

MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission

Special Meeting
March 10, 2025
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Present: Commissioners: Amy Connerton, Connie Geiman, Carolyn Cipperly, Chair Peter Waller, Greg Cowan, John Houghton.

Also Present: Community Development Director Hannah Klausman, City Attorney Karl Hanlon, Senior Planner Watkins Fulk-Gray, and Danyelle Rigli Deputy City Clerk.

2. Conflicts of Interest

None

3. Comments from citizens for items not appearing on the agenda

No public comment was offered.

4. New Items Code Amendment Title 070, Allowed Uses for Duplex and Triplex Units
Senior Planner Watkins Fulk Gray presented text amendment proposals for Title 070 Development Code including the expanded zoning for duplexes and triplexes and associated code edits.

Commissioner Questions and Discussion

What is the definition of duplex and triplex. Could they be detached on one lot? Do they have to be the approximate same side.

Staff response: Duplex, A building designed as a single structure that contains two (2) separate dwelling units. Yes, they could exist as detached units on one lot but then they would be considered Single Family detached units.

Asked what the definition of Resident Occupancy means?

Staff response: 32 hours per week, minimum of 9 months per year, and for an employer within City limits with the tiered allowance as written in the Housing Guidelines.

What is the duplex requirement for parking?

Staff response: No each duplex unit only require 1.5 spots, so 3 total for the building.

What is the difference between the special admin process and the Special Use permit?

Staff response: SUP's include a public hearing with public notice with Planning and Zoning Commission, and the administrative special permit is reviewed and decided upon by the Director.

How does this interact with historical houses? How will we prevent tear downs of historic homes.

Staff response: If a property is landmarked, then there are restrictions. If it is not landmarked then it can be removed as a right of the property owner like other zone districts. Glenwood Springs does not have a Historic district.

How do you enforce the housing guidelines. Who is enforcing.

Staff response: The Housing Guidelines outline how the programs are managed with compliance and implementation. The Housing Development Manager is in charge of managing all the City housing programs.

How were the buffer zone distances developed?

Staff response: The goal is to limit the amount that happens so distance buffers can help with that naturally.

Clarification on if the administrative review approves a triplex on a lot, a special use permit could come in and apply for the property next door.

Staff response: not for a triplex, only duplexes since duplexes are already special use permits currently.

What was the intention of bringing back this item from Council.

Staff response: Council discussed the possibility of placing limits on the previous zoning reform item to alleviate concerns of fast paced growth in duplexes and triplexes. They directed staff to bring back the topic with further protections.

Footnote on the use table mentioned the deed restricted unit is only in RM1, why not in other zones.

Staff response: It is only for triplexes. Triplexes are only being added to RM1.

Commissioner Waller opened the application to the public comment.

No public comment received.

Closed public comment.

Commissioner Connerton motioned to approve of the code amendment. Commissioner Cipperly seconded the motion.

Commissioner Discussion:

Commissioner Cipperly: Concerns about downtown character and demolition of historic buildings as a result. Wants clarification between a duplex and a property with an ADU because they seem to have overlap.

Commissioner Cipperly: Suggests having a special category for allowing it for an addition onto a building as opposed to a tear down to incentivize preservation. Wants to keep the special use permit. Concerned about public participation.

Commissioner Geiman: Has concern about the changing of the neighborhoods. Thinks it goes against our comprehensive and historic preservation plan where historic preservation is a key priority. Concerned about public participation. Believes having both the special use permit and the administrative review use is too much, and removes public involvement.

Chair Waller: Suggests that it would be good to talk about design standards required for these applications, and the additional architectural standards in place in the downtown core.

Staff presented the design standards that are in code as well as the additional standards for the downtown core including colors, roof forms and materials as well as integration into the surrounding neighborhood.

Commissioner Connerton: The code allows for nice rebuilds. Not concerned for historic houses since it is the owner's right to landmark or not. Should not impose property owners to keep structures. Appreciates the Special Use Permit process, it is a way for everyone to get more involved. I want the language to be changed to three-dwelling and remove the "family" part. Believes staff has adequate criteria to approve items and it is not a "rubber stamped process."

Commissioner Houghton: Explained that the comprehensive plan has competing interests but believes that housing priorities outweigh the historic preservation goals. Triplexes won't be built as this is too restrictive with parking and deed restriction. Too limiting will prevent any development from actually happening. Recommends reducing the parking. Over half the lot is dedicated to NOT building footprint and I think it is still too much of a barrier.

Chair Waller: I am more into the design standards and pushing those requirements over the historic property. I agree with keeping the code standards for parking and having the applicants come in for a variance procedure. I am fearful of pushing this through quickly without further public input. Want the whole story presented so that people know. Concerned about public engagement.

Commissioner Houghton: Only 52% of the community is owner occupied housing. Meaning the other is renter occupied or vacant. We are responsible for all residents not just the property owners. Reminds commission that the 2023 community survey had a large public response and had broad support for the concept of duplexes and to a slightly lesser degree triplexes. That cannot be forgotten.

Commissioner Cowan: This matter has been discussed thoroughly. I think staff has arrived at something that is very workable. Also think the missing middle is very important and that is the heart and soul of Glenwood. I think this proposal does a great job of creating opportunities for these concerns to be mitigated. This builds on previous outreach and that still stands. I support the proposal.

Chair Waller: requests a play back what the main concerns were.

Summary of concerns expressed from Commission members:

Concern that it is too limiting for Triplexes and won't result in actual units built.

Concern over public involvement in this proposal.

Concern over having an administrative special review use and Special Use Permit, possibly allowing too much.

Concern over tear downs and historic properties.

Concern that the public opportunity to respond is removed with the administrative process.

Commissioner Connerton: Amended the motion to include the noted concerns mentioned by the summary. Seconded by Cowan.

Motion passes 4-2 with Commissioners Geiman and Cipperly voting No.