

**TOWN OF BASALT  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
Tuesday, March 1, 2022**

**CALL TO ORDER**

The meeting called to order by the Chair at 6:05 pm by Zoom.

Commissioners present included Bill Maron, Kyle Oberkoetter, Eric Vozick, Michelle Thibeault, and Cindy Hirschfeld.

Staff present included James Lindt, Interim Planning Director; and Boyd Bierbaum, Public Works Director by Zoom.

**APPROVAL OF MINUTES**

**M/S MARON AND THIBEAULT TO APPROVE THE MINUTES OF FEBRUARY 1, 2022. MOTION CARRIED BY A VOTE OF 4 TO 0. CHAIR VOZICK ABSTAINED FROM THE VOTE AS WE HE DID NOT ATTEND THE FEBRUARY 1<sup>ST</sup> P&Z MEETING.**

**AGENDA ITEMS**

**PUBLIC HEARING ON APPLICATION SUBMITTED BY FRANCESCA M. STOKES AND TYLER S. BARLETTA REGARDING THE BROUGHTON MINOR SUBDIVISION**

Lindt introduced the item as an application submitted by Francesca Stokes and Tyler Barletta for a Site Plan Review and Slope Review to construct a single-family residence on Lot 4 of the Broughton Minor Subdivision. Lindt described Lot 4 as a roughly half-acre parcel created as part of the Broughton Minor Subdivision, and located off Original Lane, above the Pine Ridge Townhomes. The lot is currently vacant and zoned R-2 PUD. Lindt noted that the portion of the lot adjacent to Original Lane is relatively flat and gets considerably steeper moving toward the Pine Ridge Townhomes.

Lindt said that according to the ordinance that approved the subdivision, the P&Z is the final review authority for the Site Plan Review for the specific residence designs on vacant lots 3 and 4. He noted that Staff has provided a draft resolution for the P&Z's consideration.

Lindt explained the proposal is for a single-family residence measuring approximately 2,997 square feet in size, and constructed on the flatter portion of the lot, near Original Lane. Lindt indicated a series of discussion items were identified by Staff for the P&Z's consideration.

The first item for discussion is consistency with the Master Plan and consistency with the character of the area. Lindt observed most of the residences in the area are larger single-family houses with a couple of duplex units above the Pine Ridge Townhomes. He said the proposed residence is in keeping in the character of the neighborhood but is generally a bit smaller than the

other single-family residences as it is capped to no more than 3,000 gross square feet per the subdivision approvals.

Lindt said the Applicants will connect to water and sewer through the Mid-Valley Metro District.

In terms of consistency with the dimensional requirements of the subdivision approvals, the Applicants are within the 3,000 gross square foot size limitation and the development is proposed within the building envelope. Lindt said the proposed development also satisfies the height requirement and the house is proposed at 24' to the midpoint of the roof's ridge.

Lindt said that regarding the Slope Review and siting of the proposed structure, the home is proposed on the flatter portion of the site. He noted the site slopes down over a portion of the building envelope, and the site slopes to 30% or more moving toward the Pine Ridge Townhomes. Lindt said the development is set back nearly 70 feet from the top of slope, whereas the Slope regulations require a minimum setback of 10 feet from the top of slope.

Lindt showed the building elevations, noting that simple building forms are utilized, which are encouraged by the Town Code's Slope regulations. Regarding the materials, Lindt explained the materials meet those required by the Wildfire Mitigation regulations. Staff included a condition that the home be painted earth tone colors and that non-reflective materials are used as required by the Slope regulations.

Regarding the geotechnical report and soils, Lindt explained there have been foundation issues in the area in the past due to hydrocompactive soils. The Applicants have provided a geotechnical report prepared by Kumar and Associates. Lindt indicated that a draft condition has been included that the Applicants follow the recommendations of the geotechnical report in constructing their foundation and building. Other draft conditions require the Applicants to submit a landscaping plan that has low water species and xeriscape to limit irrigation and prevent hydrocompactive soil issues.

