

**TOWN OF DILLON  
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING  
WEDNESDAY, MARCH 1, 2023  
5:30 p.m.**

**VIRTUAL MEETING VIA MICROSOFT TEAMS  
CONFERENCE ID: 229 840 008 813**

**CALL TO ORDER**

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, March 1, 2023, by electronic participation through the Microsoft Teams application. Chair Alison Johnston, called the meeting to order at 5:31 p.m. Commissioners present were Michael Parsons, Suzanne Pugsley, Tom Karpowich, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner and Michelle Haynes, Recording Secretary.

**APPROVAL OF THE MINUTES OF FEBRUARY 1, 2023, REGULAR MEETING**

Commissioner Pugsley moved to approve the minutes from the February 1, 2023, regular meeting. Commissioner Parsons seconded the motion, which passed unanimously.

**OPENING PUBLIC COMMENT**

No comments made during this time.

**CONSIDERATION OF RESOLUTION PZ 03-23, SERIES OF 2023 (PUBLIC HEARING)**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A WHOLESALE TRADE CLASS 1 USE IN THE CORE AREA ZONE DISTRICT LOCATED AT 325 LAKE DILLON DRIVE.**

**PUBLIC NOTICE:**

Level III Applications require a Public Hearing before the Planning and Zoning Commission (“Planning Commission” or “Commission”). The Town posted signs of the Public Hearing on site on Tuesday, February 21, 2023. A newspaper legal notice ran in the Summit Daily (Journal) on Friday, February 17, 2023, and a mailing noticing the public hearing time and date was postmarked on Tuesday, February 21, 2023 to property owners within 300’ of the subject property. Notices were also placed in the Town of Dillon public posting locations. These dates and notification distributions are all within the required 7-day minimum and 14-day maximum notice period required by the Dillon Municipal Code.

**SUMMARY:**

Chair, Alison Johnston recused herself from the hearing and Vice Chair, Michael Parson presented the Public Hearing.

*Application Narrative Provided by Applicant, Andrew Iwashko:*

The overall scope of this project is to conduct a tenant buildout, transforming 325 Lake Dillon Dr Unit 101 from an existing office space into a café retail space. Applied for a conditional use permit for the purpose of having the ability to roast coffee and provide wholesale services from the unit. The roaster will be a 3kg electric roaster that will be intended to meet in house demand and Summit County wholesale clients. The roaster will be operated on

a roast-to order basis within the hours of 9 a.m. – 6 p.m. Retail space will provide coffee and other beverages, alongside with simple food items for breakfast and lunch. The business will also have a selection of coffee beans, home brewing equipment and other mountain/coffee inspired goods for sale. The tenant buildout plans to convert the existing (3 offices and storage room) layout into a full café space. The space plans to include a plumbed in espresso bar/workspace, basic kitchen set up, and strategic seating to make sure the space feels open and inviting.

The Application is located in the Core Area (CA) zone district. A Wholesale trade class 1 is listed as a Conditional Use in the Core Area zone district (DMC § 16-3-150). A conditional use is an activity generally similar to other uses permitted within a zoning district, which, because of the manner in which the proposed use could be developed, may not be appropriate in all situations or may require the imposition of special conditions to ensure compatibility with existing and potential land uses within the vicinity (DMC § 16-4-110). "Wholesale trade class 1 shall be limited to brewpubs, artisan's workshops, artisan's studios and those wholesale trade establishments which manufacture, repair or assemble apparel, furniture, home furnishings, skis, snowboards, kayaks, canoes, sails, tents, backpacks, sleeping bags and other nonmotorized recreational equipment for indoor or outdoor use. This class shall also include wholesale trade establishments which produce ingestible items, such as food, beverages and alcoholic beverages. Allowable uses as production of ingestible items would include bakeries, confectioners and catering" (DMC § 16-1-200).

#### **PUBLIC COMMENT:**

There were two members of the public present for public comment. Eddie O'Brien, 18 Spinning Leaf Trail and 103 Dillon Commons and Jonna Torres, 307 Dillon Commons. Eddie explained to the Commission that he recruited the applicant to the Commons and is excited to see what he brings to the table. He believes the applicant will be a great asset to the Town of Dillon. Ms. Torres expressed her only concern being the residential parking spaces in front of the Coffee Shop location. She wanted to know how the applicant plans to prevent patrons from parking in those spots and it not becoming an inconvenience for the property owners. Andrew explained to Jonna that he will do his due diligence to prevent this by posting signage and keeping a close eye on the spaces during business hours. He explained there is plenty of street parking and a parking lot on the back side of the building for his patrons.

#### **COMMISSIONER QUESTIONS:**

Tom Karpowich asked the applicant if he was currently roasting coffee and if Andrew would give the Commission a breakdown of his roasting history. Andrew explained that he is currently roasting coffee a shared roasting facility in Denver and is currently serving coffee at The Mountain Space in Dillon. Previously, he worked for Breck Coffee which is where he first got involved with coffee roasting. Tom would like to add a condition to the resolution stating Roasting Hours will be from 9am -6pm so surrounding property owners will not be affected by the smell and noise. Iwashko agreed on Roasting Hours and explained that in the event Roasting amounts became much larger, he would move roasting operations to a wholesale operation elsewhere in the community or in Denver.

