



APPROVED MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission
Regular Meeting
APRIL 26, 2022
Council Chambers, First Floor
101 W. 8TH STREET
6:00 PM

1 Roll Call

Present: Commissioners Weimer, Hardcastle, Connerton, Shaver, Waller, White, Cipperly.

Also Present: Asst. City Manager Jenn Ooton, Asst. City Attorney Richard Peterson, Asst. Community Development Director Hannah Klausman, City Engineer Terri Partch, Planner I Emery Ellingson.

2 Receipt of the Minutes

- A. Draft Minutes March 22, 2022 Planning and Zoning Commission Meeting
Commissioner Waller motioned to approve the minutes. Commissioner Connerton seconded the motion.
Chair Shaver asked about the mention of adding windows to the east side of the Parks and Recreation Building and whether that made it into the motion. Staff added that the windows aspect would be double checked and added into the minutes if it was indeed part of the approved motion for the Location and Extent Application.

3 Comments from citizens appearing for items not on the agenda

No comments from the public.

4 Agenda Change

Chair Shaver asked for a motion to move item C under the New Items section to be considered first. Commissioner Weimer motioned to approve the agenda change. Commissioner Waller seconded the motion. Unanimously approved.

5 New Items

A. Code Amendments to Title 070.040 as it relates to Floodplain regulations

City Engineer, and City Floodplain administrator Terri Partch explained that these regulations are State initiated and are required in order for the City to maintain Floodplain compliance.

Commissioner Questions:

Are the floodplain maps changing?

Staff: No

What would a variance from the floodplain regulations look like?

Staff: We have never had a variance requested from a developer and likely variances of this nature would not be supported by staff.

Would any of these regulations be applied retroactively.

Staff: No, we will apply these when they go into effect after approval from City Council.

If these were applied, would Two Rivers Park have been able to be built.

Staff: Yes, we took those into consideration when designing Two Rivers Park.

What part of the Sensitive Area code is being changed.

Staff: Section 15 of 070.040 is the area of code that is being revised. Much of the language will remain the same. Staff clarified that section 24 relating to the high water setback will also be kept as part of the code.

Commissioner Hardcastle motions to approve, Seconded by Commissioner Cipperly.

Motion passes unanimously with a vote of 7-0.

B. Planning Item 66-21 Variance 727 Blake Avenue

Planner I Emery Ellingson presented the variance application to the Commission.

Commissioner Hardcastle asked if building commenced after a meeting with staff. Ellingson explained project was completed after correspondence between staff and applicant and that the project did not require a building permit due to size of structure being under 120 square feet.

Applicant James Shannon provided further explanation to the timeline of correspondence and construction including site visits. Applicant indicated that they received verbal approval to build the shed.

Commissioner Hardcastle asked how approval of this item could affect future variance applications and how to avoid a similar situation in the future.

Staff explained that the cooperation of the applicant in remedying the situation resulted in staff recommending approval and that staff would review an application differently if an applicant did not show good faith in complying with code.

Commissioner Shaver opened the item for public comment. No members of the public presented. Commissioner Shaver closed the item for public comment.

Commissioner White motioned to approve the Variance request at 727 Blake Avenue. Commissioner Hardcastle seconded the motion.

Commissioner White commented that construction like this happens frequently and commended the applicant for thoughtful conversations with staff.

Motion passes unanimously with a vote of 7-0.

C. Planning Item 82-21 Design Variance 1120 Palmer

Commissioner Waller disclosed that he is friends with the applicants. Commissioner White also disclosed that she is friends with the applicants. Both Commissioners stated they have no conflict of interest outside of knowing the applicant.

Planner I Emery Ellingson presented the design variance and administrative adjustment application to Commission.

Commissioner White asked why Code prohibits front loading garages in the Downtown Core, questioning if it was a safety issue or an aesthetic issue.

Staff explained the Code requirement addressed both safety and aesthetic concerns.

Commissioner White also asked how the administrative adjustment for height would impact surrounding properties such as view from the parcel to the rear of 1120 Palmer.

Staff explained that there is a Right of Way to the rear of the property to create distance and that the slope increase results in a grade differential that would not negatively impact the viewshed of any potential development to the rear of 1120 Palmer.

Commissioner Hardcastle asked if the current use was nonconforming to any degree.

Staff explained the current use is a trailer which is located within the front yard setback, there is a shed in the side setback, and the existing curb cut are all non-conforming aspects of the property.

Commissioner Cipperly asked for further clarification on covered porches in front yard setbacks.

Staff explained the an open porch can extend into the front yard setback and that a porch can be covered with a roof but must be an open porch.

Commissioner Waller asked about staff review process for determining how the 3:12 pitch fit in with the neighborhood and how that standard would be applied elsewhere in the Downtown Core.

Staff explained a future similar variance application would be evaluated according to neighborhood context on the block face.

Commissioner Shaver asked how the project meet the design requirement for transition to existing residential.

Staff confirmed the proposed project met that design requirement for stepping down to provide transition to existing residential.

Commissioner Shaver had additional questions on how the height was measured on the north and west elevations and if that measurement was taken from existing grade or finished grade.

Staff confirmed measurement taken from finished grade to midpoint of highest gable and provided additional information as to how height was measured.

Commissioner Connerton asked staff if the administrative adjustment would have been processed by staff if it had not been concurrent with variance applications. Staff confirmed that if not for the design variances, that the administrative adjustment would have been reviewed by staff.

Applicant Tim Cashel, 1120 Palmer provided additional information on the project.

Commissioner White asked which materials would be used on exterior of building. Cashel provided additional information.

Commissioner Cipperly had questions on locations of stairs, grading, and porch columns.

Commissioner Hardcastle asked the difference between proposed height and existing height as well as existing structure.

Cashel explained existing trailer was approximately 12' tall and proposed structure would be closer to 30' to midpoint of gable facing Palmer.

Hardcastle also asked if further excavation could be used to drop the height and Cashel explained that further excavation would likely still require an adjustment.

Chair Shaver opened the item to public comment. No members of the public presented for comment. Shaver closed the item to public comment.

Action Item 1. Commissioner Waller motioned to approve the design variance for front loading garages with findings and conditions on pages 14-17 of the staff report. Commissioner Connerton seconded the motion.

The applicant submitted two handwritten letters from neighbors in support of the project. Staff had not seen the letters and indicated they will be added to record of application.

Motion passes unanimously with a vote of 7-0.

Action Item 2. Commissioner Waller motioned to approved the design variance request for a roof pitch of less than 6:12 in the Downtown Core with findings and conditions on pages 14-17 of the staff report. Commissioner Connerton seconded the motion.

Commissioner Cipperly cited the finding that the adjacent properties have similar roofs.

Motion passes unanimously with a vote of 7-0.

Action Item 3. Administrative adjustment for building height.

Commissioner Waller motions to approve the adjustment for building height with findings and conditions on pages 14-17 of the staff report. Commissioner Cipperly seconded the motion.

Motion passes unanimously with a vote of 7-0.

6 Commissioner Comments

Commissioner Waller asked for an update on the Affordable Housing RFP.

Staff gave a brief overview of the Request for proposals that Habitat for Humanity responded to. on upcoming meeting for final Council approval of the project.

Commissioner Shaver complemented Emery Ellingson, Staff Planner on his work with short term rentals.

7 Director Comments

Director Ooton mentioned the upcoming Comprehensive Plan Steering committee meeting in May.

8 Adjournment

Meeting adjourned at 7:42 PM