

**TOWN OF DILLON
PLANNING AND ZONING COMMISSION**

**REGULAR MEETING
WEDNESDAY, December 6, 2023
5:30 p.m.**

**COUNCIL CHAMBERS
275 LAKE DILLON DRIVE**

CALL TO ORDER

The regular meeting of the Planning and Zoning Commission of the Town of Dillon, Colorado, was held on Wednesday, December 6, 2023, in person at Town Hall. Alison Johnston, called the meeting to order at 5:28 p.m. Commissioners present were Alison Johnston, Suzanne Pugsley, Michael Parsons, and Mark Cribbet. Staff members present were Ned West, AICP, Sr. Town Planner; Jonathon Blank, Planner I; Nick Cotton-Baez, Town Attorney; and Libba Muzi, Recording Secretary.

APPROVAL OF THE MINUTES OF AUGUST 2, 2023, REGULAR MEETING

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

PUBLIC COMMENTS

No public comment.

EDAC UPDATE:

The November 8, 2023, EDAC meeting was cancelled.

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING CHAPTER 16 AND APPENDIX 19-A OF THE DILLON MUNICIPAL CODE REGARDING OFF-STREET PARKING REQUIREMENTS AND FEES.

Town Staff were unable to settle on language and therefore withdrew this resolution from consideration leading the public hearing to be cancelled. There is no future date set at this time.

DISCUSSION: Considering potential Code amendments and design guidelines related to rooftop mechanical units (RTUs)

SUMMARY:

The Dillon Municipal Code currently lacks clear regulations and design guidelines for rooftop mechanical units short of screening requirements. Staff believes there needs to be a Code amendment to create additional regulations, guidelines, and application submittal requirements. Based on the August 2nd Commission meeting, staff feel additional roof design considerations are necessary.

Currently the Code states:

Sec. 16-1-200. - Definitions.

“Fully screened means screening through the use of fencing, building elements, or landscaping that provides an opaque screen to a minimum of six (6) feet in height adequate to block the view of a particular use or structure from adjacent properties and public rights-of-way.”

“Sec. 16-8-70. - Service areas.

Service areas, outdoor storage, garbage cans, and trash storage areas shall be screened from adjacent properties, streets, and other public areas by fences, planting, or other suitable means as approved by the Town.

(Ord. 19-96 §8.03)”

The Code provides for submittal requirements for Level II, III, & IV Development Applications which include new residential structures and additions, new commercial structures, new hotels, and Planned Unit Development (“PUD”) projects in DMC § 16-2-30. The Code Planning and Zoning Commission December 6, 2023 - Regular Meeting To: Dillon Planning and Zoning Commission From: Ned West, AICP, Sr. Town Planner Subject: Roof Top Units Agenda Item: 6 does not detail roof and RTU submittal requirements. The adopted Town of Dillon Design Guidelines (March 2017) speak to roof forms to embody the Town’s unique aesthetic, “Mountain Lake style,” architectural principles:

- Use of simple and dynamic roof forms with exposed structure and support systems
- Use of vertical openings and deep overhanging roofs and awnings

Mountain Lake style is defined as the combination of mountain and lake features to create an authentic and unique architecture that can only be from Dillon, Colorado. The intent is to draw authenticity from historic architecture, with designs symbolically related to Dillon’s past consistent with its location and history. Such historic features as false storefront façades can be incorporated into designs to screen RTUs and other roof forms not consistent with the historical character of Dillon.

The Design Guidelines state: “Conceal rooftop utilities with roof features such as dormers, over-framed roof slopes, or parapets to preserve the purity of the roof skyline” (Page 22), And further states, “building roofs should always be a character-defining feature” (Page 24). The Guidelines further require snowmelt and roof drainage submittals as a component of any project incorporating a roof as a component of the project.

Since the Code currently lacks specific submittal requirements for Level II, III, & IV Development Applications, staff suggests a Code amendment be considered to provide further guidance in submittals to abide by the adopted Design Guidelines and to ensure that RTUs are considered in the architectural design and the defining character of the roof.

