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**Eaton Planning Commission
AGENDA
Wednesday, December 1, 2021
7:00 p.m.**

To be held at the Carsten Board Room at 224 First Street.

- 1) Roll call.
- 2) Review of the November 4, 2021, Planning Commission Meeting Minutes.
- 3) Planning & Zoning Code Update Review – Vince Harris, Planning Director of Baseline Corporation.
- 4) Public Comments related to the Proposed Planning & Zoning Code Update.
- 5) Adjourn.

** If you have public comment but are not comfortable attending in person due to COVID-19, please send the comments to wesley@eatonco.org by Thursday at 12:00 p.m., and they will be read into the record or otherwise shared with the Board during the meeting.*

PLANNING COMMISSION MINUTES NOVEMBER 4, 2021

A scheduled meeting of the Planning Commission was held on November 4, 2021, at 7:00 p.m. in the Gary Carsten Board Chambers located at 224 First Street.

Item 1 – Roll Call. Those members present: Commissioners Bond Baiamonte, Glenn Babcock, Kevin Ross and Chairperson Karla Winter. Member that was absent: Aaron Price. Also present: Town Administrator Interim Wesley LaVanchy and Assistant Town Administrator Greg Brinck.

Item 2 – Review of the October 7, 2021, Meeting Minutes. Commissioner Ross moved to adopt the minutes as written, seconded by Commissioner Babcock. Motion carried 3-0.

Item 3 – North Side Addition First Replat – 509 Maple Avenue Replat – Alyssa Rivas, Baseline Corporation. Vince Harris, Baseline did a brief introduction of Lauren Richardson with Baseline, who spoke on behalf of Alyssa Rivas of Baseline, who has been working with the applicant on this project but could not attend. Lauren Richardson gave a power point presentation on the project of 509 Maple Avenue Minor Subdivision (Lot Split). The Subject Property is in the Town of Eaton, west of HWY 85 near the intersection of Maple Avenue and 5th Street. The property is owned by Mark Morrison (the “Applicant”), who applied on August 25, 2021, and the property is zoned R-2 Lower Density Residential. The Subject Property, which includes Lots 21, 22, and 23, Block 1 of the North Side Addition; and a portion of Lot 20 that lies north of the Great Western Railroad Company’s right of way, has a total area of 13,507 square feet (0.31 acre). There are currently two single family residential houses, which is not in conformance with the density allowance (only one residential unit) of the R-2 Zone District, as stated in Section 7-2-18 of the Eaton Municipal Code. In addition to the two houses on the lot, there is an existing garage/shed located on the southeast corner of the property. The minimum lot size allowed in the R-2 Zone District is 6,000 square feet. The request proposes to establish the western portion of the property (Lot 1) as a 6,592 square foot lot and the eastern portion of the property (Lot 2) as a 6,916 square foot lot. The Applicant is also requesting to vacate the original 1902 interior lot lines between Lots 20 and 21, 21 and 22, and 22 and 23, to make two large, combined lots. The applicant is also dedicating a 23-foot-wide utility easement, which is in conformance with the code requirement for a 16-foot minimum width in residential zones. Mark Morrison, 37095 CR 27, the Applicant, then came forward to answer questions. Following staff analysis and discussion, Commissioner Ross moved to approve the Final Plat of the North Side Addition First Replat, located at 509 Maple Avenue, subject to the following conditions: 1) The applicant shall be required to obtain a separate water and sewer permit for the newly established Lot 2, which must be applied and paid for prior to the official recordation of the replat. 2) The applicant shall be required to complete the items addressed by the Town Engineer related to the actual plat document in advance of the Town’s signatures to be placed on the mylar document indicating a final approval in preparation of getting the mylar recorded in the Weld County Clerk & Recorder’s office, seconded by Commissioner Baiamonte. Motion approved 3-0.