Lindt said a draft condition has also been included requiring the Applicants to submit a drainage plan prior to building permit issuance review by the Town Engineer.

Lindt said that proposed construction would be required to meet the Town's Sustainable Building Regulations and Wildfire Mitigation requirements, which are reiterated as conditions of approval within the draft Resolution.

Lindt indicated he had received referral comments from various agencies. The Fire Department will require a sprinkler system. The original subdivision developer constructed a fire turn-around area and fire hydrant that can be accessed by the lot, which was accepted by the Fire Department in conjunction with the requirement for a sprinkler system. The School District's comments required payment of the school impact fees which are included with the conditions of approval.

Lindt recommended the P&Z hear from the Applicants, take public comments, and provide discussion. He suggested if comfortable the P&Z could make a motion to approve the request.

Lindt introduced Mike Bucchin with F&M Architects. Bucchin introduced his team.

Commissioner Hirschfeld asked for some background on the ordinance that gave the P&Z the authority to approve Site Plan reviews for the subdivision. Lindt said the owner of the fathering parcel came to the Town to subdivide the lots without a specific residence design on those lots. Lindt said this is similar to the Mabel's Subdivision, where the Council allocated the review of specific designs for those lots to the P&Z.

Commissioner Thibeault asked if an accessory dwelling unit (ADU) would be allowed on this lot. Lindt replied that an ADU is not permitted on this specific lot as it was not an ADU lot on the original subdivision ordinance or plat.

Chair Vozick opened the meeting to public comment at 6:15 pm. Lindt explained the access instructions for those wishing to make a public comment by Zoom or phone.

No public were present to make a comment. Chair Vozick closed the meeting at 6:17 pm.

#### Commissioner Comments

Commissioner Thibeault complimented the design as it fits in with the neighborhood and asked the Applicant to consider solar panels on the home.

Commissioner Maron said he hopes the home is occupied rather than a second home.

Chair Vozick asked if the Commission was ready to make a motion.

**M/S MARON AND HIRSCHFELD TO APPROVE RESOLUTION NO. 02, SERIES OF 2022 APPROVING SITE PLAN REVIEW AND SLOPE REVIEW FOR THE PROPOSED RESIDENTIAL UNIT AT LOT 4 OF THE BROUGHTON MINOR SUBDIVISION WITH CONDITIONS DRAFTED BY STAFF. MOTION PASSED 5 TO 0.**

#### **PUBLIC HEARING ON CODE AMENDMENTS IN ASSOCIATION WITH THE UPDATED PUBLIC WORKS MANUAL**

Lindt introduced the item as a public hearing on code amendments drafted by Staff in association with the adoption of an updated Public Works Manual. Staff has been working with the Town's consulting engineer, SGM, on updating the Public Works Manual, which is a document that contains technical specifications related to streets, utilities, drainage and landscaping.

Lindt reminded the P&Z that they reviewed the draft Public Works Manual last year, and in working toward the adoption of such, there are some conflicting provisions between the Code and the Public Works Manual. Staff drafted the Code amendments to remove conflicting standards and to reference the Public Works Manual. Lindt explained the amendments were made to Chapter 16: Zoning, Chapter 17: Subdivision, Chapter 11: Streets, Sidewalks and Right-of-Way, and Appendix B. Typically, Code amendments to Chapters 16 and 17 are within the P&Z's recommendation purview.

Lindt said the Code amendments also clear up some references to Town Board of Trustees and Town Administrator to make them Town Council and Town Manager.

Lindt said the Town Attorney has reviewed the proposed amendments and provided comments. The Code amendments are up for adoption and are somewhat time sensitive as there are designers on the Midland Avenue Streetscape project that have submitted proposals and will start their design work.

Lindt suggested the Commission ask Staff questions, take public comment, and have discussion, and if comfortable, make a recommendation to approve the amendments. Lindt introduced Boyd Bierbaum, the Town's Public Works Director, who is available for questions.

Bierbaum said they are bringing the Code up to 2022 standards.