COMMISSIONER QUESTIONS:

Ned West acknowledged that this was a follow-up conversation referring to the conversation the commission had in August 2023. The focus was the rooftop design guidelines in general and two examples – CMC and Urgent Care – were used as primary examples.

Mark Cribbet questioned why the term “this” is avoided in the amendment. Ned West clarified that is consistent with wording in the Code.

Michael Parsons inquired about considering snowmelt regulations. Alison Johnston added that it has a lot to do with the actual engineering of the building, while Ned said the Town is looking to add these regulations as well.

Alison questioned whether using the word “shall” creates a recommendation rather than requirements and asked what the Town’s goal is. Nick Cotton-Baez clarified that this language is intended to keep it broad and create pathways to compliance.

The commission agreed to bring the resolution forward with Ned’s recommendations.

DISCUSSION: Comprehensive Plan Updates

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:

Ned focused initially focused in on section four of the comprehensive plan.

Alison Johnston suggested replacing the current outdated image in this section with the image from the walkability presentation that was presented to the Town. Mark Cribbet and the rest of the commission agreed that there was a need to update the image in some way.

Lakefront animation became a topic of conversation, but the inclusion of Denver Water and ADA compliance was acknowledged.

Mark Cribbet suggested a Marina Masterplan.

Michael Parsons asked if the moving of the Post Office is included in the new plans. Nick Cotton-Baez affirmed this and reminded the Commission that the complaints are recognized by developers, and they use the Comprehensive Plan as a guide.

Ned calls out the need for better signage as an ongoing conversation.

Alison brought back up the need for public art. Ned and the Commission agree and have a desire to implement different forms.

Lastly, the group recognized the need for a recreation and tourism section.

DISCUSSION: Review adopted 2017 Design Guidelines

SUMMARY:

These Design Guidelines were established in an effort to create a cohesive architectural character for future developments within the Town of Dillon. They are intended to clearly illustrate design principles and design standards to both project applicants and the Town of Dillon staff reviewers.

Communities need Design Guidelines (Guidelines) in order to develop in a unified and cohesive manner. All new and remodeled projects in the Town of Dillon should incorporate the principles and standards established in these Guidelines. When utilized and interpreted properly, this document will provide a basis for generating, as well as evaluating, design.

These Guidelines are a product of research and collaboration with the Town of Dillon and its community through monthly meetings held at the La Riva Del Lago and City Hall buildings from October 2016 to January 2017.

Initially, the design team reviewed the existing Zoning Code, Master Plans, and the recently developed marketing Brand Platform document with the Town staff in order to determine the desired visual character for the town of Dillon. The group agreed that the overarching goal for these Guidelines was for Dillon to embrace its unique culture and geography through the look and feel of a Mountain Lake style architectural character.

A following meeting with the Town established the critical words and phrases that would become foundational to the development of the architectural patterns that defined the Mountain Lake style character in terms of its architectural application. The initial development of these patterns was presented to Town staff and the community for their comments.

The final meeting with the Town Council was conducted to present the refined design principles and standards and to present conceptual architectural sketches to showcase how these patterns could be applied to the existing Town buildings. Comments from the Town Council were received and incorporated into the Final Draft of these Design Guidelines.

COMMISSIONER QUESTIONS:

The Commission started by acknowledging the age of the guidelines. They discussed the need for updating the RTU and trash enclosure sections. There is also no mention of landscaping within the guidelines.

Alison questioned whether the historical buildings need to follow the aesthetic set in the guidelines. Ned clarified that they do not, and these are just guidelines.

Michael asked how often these should be reviewed. Ned suggested they deserve to be reviewed every eight to ten years.

PROJECT UPDATES:

- Uptown 240 – in bankruptcy, for sale

OTHER BUSINESS:

- Special meeting scheduled for January 21, 2024.

ADJOURNMENT

There being no further business, Alison Johnston adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Libba Muzi

Libba Muzi
Secretary to the Commission