



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, September 12, 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 6:09PM.

II. Roll Call

Present: Vice Chair: Gina Schulz; Members: Bill Baird, Teresa Campbell, Clark Craig; Alternate: Justin Manley; Interim Town Manager: Mark Garcia; Town Board Representative: Dixie Melton, Trustee arrived at 6:14PM.

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

Guests: None

III. Public Comments: None

IV. Approval of Agenda:

Action: Mr. Craig made a motion to add an item under IX: Other Business, to review and discuss current Board seats, specifically the Chair and the Vice Chair. Mr. Baird seconded the motion; it passed unanimously by voice vote.

V. Approval of Minutes July 25, 2018

Action: Mr. Craig moved to approve the minutes as presented. Mr. Baird seconded the motion; it passed unanimously by voice vote.

VI. Staff Report & Permit List

Mr. Garcia stated that he forgot to print the permit list; it has been updated and he will email it to the Commission members.

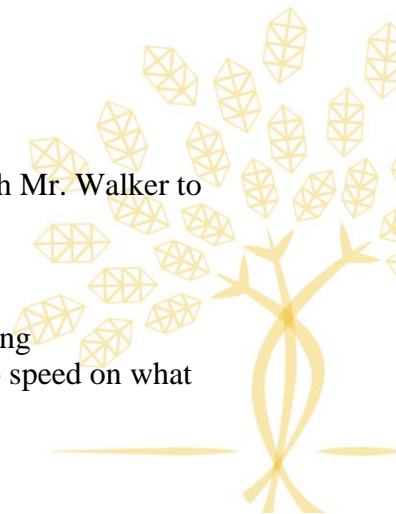
VII. Old Business

a. Walker Minor Subdivision Plat Update

There is no update on the Walker Subdivision Plat; he has met with Mr. Walker to review the submission requirements.

b. Annexations - Update

No update due to Mr. Garcia being focused on building and planning responsibilities and bringing the new administrative assistant up to speed on what





Town of Ignacio

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

970/563-9494 
townofignacio.com 

is required of her as a permit technician. Ms. Schulz asked if there is a way to flagpole everything from the slaughterhouse property at the end of the county road and annex it all into the Town; Mr. Garcia stated that will probably not happen on this annexation although we may be able to do this later.

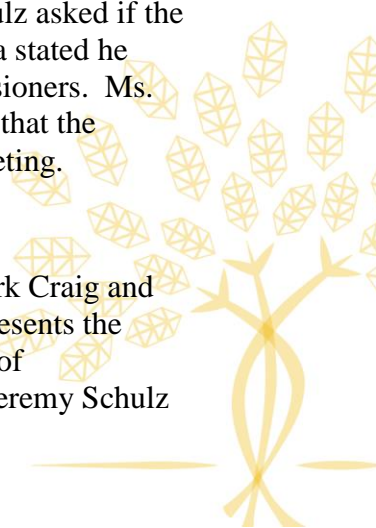
c. Municipal Code Update

Mr. Garcia stated that we should have a contract soon with DOLA; we cannot incur any expenses until the contract with DOLA is complete. Mr. Garcia has been talking with Russell Engineering; RPI was retained for engineering services after an RFP Process and they are doing an excellent job for the Town. Nancy Lauro will lead the re-write of Chapters II and III of the Municipal Code with the Planning Commission; she will provide a new scope of work after Mr. Garcia gets some contact information to her. Mr. Garcia stated that the Town of Ignacio does not have a Comprehensive Plan; this document sets the direction for the community based on values, things that should be retained, things to expand upon, and outlines who the community wants to become. This is a document that should be created by the community; it is a vision document with goals and priorities. The first step in the process of re-writing the Land Use Code will be a visioning process led by Nancy Lauro that will help the Commission come up with goals and objectives. Ms. Schulz asked if the Commissioners should review the Downtown Design Guidelines in preparation for this visioning exercise; this is not a comprehensive plan, but it is part of what can be included in the comprehensive plan. Mr. Garcia stated that the Downtown Design Guidelines has goals and objectives that can be brought forward. Mr. Garcia stated he has a digital format of the Downtown Design Guidelines that he will forward to the Planning Commission.

There is a work session scheduled for September 26; this is the same evening of the CML Outreach Meeting in Durango, so the work session will need to be rescheduled. It was decided by consensus that the work session will take place on Thursday, September 27, at 6:00PM, provided that Ms. Campbell will be able to attend. Ms. Campbell will email Mr. Garcia this evening. Ms. Schulz asked if the Planning Commissioners could attend the CML meeting; Mr. Garcia stated he would check and, if so, he will send the information to the Commissioners. Ms. Lauro will be at the work session on the 27th; Mr. Garcia requested that the Commissioners bring their copies of the Municipal Code to that meeting.

d. Board of Adjustments Meeting Update

Mr. Garcia stated that the Board of Adjustment is now in place: Clark Craig and Gina Schulz represent the Planning Commission; Dixie Melton represents the Town Board; Amanda Brown has also been appointed to the Board of Adjustment; there is still one vacant seat. Ms. Schulz has asked if Jeremy Schulz





Town of Ignacio

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

970/563-9494 
townofignacio.com 

could serve in her place; Mr. Garcia will need to take this to the Town Board for their approval. Discussion ensued regarding the variance process (currently a variance goes directly to the Board of Adjustment without review by either the Planning Commission or Town Board) and the desired qualifications for an individual to serve on the Board of Adjustment.

VIII. New Business - None

IX. Other Business

Mr. Craig referenced the Municipal Code Sections 3-4-1(8): “Any Commission member missing two consecutive regular meetings may be dismissed from the Commission by an affirmative vote of three (3) members.” Pete Vigil, the current Chairman, has not been able to attend the meetings for quite some time. Mr. Craig is proposing, for discussion, that the Commission look at a new Chairman and Vice Chair among the remaining Commission members who are in regular attendance, and move Mr. Vigil to a regular member or alternate, whichever is more appropriate.

Action: Mr. Manley made the motion to appoint Ms. Schulz as the Chair, Mr. Craig as the Vice Chair, and move Pete to a regular member. Mr. Baird seconded the motion; it passed unanimously by voice vote.

X. 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 October 10, 2018, at 6:00PM.

Action: Mr. Baird moved to adjourn the meeting; Ms. Campbell seconded. The motion passed unanimously by voice vote. The meeting was adjourned at 6:45PM.

