

**TOWN OF BASALT  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING and PUBLIC HEARING  
Tuesday, October 16, 2018**

**CALL TO ORDER**

The Planning & Zoning Commission was called to order at 6:05 pm. Commissioners present were Gino Rossetti, Bill Maron, Bernie Grauer, Rob Leavitt, and Eric Vozick.

Staff present was Susan Philp, Town Planner; James Lindt, Assistant Planning Director; and Watkins Fulk-Gray, Staff Planner. A sign-in sheet for public attending the meeting is available for review at Town Hall.

**APPROVAL OF MINUTES**

**M/S GRAUER AND ROSSETTI TO APPROVE THE MINUTES OF OCTOBER 2, 2018.  
MOTION CARRIED BY A VOTE OF 5 TO 0.**

**AGENDA ITEMS**

**Discussion of Master Plan Update – Further Work Program**

Philp introduced the item stating that at the October 2<sup>nd</sup> P&Z meeting, the P&Z discussed the Town Council's comments from the September 25 joint P&Z/Town Council meeting. Philp suggested the P&Z prepare to speak again at the November 13 Town Council meeting. Chair Maron clarified that this would be before an RFP is issued, and that this would be part of the discussion. Philp said that there may not be time on the agenda, but that the P&Z should prepare for the November 13 meeting regardless. Chair Maron asked if the intent would be to discuss the RFP and only present this work in order to get Town Council's feedback. Philp replied yes.

Philp recalled that Councilwoman Riffle had asked for three price options for the Master Plan update. Currently, in the draft budget there has been allotted \$200,000. She said that if she had to guess, this would be the final amount. Commissioner Rossetti asked what the prices would be for, and Philp said that it would be the scope of services for consultants. Philp pointed out the "base" Master Plan update, outlined in green on the handout, Master Plan "Aspirations High" outlined in blue, and a Master Plan "Elevated" in peach. The three options would be for three different scopes of work, rather than three different prices. Philp expressed hope that the blue option would work out.

Philp said that the discussion tonight would be about the scope of the update and identifying the Downtown focus area boundaries. Commissioner Rossetti said that the P&Z cannot put prices on the scopes they are discussing yet, and Philp agreed. She said that she had tried to incorporate all the suggestions from Town Council into the materials distributed.

Philp stated that the introductory yellow box in the handout are things that need to be accomplished in the plan update but that would not be part of the RFP. She noted that Chair Maron has stated he does not want data to drive the process. Mayor Whitsitt wants to have a survey, separate from the RFP scope.

The “base” plan consists of things previously proposed and shown in green on the handout. This includes regional growth issues like job growth and housing, enhanced relationships with neighboring jurisdictions; “big Master Plan” concepts like better accommodating young people, providing trail and roadway connectivity, visually enhancing the entrances to Basalt, looking at the land use designations of key parcels (such as Jadwin, Lot J, Forest Service, Meyer property, Roaring Fork Mobile Home Park, and others), incorporating “green” companies and nonprofits, working with other committees, and all the main policies discussed by P&Z. Philp noted the different long-range planning documents, including the Parks, Open Space, and Trails Master Plan; the Two Rivers Road Plan; the River Master Plan; and Our Town Planning effort. The Master Plan update can tie these plans together. Further issues for the update should include Downtown issues, like developing recommendations for the Midland Avenue streetscape and increasing vitality. She outlined work that would be done by an urban designer in the update process.

Philp described the “Aspirations High” option for the Master Plan update. This option would include more of a Midland Avenue development plan. A consultant would be asked to identify what actions could be taken to preserve the ability to do a bigger, visionary plan, and what steps would be taken to implement the more visionary plan. An underpass to Southside would be included in this level of scope, along with getting rid of the loading zone in Midland Avenue and potentially taking that through the Basalt Commercial Center (BCC) property, structured parking, and rigorously looking into redevelopment of the BCC property. Chair Maron suggested incorporating a discussion on TIFs and other potential funding mechanisms for the Aspirations High option.

The Master Plan “Elevated” option would include doing a joint master plan with multiple different entities. Chair Maron said it sounds difficult, but possibly fun when it’s over. Philp suggested if this were the direction, they should try to do everything else on the list and then shoot for a jointly-adopted plan. Chair Maron said it would take as long to get people at the same table as it would to accomplish all else on the list.

Commissioner Rossetti asked why Hispanic community outreach would not be part of the consultants’ contract. Philp replied that John Fox-Rubin would be approaching Town Council with ideas for this. He works with the Aspen Community Foundation and the Valley Settlement Program. Chair Maron said he assumed that this work would be done. Commissioner Rossetti said this is a red flag and shouldn’t be in the document. Commissioner Vozick said maybe it should not be brought up, and Commissioner Leavitt suggested explaining what the outreach process to the Hispanic community will be like in more detail. Lindt suggested adding more detail so that consultants bidding on the project know that this will not be part of their scope. Commissioner Vozick said it

is an odd thing to single the Hispanic community out and needs more depth of explaining. Commissioner Rossetti noted the high proportion of Hispanic students at Basalt's schools. Philp summarized the P&Z's direction, saying that that comment should be taken out unless the statement can be qualified.

Commissioner Rossetti asked if the P&Z should expect a schedule for completion, and said it is a very needed document. Commissioner Leavitt asked who would determine the completion date. Chair Maron said a tentative schedule could be included in the RFP and that it would be a good idea. Commissioner Rossetti asked if the P&Z should explain to Town Council the RFP process, including criteria for selecting the consultant. Philp said criteria for selection would be considered, but not until the scope had been worked out. Chair Maron recalled challenges during the selection of consultants for the River Master Plan. Philp said the selection committee can require up to a four-and-a-half hour commitment. Recently, two members of POST and three members of Staff interviewed the consultant applicants.