The Commission then discussed the size of the coffee shop and its capacity inside and out. Iwashko plans for 20 indoor seats and minimal, if any outdoor seats. He does not intend to supply seating for remote workers or extended stays by customers. He expressed that the idea is you enjoy a great cup of coffee and head out for the day's adventures in Dillon. This will be a traditional European Café style coffee shop. He plans to employ 3-5 people max.

The Commission left on a parking discussion. They expressed concerns about the residential parking spots being filled by patrons and employees. Iwashko explained there is ample street parking and a back parking lot for his patrons and employees to use. There is an entrance to the building from the back parking lot as well as a front entrance. He will supply signage to prevent resident parking spots from being filled during business hours. He also laid out his plan for deliveries to happen along Buffalo Street and not in the parking lots.

**RECORD OF PLANNING COMMISSION ACTION:**

Commissioner Tom Karpowich moved to approve Resolution No. PZ 03-23 Series of 2023 with an amendment to add allowed Roasting Hours from 9am – 6pm. Commissioner Mark Cribbet seconded the motion, which passed unanimously.

**CONSIDERATION OF RESOLUTION PZ 04-23, SERIES OF 2023 (PUBLIC HEARING)**

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING ARTICLE XI OF CHAPTER 16 OF THE DILLON MUNICIPAL CODE REGARDING PERMANENT AND TEMPORARY SIGNS.

**SUMMARY:**

Over the past year Town staff has been presenting the Planning Commission with several discussion items relating to the Dillon Municipal Code (“DMC”) Sign Regulations. As we have worked through various potential amendments to the sign regulations, it has been determined the first course of action needs to be to provide constitutional updates to the sign regulations. While working through the sign regulations in that effort, it was also determined appropriate to reorganize certain portions of the regulations to improve readability and to simplify them with the increased use of tables. In addition to these proposed amendments, the temporary sign regulations have also been modified to reflect the elimination of certain permitting requirements while still maintaining a regulatory framework for the display of temporary signs without negatively impacting the community. One additional amendment with this amendment is to change the maximum height of a flagpole from twenty (20) feet to be a maximum of 60% of the maximum height of a building in the zone district. This has the effect of allowing for flagpoles more to scale with taller and larger structures, for instance fifty (50) foot tall buildings permitted in the core Area zone district. This resolution recommends the Town Council adopt a Dillon Municipal Code amendment related to these sign regulations amendments. The resolution contains a draft, blacklined ordinance for this purpose.

**PUBLIC COMMENT:**

No public comments made.

**COMMISSIONER QUESTIONS:**

The Commission had no concerns regarding PZ 04-23. One member asked if the Flagpole height needed to be reviewed and Ned informed him that the calculations are accurate.

**RECORD OF PLANNING COMMISSION ACTION:**

Commissioner Mark Cribbet moved to approve Resolution No. PZ 04-23 Series of 2023. Commissioner Michael Parsons seconded the motion, which passed unanimously.

**DISCUSSION: CONTINUING STUDY OF THE COMPREHENSIVE PLAN UPDATE**

**SUMMARY:**

The Comprehensive Plan is a long-range, evolving document that guides the Town in achieving the vision and goals of the community by establishing a framework for developing regulatory tools and advising decision making for the future of the Town of Dillon. Under the stewardship of the Planning and Zoning Commission (“Planning Commission”), this dynamic document strives to promote the community’s values, goals, and vision for the Town. The Comprehensive Plan is not a regulatory document but provides the background for advised decision making for establishing policies, for the delivery of services, for providing orderly growth and development criteria, embodies both current and long-range needs, and provides for a balance between the natural and built environment.

As a guiding document, the Comprehensive Plan is not binding on the Town. However, the Zoning Code is intended to carry out the purposes of the Comprehensive Plan.

Town staff has worked with the Planning Commission to study the Comprehensive Plan to determine if there are portions of the Plan that might warrant focus for potential amendments.

**COMMISSIONER QUESTIONS:**

Commission would like to see the red lined copy of the Plan. Ned explained that once the red line copy is ready to share, it will be distributed to the Commission. Water conservation and how to enforce or incentivize conservation was discussed. Town Staff is working on program ideas. The group finished up the discussion with a brief discussion on walkability, connectivity, and Micro transit.

**PROJECT UPDATES:**

- Panera Bread: Opening this month.
- Urgent Care: Fully Operational.
- Curtesy dock stairs will be installed this spring.
- Lodgepole construction will start in the spring and finish in the Fall.
- Sidewalk design from Evergreen to the Medical Center is underway.
- Uptown 240: Filed bankruptcy.
- Metro District Approved.
- Roundabouts not finalized yet.

**OTHER BUSINESS:**

No other business discussed.

**ADJOURNMENT**

There being no further business, Alison Johnston adjourned the meeting at 7:19 p.m.

Respectfully submitted,

*Michelle Haynes*

Michelle Haynes  
Secretary to the Commission