No Commissioners had any questions for Staff. Chair Vozick opened the public hearing at 6:24 pm. Lindt relayed the instructions to the public to provide comment via Zoom or phone. No public was present to make comments. Chair Vozick closed the meeting at 6:26 pm.

#### Commissioner Comments

Chair Maron said the language is very complicated, and there are certain sections the general public should be able to understand. The curb profile that the Town uses is too vertical and sharp. People hit them and their tires pop. He wants this to be changed to a normal curb profile. In the street standards found in section 16-73(5)(a-c) Commissioner Maron expressed that there should be no place within the Town where there are no sidewalks. He relayed a recent experience of trying to walk from City Market back to his home, finding it extremely difficult to navigate the areas where there were no sidewalks or trails. Commissioner Maron noted that the Master Plan encourages pedestrian use of the Town, and currently there are large areas where pedestrian activities are discouraged through lack of infrastructure. He feels that the Public Works Manual should reflect the Master Plan's goals.

Chair Vozick agreed that the Public Works Manual should reflect the Master Plan to the extent possible.

Lindt said that the Public Works Manual does require sidewalks with an exemption for areas where the installation of a sidewalk is not possible. Commissioner Maron said it is acceptable if cause is shown.

**M/S MARON AND THIBEAULT TO PROVIDE A RECOMMENDATION TO TOWN COUNCIL TO APPROVE THE PROPOSED CONDE AMENDMENTS. MOTION PASSED 5 TO 0.**

#### COMMISSIONER COMMENTS AND STAFF UPDATES

Lindt reported that Staff has been busy on projects related to the Basalt Forward 2030 initiative. The Midland Avenue Streetscape project has been out to bid. Bids have been received for designers and general contractor who will do the estimating during the design phase. Lindt said that Staff received three bids for each of the proposals, and Staff is currently in the process of reviewing the bids. Chair Maron expressed interest in having a P&Z member on the selection committees.

Lindt reported that Staff has had several meetings with McKinstry on the solar project, and they will be in Town mid-March to review the potential sites and perform some analysis. The sites were previously identified by Staff in conjunction with Holy Cross Electric.

Regarding the affordable housing project, Town Council has been discussing potential sites and the potential for buy-downs of free market to affordable housing. They will be having a worksession on this in the future.

At P&Z's next meeting on March 15<sup>th</sup> Lindt said the Commission will see an application for Special Review in the Hill District and will be bringing back the Code amendments related to affordable housing parking and the real estate transfer assessment exemption that P&Z saw at a worksession.

POST and Staff have been engaging with the architects on Phase 2 of the River Park related to the design of the bandshell and restrooms. RFTA has been involved with discussion regarding the design of the restrooms and bus station. Maron suggested adding emergency call boxes to the area.

The Parcel 5 Sopris Meadows application is currently out for referral, and P&Z will see this in the future.

Commissioner Maron asked if there have been any discussions about other ways to fund a new Town Hall. Lindt said there has not been any new discussion at this point.

Ten candidates have applied for the Planning Director position. This will be paired down and there will be a meet and greet on 3/29. Boards will be invited.


Commissioner Oberkoetter asked about the Fields project. Lindt said that this is going back for review by the Roaring Fork Valley Regional Planning Commission on March 17<sup>th</sup> at 2:30. Town P&Z has provided letter to Eagle County Planning Department. James asked if the P&Z is interested in attending the meeting to provide comments of if Staff should handle that role. Lindt explained the meeting will be related to an amended Sketch Plan review. Commissioner Maron said he would be available to attend the meeting on March 17<sup>th</sup>.

**M/S HIRSCHFELD AND MARON TO ADJOURN THE MEETING. MOTION PASSED BY A VOTE OF 5 TO 0.**

The meeting was adjourned at 6:47 pm.

TOWN OF BASALT  
PLANNING AND ZONING COMMISSION

By   
Eric Vozick, Chair

Attest   
James Lindt, Interim Planning Director