Commissioner Rossetti asked Philp when she thought the update process could be finished. Philp said it would be best to get through the body of the plan in 2019 in order to do adoption hearings in 2020. However, this would be awkward because there will be an election that year. Commissioner Rossetti said he had spoken to several members of the public about what they thought of the 2007 Master Plan. He said that it was never viewed positively, that it was just average and not likely to be implemented. He reiterated his desire to see something different and more relevant to Basalt. Chair Maron said that the 2007 update was a data-driven update of the 1997 Plan. He said he had heard some of the same comments, which has driven his desire to see something different. He said that at the time, it seemed like the Town was doing the right thing.

Philp asked if there are any other comments on the scope. Commissioner Leavitt asked how much plans like these cost in other places. Philp said that this project is a bit different because it is a master plan plus a site-specific development plan. A normal master plan might cost \$150,000. Around \$200,000 was spent with Design Workshop previously without getting to an adopted plan. She said it is difficult to estimate the cost of the Midland Avenue-specific development plan, and that she will explore this more between now and the next meeting and speak to Community Builders. She said that this nonprofit group did the Confluence Plan in Glenwood Springs, using Insite Design and Van Meter Pollack.

Commissioner Rossetti asked about Item 1, which is a financially constrained plan, and involved a cost estimate for improvements of one million dollars. Philp said that a million dollars would be spent on physical improvements, and could theoretically include acquisition of land. Philp said a million dollars is a reasonable amount of money for the Town's capital improvement plan, and the goal would be to fit improvements within the capital improvements plan. The visionary plan would assume going to the voters for funds. She gave the example of the East Valley Road traffic calming project that was \$450,000 as a project that can fit within the Town's budget and CIP. Commissioner

Rossetti asked if the Town decided on doing something more expensive like a parking garage that could be \$3 or \$4 million, and if a developer would defray some of the cost, if it could be considered more financially constrained. Chair Maron noted that doing things like parking garages cost money to implement. Chair Maron said that one million dollars is a lot of money in Basalt. Philp noted that there is lots more money from development impact fees for Willits than for East Basalt.

Commissioner Vozick said it would be valuable to include a summary of projects in Southside to make sure transportation projects are addressed. He would like to make sure there is coordination throughout development that occurs. Philp said she would add a specific reference to Southside. Philp said that Southside Drive is a corridor that should be focused on more. Philp suggested that a Southside underpass might cost \$26 to \$30 million.

Philp returned to discussing the Confluence plan in Glenwood Springs. She said that some of the work that the nonprofit Community Builders did with the plan was done under the guise of the Sonoran Institute. She said that Community Builders is taking grant proposals next year. When they did the Confluence Plan they used Insite Design, but now they have their own in-house designers. She said that Clark Anderson had volunteered to come to a P&Z meeting to discuss downtown planning. Philp said that she would talk to Ryan to see about setting further discussions. She said that there had been a grant from the Gates Foundation involved in the Confluence Plan, so it was not easy to say how much money was spent.

Commissioner Rossetti suggested choosing four items of immediate concern. He said some improvements cannot happen until other things happen first. He said it would be good for a hired designer to know what the community wants most.

Philp read a description of the scope under a "visionary" category plan concerned with implementation of the plan. She suggested editing the description to discuss priorities. This alleviated Commissioner Rossetti's concern.

Philp shifted the conversation to the Downtown, Midland Avenue core. She provided markers for P&Z Commissioners to draw on a map. Chair Maron said he had broken his suggestions down to Downtown and two sub-areas. Downtown would be Midland to the Frying Pan River to the Roaring Fork River and the Roaring Fork Conservancy, not including Homestead Drive. He showed Emma Road, at both ends, as separate, as well as Southside separately. Commissioner Rossetti said that the Master Plan can't address everything as a priority. Chair Maron said that they could still be talked about in an aspirational sense in order to inform future development applications.

Commissioner Vozick said the area near Timbo's is worthy of a subset conversation.

Philp pointed out a political consideration, which is the BBC area. There is a perception that this area does not get enough attention. Chair Maron agreed, but said this area should not be included in Downtown.

Philp suggested having a node and then "satellites." She said that certain key parcels would be discussed in detail in the Master Plan, but only certain areas could have the fine-grained planning and design work. Commissioner Leavitt said that the satellites would be described from a "30,000-foot level" but the node would be in the weeds. Chair Maron said the Town is right to discuss Downtown in a detailed manner and there is already work that can be built on. It is the main challenge for the town, and that it requires strong municipal direction and money. It also merits detail because the ownership of land is fractured.

Philp said that structured parking is necessary for significant redevelopment and residential living in Downtown.

Commissioner Leavitt suggested referring to Downtown as the "node."

Commissioner Rossetti warned about making this update too Downtown-centric, and said Willits and connectivity to it should be discussed.

He suggested individual members write something and share any further thoughts about the Plan update and process.

Chair Maron suggested putting the handout material in an RFP format for the next P&Z meeting. He noted that applicants will not know where all the parcels they have discussed are located. He said each Commissioner should bring one comment on each section of the proposed scope material. He said he thinks they are going in a great direction.

**M/S VOZICK AND LEAVITT TO ADJOURN. MOTION CARRIED BY A VOTE OF 5 TO 0.**

The Planning and Zoning Commission adjourned at 6:58 p.m.

TOWN OF BASALT  
PLANNING AND ZONING COMMISSION

By   
\_\_\_\_\_  
William Maron, Chair

Attest   
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Susan Philp, Planning Director