 22, 2018, at 6:00PM. Mr. Baird moved to adjourn the meeting; Mr. Craig seconded. The motion passed unanimously by voice vote. The meeting was adjourned at 7:40PM.

