

**Town of Bayfield
Planning Commission Meeting Minutes
December 14, 2021, Bayfield, Colorado**

I. Opening Ceremony

The December 14, 2021, Bayfield Planning Commission meeting was called to order by Vice-Chairperson Gadd at 6:36 pm.

Planning Commissioners Present: Bryan Gadd, Tish Nelson, Chris O'Shea Heydinger, Ashleigh Tarkington. **Absent:** Brooke Briel, Matthew Nyberg, Kelly Polites
Four present, three absent.

Staff Present: Kathleen Sickles, Town Manager; Rachel Davenport, Deputy Town Clerk; Nancy Dosedall, S.E.H. Inc., Town Planner

Media Present: None

Pledge of Allegiance

General Public Input: none

Disclosure of Conflicts of Interest: none

Approval of Agenda: Vice Chairperson Gadd asked for a motion to approve the agenda for the December 14, 2021, meeting. Mayor Tarkington moved to approve the agenda as presented. Commissioner Nelson seconded. All in favor.

II. Public Hearing 2021-06 Marlin Village Annexation Zoning

Town Planner Dosedall introduced the Marlin Village annexation and rezoning of property owned by Mark and Linda Head at 5517 County Road 509. The request is to annex the property into the Town and rezone from high density residential to planned unit development (PUD) for development of a tiny home village. The Heads provided a sketch plan draft of the project, which provided an overview of the proposed development. Comments were received from local agencies with information to be addressed in the next stage of the project.

Mark Head, 374 County Road 520, Bayfield, owner of the property in question gave a presentation regarding the philosophy and plan for the development. He provided an overview of the plan for the layout of the units, proposed access, parking, storage, landscaping, and management.

The Planning Commission asked the applicant questions about the sketch plan and project.

Manager Sickles noted that the details of the drainage, ingress and egress, etc., will be more carefully fleshed out and addressed through the platting process.

In response to a question from Vice Chairperson Gadd, Ms. Dosedall stated that rules and regulations for the development may be included on the PUD documents which will then become zoning restrictions on

the property. Vice Chairperson Gadd stated he believed recording some of the regulation will help maintain the spirit of the project long term.

Ms. Dodsall stated she did researched the manner that other communities manage these types of projects and will be able to use some of that information in developing the PUD regulation for this project.

Vice Commissioner Gadd opened the floor for public comment.

Brian Blanchard, 627 Louisiana Drive, Bayfield, stated that he was in generally supportive of proposed project:

- Encouraged by the spacious design of the village, including open space and fewer units
- Encouraged adding vegetation and trees for buffering between the village and the street if water is available to support that and landscape planning should be included
- Believes owner occupies is important.

Manager Sickles reiterated the questions from Mr. Blanchard and invited the applicant to respond.

Mr. Head responded that they will try to save as many of the established trees on the property as possible and they will try to save as many as possible. He noted that they were trying to avoid too much vegetation in order to conserve water. No irrigation rights are included on the property.

Vice Chairperson Gadd closed the first public hearing and opened the second.

III. Public Hearing 2021-10 Use By Review Manufacturing in the B=Business Zone

Ms. Dodsall reported that Taylor Ripp (San Juan Vans) is purchasing 43 W. South St., which is immediately adjacent to 580 S. West St., the current home of San Juan Vans, which specializes in the interior customization of vans into campers. 43 W. South St. is the current location of an auto repair business, which Mr. Ripp would like to replace with an expansion of his business

The property is currently zoned Business (B). San Juan Vans is considered a Light Industrial Use, requiring a use by review permit in the B zone. Ms. Dodsall noted the existing buildings are currently non-conforming with setbacks, so if changes are made to the building, it will be required to become compliant. No sidewalks are currently available on the property, but pedestrian access is a priority. Staff is recommending the property owner coordinate with Public Works and Upper Pine River Fire Protection District to improve access and easements.

Vice Chairperson Gadd invited the applicant to present.

Taylor Ripp, applicant, 580 W. South St., described current business at 580 W. South St. property, stating that most of current operation will continue in existing building and the new property will be used primarily for storage. He expects South Street to be the primary access to properties going forward.

Manager Sickles invited the public to comment.

Stephen Lundberg, 29 W. South St., supports the work the applicant has done at the property and supports the new project as well. He noted it would be very helpful to have better pedestrian access through the area. He also noted the work is quiet and staff is respectful.

Vice Chairperson asked for further comment. Seeing none, he closed the public hearing and reopened the action agenda.

IV. Action Agenda

a. Approval of Minutes

Mayor Tarkington moved to approve the minutes of the November 9, 2021, Planning Commission meeting. Commissioner Nelson seconded. All in favor.

b. 2021-06 Marlin Village Annexation Zoning

Commissioner Nelson moved to recommend approval of the annexation and zoning for Marlin Village to the Board of Trustees with the conditions recommended by staff. Mayor Tarkington seconded. All in favor.

c. 2021-10 Use by Review Manufacturing in the Business Zone

Mayor Tarkington moved to approve the use by review for the property at 43 W. South St. with the conditions recommended by staff. Commissioner O'Shea Heydinger seconded. All in favor.

d. Approve Tree Board members

Manager Sickles provided the details of the members appointed to the Tree Board. She noted it has taken some time to get the full complement of members. Per Town code, the Planning Commission may approve the appointments made by the mayor. Manager Sickles asked the Commissioners if they wanted to change that process in the code or continue it. No commissioners contested the process.

Mayor Tarkington moved to approve the appointments of the Tree Board members. Commissioner Nelson seconded. All in favor.

e. Discussion and Adjournment

Manager Sickles noted that a schedule of land use fees was adopted by the Board of Trustees in August of 2020. Staff determined that the fees adopted are still not meeting the funding requirements for projects, and a revised schedule of fees was adopted by the Board in Resolution 503, January 4, 2022.

Adjourn: Mayor Tarkington moved to adjourn. Commissioner O'Shea Heydinger seconded. Vice Chairperson Gadd adjourned the meeting at 7:36 p.m.

Approved:

Attest:



Bryan Gadd, Vice Chairperson



Rachel Davenport, Deputy Town Clerk