



MINUTES
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission
Regular Meeting
January 23, 2024
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Present: Commissioners: John Houghton, Amy Connerton, (Chair) George Shaver, Pete Waller, Matthew Simms, Carolyn Cipperly

Also Present: Community Development Director Hannah Klausman, Planner II Emery Ellingson, Long Range Principal Planner Jim Hardcastle, City Attorney Richard Cremer-Petterson, Building Technician Jose Vega

Actions: Commissioner Cipperly made a motion to seat Alternate Commissioner Houghton, motion seconded by Commissioner Connerton. Motion passed unanimously.

2. Conflicts of Interest

None

3. Receipt of Minutes

December 12, 2023 Planning and Zoning Commission meeting minutes

Commissioner Waller made a motion to approve the minutes, seconded by Commissioner Cipperly. Two errors to be corrected. Motion passed unanimously.

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

No public comment was offered.

5. New Items

a. Planning File 69-23 Special Use Permit 818 Colorado Avenue

Emery Ellingson, Planner II provided presentation on Planning File #69-23 Special Use Permit 818 Colorado Avenue with the following action item:

Action Item 1: Consideration of a Special Use Permit to allow a non-approved use to expand on the ground floor of a building within the Downtown Overlay District as described in Section 070.020.180(b)(2).

Staff recommended approval of the item with findings and conditions found in the staff report.

Commissioner questions and comments, with staff responses included the following:

- Clarification on how units were identified for the Special Use Permit? **Staff response:** Staff explained that units did not have individual unit numbers and that staff would identify these units in the future by using the floor plans which were submitted as part of the application.
- Question on condition #5 to reduce the period to engage in use from three years to one? **Staff response:** Staff explained that the time to engage in the use was reduced because it did not involve any new construction or development. Staff explained that the intent was to ensure the use is underway within a shorter time period.
- Clarification on Downtown Overlay District and future modifications to the building? **Staff response:** Staff provided further explanation as to how the Overlay District functions and which future changes could also require a Special Use Permit, including new businesses.

Applicant Comments:

Applicant Ryan Scheidt, Balcomb & Green provided the Commission with a short presentation and requested the Commission to reconsider suggested condition #5 and provide for the time period to engage in the use be the standard three years for Special Use Permits rather than the one year period suggested by staff. No commissioner questions for applicant.

Commissioner Connerton made a motion to approve Action Item 1 with suggested findings and conditions 1-4 as listed in the staff report. Motion to modify condition #5 as listed in the staff report to be a three year period to engage in the subject use. Commissioner Waller seconded the motion.

City Attorney Richard Peterson-Cremer notified Commissioner Shaver that there had been no public comment on item, requiring motion and second to be withdrawn. Commissioner Connerton and Waller withdrew their motion and second.

Commissioner Shaver opened the item to public comment. No members of the public were present for comment. Commissioner Shaver closed the item to public comment.

Commissioner Connerton remade their previous motion to approve Action Item 1 as stated with Commissioner Waller seconding the motion.

Discussion after the motion

- No other comments made

Commissioner Shaver called the item to question. Motion passed unanimously with vote 6-0.

b. Planning File 06-23 Variance Request, Double Frontage Lots, TB & SB LLC

Principle Planner Jim Hardcastle presented the staff report for Action Item 1: Planning File 06-23 Variance Request 070,020,190(c)(3) Double Frontage Lots, TB & SB LLC, (62) TBD CR 135.

Staff recommend approval with findings in the staff report.

Commissioner questions, comments, and staff responses included the following:

- Were there other deviations of from Code requirements on the Administrative Architectural/Site Plan as reviewed by the Department Review process in November? **Staff response:** There were none at the time regarding what was presented.
- What is the crosshatched area along 6 & 24? **Staff response:** It is open space and a drainage area.
- How do you determine an outcome on the conflicting requirements regarding Double Frontage Lots and Corner Lots? **Staff response:** Setbacks are applied by determining the address location, which is the Front and west in this case, a minimum and maximum setback range. Then setting the south setback as per Corner Lot Code language which is a side setback. Also, using Double Frontage lot language “all” to dictate the eastern frontage which would receive the same minimum and maximum setback range as the front, and then set the remaining northern setback as a standard side.
- Is the private drive considered a street. **Staff response:** Yes.

Applicant Comments:

- The applicant Brad Jordan for the owner explained his discussions with City Engineering regarding site design, internal circulation, access, turn radius, among others which made the request a necessity.

Comments from the Public

- No public comment was taken.

Commissioner Connerton made a motion to approve Action Item 1 070.020.190(c)(3) Double Frontage Lots with findings as written on page 8 in the staff report. Commissioner Cipperly seconded the motion.

Discussion after the motion included:

- No other comments were made.

Commission Chair Shaver called the item to question. Motion passed unanimously with a vote of 6-0.

6. Commissioner Comments

- Commissioner Connerton is appreciative of the development of the packet organization which helps with presentations.
- Commissioner Waller would like to know where we are with the Benedict project. Approved by City Council last Thursday, moving on with final plans, development agreement, and plans.
- Commissioner Waller thanked George Shave for his service on the Commission.
- Commissioner Cipperly also thanked Commissioner Shaver for his support and encouragement over the years.

- Commissioner Shaver asked about the approval nature of selected items on a case that contain an Alternative Compliance request and approval, the Benedict specifically. Director Klausman explained the Director can approve or alternately ask that some items be reviewed by the Commission and City Council.
- Commissioner Shaver thanked everyone for their support, appreciates everything he has learned, made a lot of connections, and gotten to know many people. Staff is remarkable, Director Klausman we have been here together over this same time, and thank you Richard.

7. Director Comments

- Community Development Director Hannah Klausman thanked Commissioner Shaver and presented him with a gift of appreciation from the City.
- Planning and Zoning Appointments, last meeting for Commissioners Shaver and Davey.
- Commissioners Houghton and Cowan were advanced to regular seats by City Council, looking to replace both Alternate vacancies.
- February 27 Commission: files to be heard: 2 sign variances and a normal variance
- Short Term Rentals and how they are handled, set for February 1 council meeting for discussion, and back to P7Z for possible code changes.
- Upzoning and Density Bonus presentation seen by you previously, Council will be continuing this discussion in a work session on February 15.

8. Adjournment

Meeting adjourned at 6:59 PM.