



**Minutes of the Regular Meeting of the
Buena Vista Planning and Zoning Commission
January 8, 2020**

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 6:00 pm, Wednesday, January 8, 2020 at the Buena Vista Community Center, 715 E Main Street, Buena Vista, Colorado by Chair Preston Larimer. Also present were Vice Chair Lynn Schultz-Writsel, Commissioners Thomas Doumas, Craig Brown, and Alternate Commissioner Tony LaGreca.

Staff Present: Principal Planner Mark Doering and Planning Technician Robin Mesaric-King.

PLEDGE OF ALLEGIANCE

Chair Larimer led in the Pledge of Allegiance.

ROLL CALL

Mesaric-King proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Larimer called for approval of the agenda. Schultz-Writsel motioned to adopt the agenda as presented, **Motion #1** seconded by Doumas. Motion carried.

APPROVAL OF MINUTES

Doumas motioned for approval of the December 4, 2019 minutes as presented. **Motion #2** was seconded by Schultz-Writsel. Motion carried.

PUBLIC COMMENT

Public comments opened at 6:02 pm. With no comments, public comment was closed at 6:02 pm.

NEW BUSINESS

Special Use Permit for a Hotel

Cheryl Richmond representing Sharon Young for the property located at 300, 302, and 304 East Main Street. She explained that the special use permit was for the hotel on the 2nd floor of the building, where the proposed tenant spaces are located within the building, how the proposed use applies to the Comprehensive Plan, what agencies they will be complying with, how many guest rooms will be present, possible impacts on neighborhoods, the fee in lieu they will pay, along with parking locations, lighting and encroachments. She outlined the changes that would be made to the building.

Doering gave a presentation on the proposed 13 room hotel in a 13,182 sq. ft. mixed use building. He explained the reasons a special use permit and major site plan review are required. Doering showed the location, adjoining property, zoning designation (and the surrounding property), pictures of the exterior, the location of the mechanical screening, the additional alley parking locations, the parking fee in lieu, the proposed layout of the interior, and stair locations. He explained criteria for approval of the special use permit and the Major Site Plan Review per the Unified Development Code. Doering outlined the Town's recommended conditions for approval of the special use permit and the Major Site Plan.

LaGreca inquired on the Unified Development Code requirements for screening and Doering clarified. Larimer discussed the reasons for a special use permit and the parking situation. Doering discussed the parking calculations for MU-MS and the Commission generally discussed the public parking on East Main Street and North Railroad Street. They inquired on whether the wall openings on the Railroad Side were original, and Doering clarified.

Special Use Permit

Schultz-Writsel motioned to approve the Special Use Permit in the MU-MS Zoning District for a 13-unit hotel located at 300, 302, and 304 E. Main Street with the following conditions:

1. The Owner shall provide a one-time fee in lieu of parking for five vehicle spaces totaling \$5,000.00 to the Town of Buena Vista within 30 days of the Special Use Permit being approved. The property is not subject to any additional parking requirements for the building located at 300, 302, and 304 E. Main Street.
2. The Owner shall instruct all visitors and tenants that overnight parking is not allowed on East Main Street in its lodging and rental materials, and make it known to tenants that any vehicles parked overnight on East Main Street may be towed at the owner's expense.
3. The Owner shall obtain and maintain a business license prior to and during its use as a hotel.
4. The Owner shall provide a written snow removal plan that complies with the Town's snow removal requirements listed in the Municipal Code to Code Enforcement within 30 days of the Commission's approval.
5. The Owner shall comply with all State of Colorado sanitary standards and regulations for public accommodations as listed in 6 CCR 1010-14, as may be amended.

Seconded by Brown, **Motion #3** was unanimously approved.

Major Site Plan

Schultz-Writsel motioned to approve the Major Site Plan for the 13,182 square-foot mixed use building in the MU-MS Zone District for a 13-unit hotel, restaurant and retail uses for the building located at 300, 302, and 304 E. Main Street with the following conditions:

1. The Site Plan for the mixed-use building shall be corrected for any building code requirements that alter the proposed drawings before the Planning and Zoning Commission. Prior to a Certificate of Occupancy, all corrected drawings shall be digitally submitted to the Town for its records, including any changes from the approved Major Site Plan drawings.
2. The Major Site Plan approval is for the proposed uses and configuration as shown in the Application. Any changes in use shall be subject to the use requirements in effect at the time of any change of use. Prior to said changes of use, the Owner shall confirm with Town staff that the new uses are allowed per the Municipal Code requirements in effect at that time. Permitted uses will be allowed, and Special Uses will only be allowed after the proposed use obtains a Special Use Permit for such use.
3. Parking for the property shall not be limited to the building's tenants, whether it is the Town's rights-of-way in front of the building or leased area in the railroad right-of-way. Parking shall be open to the public on a first come-first serve basis. The Town has the authority to change parking spaces and/or configuration of parking within its rights-of-way at any time.

4. Prior to construction or installation of any encroachments from the building into the Town's rights-of-way, the Owner shall obtain Town approval of an encroachment permit and maintain the insurance for said encroachment permit on an annual basis.
5. Prior to a certificate of occupancy, the rooftop equipment for the kitchen shall be screened from the adjoining properties to the north of the alley to at least the height of the equipment.
6. Screening of trash and recycling areas shall be required to be at least the same as the height of the dumpster or trash cans.
7. All lighting shall be downcast and shielded to comply with Town requirements, and shall be inspected and approved by the Town prior to the issuance of a certificate of occupancy, and if any lighting issues are identified, shall be corrected by the Owner to minimize light pollution.
8. All signs shall be installed after obtaining a sign permit meeting the Code in effect at the time of installation, including face changes of approved signs from previously approved tenant signage.
9. All commercial uses shall obtain and maintain a business license, prior to and during commercial operations.

Seconded by Doumas, **Motion #4** was unanimously approved.

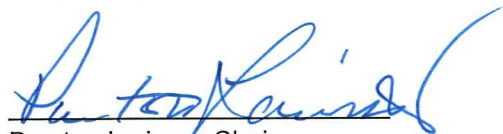
STAFF / COMMISSION INTERACTION

The Commission generally discussed why a resolution is required for a special use permit, how the comprehensive plan guides the Town's recommendations, the proposed historical preservation guidelines, and the parking in downtown area.

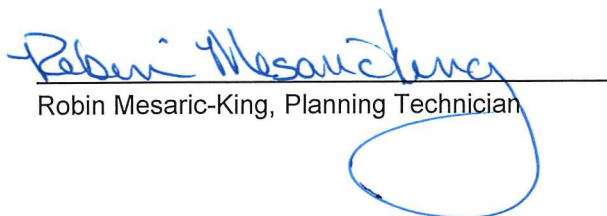
ADJOURNMENT

There being no further business to come before the Commission, Doumas motioned to adjourn the meeting at 7:52 p.m. Schultz-Writsel seconded. **Motion #5** was unanimously approved.

Respectfully submitted:



Preston Larimer, Chair



Robin Mesaric-King, Planning Technician