

Town of Bayfield
Planning Commission Minutes
April 9, 2013
1199 Bayfield Parkway, Bayfield, CO 81122

Planning Commissioners Present: James Sanders (Chairman), Joe Mozgai (Vice-Chairman), Dr. Rick Smith (Mayor), Matt Nyberg, Marvin Seale, Kalon Porter, and Pat Heyman.

Staff Present: Chris La May (Town Manager), Wendi Weinstein (Administrative Assistant)

Media Present: None

The meeting was called to order by Chairman James Sanders at 7:00 p.m.

Minutes: Mayor Rick Smith made a motion to approve the minutes from the March 12, 2013 regular Planning Commission meeting as submitted. Matt Nyberg seconded the motion. Pat Heyman abstained since she was absent from the March meeting. All others were in favor and the motion passed unanimously.

Public Input: None

Discussion – Land Use Code Update:

Town Manager La May presented Chapters 1 and 2 of the current Bayfield Land Use Code, along with his Staff Report summarizing the definitions of Comprehensive Plans and Land Use Codes. The information in the Staff Report came largely from the DOLA website and should help us in our review and update of our Land Use Code.

For Section 1-13, Vested Property Rights, Chris recommends expanding the definition with more precise language, particularly regarding a “site-specific development plan.” He also recommends stating in the code that a property right which has been vested as provided in this section will remain vested for a period of three years.

For Section 1-14, Violation a Petty Misdemeanor, Chris recommends shortening that definition and simply referring to the Municipal Code.

Chris asked if everyone was comfortable with the language and changes proposed. Mayor Smith replied that the changes look good.

Under Section 2-1, Responsibility of Town Staff, Chris recommends stating that the Land Use Administrator shall be appointed by and serves at the pleasure of the Town Manager. The language currently reads that the Land Use Administrator be appointed by and serve the Town Board.

For Section 2-6, Official Land Use Map, Chris recommends changing the term “Land Use” to “Zoning.” Mayor Smith noted that we are a statutory town and have zoning districts as opposed to land use districts.

In the following Sections of Chapter 2, Chris would like to use “Town” when referring to codes – for example, instead of “Uniform” Building Code, use “Town” Building Code.

For Section 2-10, Appeals, Chris suggests some changes and additions to the Appeals Process. He recommends referring some appeals to a Board of Adjustment. Mayor Smith asked if we have ever had a Board of Adjustment and if that Board could consist of the same members as the Planning Commission. Chris replied that, in theory, it should be a separate board, but in practice, especially in a small community, it may not be necessary. It is also possible that the Board of Trustees could become the Board of Adjustment. In addition, if there is an appeal that the Planning Commission has already ruled on, then an independent body would have to hear the next appeal.

Under Section 2-11, Fees, Chris recommends stating that fees will be established by the Town Board rather than the Planning Commission.

Mayor Smith complemented Chris on the proposed changes and likes that the new language keeps the chain of command in place.

Chris will bring proposed changes to Chapter 3 of the Land Use Code to our next meeting.

New/Unfinished Business:

Chris reminded everyone of the Planning Refresher Workshop being hosted by the Southwest Colorado Council of Governments in Durango on April 30th. All of our Planning Commissioners, as well as Town Manager Chris La May and Administrative Assistant Wendi Weinstein will attend the workshop.

Chairman James Sanders noted for the record that Trustee Matt Nyberg, who also sits on the Planning Commission, is providing regular reports to the Town Board with summaries of the Planning Commission meetings and decisions.

Vice-Chairman Joe Mozgai asked if the Town Board had made a decision regarding the possibility of providing electronic notebooks or tablets to Planning Commission members for use during the monthly meetings. Chris replied that the Town Board had yet to formally consider the request.

Adjournment:

With no more business to discuss, Vice-Chairman Mozgai made a motion to adjourn tonight's meeting. Commissioner Pat Heyman seconded the motion. All were in favor, the motion passed unanimously and the meeting was adjourned at 7:25 p.m.

Approved:

James Sanders (Chairman)

Wendi Weinstein (Admin. Assistant)