

**MINUTES**  
**PLANNING AND ZONING COMMISSION**  
**MEETING**  
**DATE MARCH 2, 2021**

6:30 p.m. BY THE VIRTUAL LINK BELO Planning and Zoning Commissioners Meeting

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1. **CALL TO ORDER** Chairperson Robinson called the meeting to order at 6:31 p.m.
2. **PLEDGE OF ALLEGIANCE:** The pledge was recited while Building Official Doudy held an image of the United States Flag to the screen
3. **ROLL CALL** Present at the meeting were: Commissioners Robinson, Tucker, Truelsen and Heeney. Ex Officios, Watters and Lewis

Staff present: Manager Charles, Attorney Kelly, Planner Garvin, Building Official Doudy and Assistant Clerk Swope.

4. **IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST.**
5. **APPROVAL OF THE AGENDA** Commissioner Tucker moved and Commissioner Heeney seconded to approve the agenda with an additional item added to 11 – Added discussion about returning to in-person/hybrid style meetings.

Yes: All

No: none

6. **PUBLIC PARTICIPATION 5 minutes per person. None**
7. **CONSENT AGENDA:**

7.1 Minutes of February 2, 2021 and Minutes of February 16, 2021 Continuation Meeting.

**7.2 Continue this meeting to March 16, 2021 6:30 p.m. same virtual link.**

Commissioner Heeney moved and Commissioner tucker seconded to approve the consent agenda including minutes of February 2 and 16 and Continue this meeting to March 16, 2021 same virtual link.

Yes: All

No: none

**8. STAFF REPORTS: Short Term Rental. Go ahead from the Board. Verify the amendments. Is set for P & Z Public Hearing March 16, 2021.**

Chairperson Robinson expressed some concerns for parking conflicts on the street frontage of a rental property if someone else is parked on that frontage. Attorney Kelly suggested replacing the word required to encouraged in item 6. d.

Manager Charles addressed the term Grandfathering in the conversations being held regarding Short-term Rental permits. He restated and so did Commissioner Truelsen that the grandfathering had only applied to existing businesses if the number per street segment had been left in the language. He suggests the term be replaced with preference. The existing businesses may receive preference in the permit issuance depending on the property is compliant to all the criteria in the regulation. The Commissioners all agreed to this.

**9. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

**FINAL REVIEW OF DRAFT SECTIONS OF THE LAND USE CODE UPDATE PROJECT**

**9.1 Article 12 Outdoor lighting.** Commissioners reviewed this article and found additional edits they would like to see made to the regulation. Additionally, Manager Charles suggests that when these articles are presented to the Board and the public, a purpose statement be added to the presentation. The two edits to be made were: Remove item E.4. "Up lighting is prohibited except when used for a display of the United States or State of Colorado flags." And F.1. the specific time for a business to have all lighting turned off except for security lighting will be amended after Planner Garvin research other regulations for a standard.

**9.2 Article 6 Site / Structure Standards review guidelines.**

**9.3 Article 6 Site / Structure Standards.** The Commission and the Planner discussed the preparation of the review sheet that will describe what has changed and what has stayed the same as well as a summary on the why i.e. create attractive street fronts, encourage eclectic forms so the

town doesn't have a cookie cutter appearance and continue the use of natural materials where practical. Some other statements might address the functionality of design like environmental hazard prevention (wild land fire, flood, and steep slopes) or the relative scale of adjacent structures.

Planner Garvin will amend section F.2 language regarding alley parking preferences to include practical reasons for placing driveways in the front where alley access may be limited.

**9.4 Article 4 Specific Use Standards.** This Article will be reviewed at the next meeting. There is an addition to use table for Home occupation, Bed and Breakfast establishments and Short-Term rental businesses.

**10. PENDING ITEMS FOR FUTURE AGENDAS:**

**10.1 Article 11 Hazards Planning.** Set for the April agenda.

**11. ADMINISTRATIVE: Added discussion about returning to in-person/hybrid style meetings.**

The Commission discussed going back to in-person meetings and the majority is interested in resuming them. The issues that remain are:

- Adequate bandwidth to stream meetings for those who choose to stay home.
- Audio settings for those who are in the meeting room clashing with the microphones on the laptops in the room.
- Mask requirements still in place.

**12. ADJOURNMENT (actually a continuation.)** The meeting was continued at 8:39 p.m.