

**WESTCLIFFE PLANNING COMMISSION
TUESDAY, NOVEMBER 12TH, 2019
REGULAR MEETING**

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CALL TO ORDER

Chairman Snow called the meeting to order at 3:00 p.m.

PLEDGE OF ALLEGIANCE

Chairman Snow led the pledge of allegiance.

ROLL CALL

Members present: Chairman Snow, Mr. Carter, Mr. Fulton, Mr. Wenke

Absent: NONE

Others present: Marilyn Hennessy-333 Mission Way, Westcliffe, John & Elizabeth Watson-213 S. 3rd Street, Westcliffe, Wanda Jennings-Town of Westcliffe.

For the record The Mayor and one or more Trustees may vote on matters that come before the Planning Commission and the Board of Trustees.

APPROVAL OF MINUTES

ACTION: Mr. Fulton moved and Mr. Wenke seconded to approve the minutes. Motion carried.

OLD BUSINESS

a. Continued review of proposed architectural control guidelines.

Ms. Hennessy shared with the board some research she has been doing on the architectural design guidelines and thought the attached presentation offers good ideas to be considered for the proposed Westcliffe Architectural Design Guidelines.

Ms. Hennessy:

We also need to agree on what to call these guidelines - are they guidelines, controls, regulations? It would seem that whatever is decided, the guidelines need to *have* "teeth," otherwise decisions made by owners may be based on their budgets rather than the aesthetics of our town.

To develop a framework, initial decisions need to be made about the scope of the guidelines:

* **Areas** - Main Street, residential neighborhoods (existing and new), municipal (town and county properties), commercial existing and new, institutional (schools/jail/religious), light industrial, trails, parking areas, empty lots, pocket parks.

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OLD BUSINESS CONTINUED

* **Scope** - architectural character of buildings, signage (building/informational/directional), landscaping, lighting/Dark Skies, color palette, historic preservation, context, character, theme, sustainable, aesthetics, scale, ambience, form, materials, finishes, quality. How will these *guidelines* be *incorporated* in the *Westcliffe Strategic Plan* and *Master Plan*? How to *coordinate with community* groups and organizations like the High Attitude Garden Club, Sangres Art Council, Westcliffe Center for the Performing Arts, etc?

* **Authority** - are the guidelines suggestions or requirements? Who will review the proposed designs/changes beyond Mike Carter and the Town Trustees? Are these to be regulations that establish an aesthetic framework?

* **Budget** - cost to develop the guidelines (photos, drawings, color palette, etc) and print copies, also add to Town of Westcliffe website.

These are my initial thoughts. Perhaps you can present these or other ideas at today's Planning Commission meeting, so that the planning commission members know forward action is underway.

- b. Chairman Snow decided that Mr. Fulton and Ms. Hennessey from the Architectural Committee come back in January for more discussion.

NEW BUSINESS

- a. **Consideration of approving Use by Special Review Permit at 213 S. 3rd Street for a short-term rental, VRBO/Airbnb.**

ACTION: Mr. Fulton moved and Mr. Wenke seconded to approve Use by Special Review Permit at 213 S. 3rd Street for a short-term rental, VRBO/Airbnb. Motion carried.

- b. **Consideration of approving Use by Special Review Permit at 111 S. 6rd Street to a different address.**

Mr. Carter explained to the board that it was a mix-up between the buyers and sellers.

ACTION: Mr. Wenke moved and Mr. Fulton seconded to approve Use by Special Review Permit at 111 S. 6th Street to a different address. Motion carried.

- c. **Discuss the new TAP Project.**

Mr. Carter showed the board the design for the TAP project in the year 2021. Curb, gutters, paving on the West end of the town.

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PUBLIC COMMENT

Mr. Wenke shared drawings of future plans for a possible development.

Ms. Hennessy talked about showing an interest in the board of trustee's vacancy.

Mr. Fulton moved and **Mr. Carter** seconded to adjourn the meeting. Motion carried.

Adjourn

Recorded by:
Wanda Jennings
Deputy Clerk