Item 4 – Planning & Zoning Code Update/Study Session – Vince Harris, Planning Director of Baseline Corporation. Chairperson Winter opened the study session floor for questions and comments from the board on the Planning & Zoning Code Update, a continuance from where they had left off at the last study session. Vince Harris of Baseline was present for guidance and discussion on updating the Articles within Section II (Zoning Ordinance): Article II – Zoning Districts and Land Use Regulations; Article III – Development Standards; Article IV – Administration and Procedures. The Planning Commissioners schedule for completion of the Planning & Zoning Code Update is as follows: Wednesday, December 1st PC Review and Public input (written or verbal); Thursday, December 16th Board of Trustees Study Session; Thursday, January 6th PC Public Hearing and Recommendation to BOT; Thursday January 20th BOT Public Hearing and Adoption of new Zoning & Subdivision Code.

Item 5 - Adjourn. As there was no further business, the meeting was adjourned at 8:55 p.m.

Margaret Jane Winter, Town Clerk

Jane Winter

From: Vince Harris <vince@baselinecorp.com>
Sent: Thursday, November 18, 2021 5:15 PM
To: Vince Harris
Subject: New Eaton Subdivision & Zoning Regulation UPDATE - WEDNESDAY DECEMBER 1, 7PM (PUBLIC INPUT desired)

Hello to each one of you. Hoping you each are doing well and are staying healthy.

This email is coming to you as either an update, or new information. We at the Town of Eaton have been working to get the recently worked on 'New Planning and Subdivision Code' project re-started. We were close to an adoption about 8 months ago and then staffing issues, changes, other projects, and priorities diverted this project from completion. It's back! And we have a target completion time to be by end of the first quarter of 2022.

The Eaton Planning Commission has recently met to get a fresher look at the updates and they have scheduled a time specifically for listening to and having direct public input the evening of **WEDNESDAY December 1, 2021 at 7pm** in the Board Room at 224 1st Street. If you have any interest with planning, land use, subdivision, zoning, development, buildings, downtown issues, or any other land use related ideas, comments or suggestions related to planning – we ask that you connect and come to the meeting on December 1, 2021.

For your reference – following is a Dropbox link with the DRAFT code as it is today. The link has 2 documents; a REDLINED version of the document where we left off about 8 months ago with some more updates since then to see changes to the original NEW CODE anticipated for adoption 8 months ago. There also is a document that is a CLEAN VERSION of the Redline version for easier reading for some. THIS VERSION IS and will be CHANGING AS WE PROGRESS in the next couple of months and may also incorporate new ideas after the December 1 meeting with input from you – the public.

<https://www.dropbox.com/sh/66j36w36za6lz3l/AADpuVtYLmtSJiuVr-nvlaa-a?dl=0>

Please consider participating at the meeting and looking over the current DRAFT version of the proposed new Planning and Subdivision Code, and come in a discuss your ideas or concerns with the Planning Commission and staff. We also plan to be available to take comments via an email or phone call by connecting with Vince Harris (Town Planner for Eaton via Baseline Engineering Corporation contract) at 303-912-1900 or vince@baselinecorp.com at any time.

Steps planned after December 1, 2021 Planning Commission meeting to hear input are below:

January 6 and February 3 Planning Commission meetings to review DRAFT CODE in public hearings culminating in a recommendation to the Board of Trustees.

February 17 Board of Trustee's meeting with a public hearing to review and consider adoption of a new **Planning and Subdivision Code** for Eaton.

Reminder of Goals set for updating the Zoning & Subdivision Code include:

- Better organized regulations for zoning and subdivision of property
- More streamlined processes, including new administrative approvals for some processes
- Add regulations related to missing items usually in a Zoning & Subdivision Code
- Create some better definitions
- General clean-up of old or antiquated requirements
- Add Design Standards for residential and commercial uses – (THIS IS NOW DELETED FROM THE CODE AND WILL BE CONSIDERED FOR AN ADMINISTRATIVE PROCESS/GUIDELINES TO BE COMPLETED IN MID 2022)

Please at any time, email me at vince@baselinecorp.com to convey any comments, ideas, and suggestions related to the proposed DRAFT ZONING & SUBDIVISION UPDATE that is in progress.

Thank you for your time and interest with this Code Update process.

Vince

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Committed to our clients and communities, many on our team are working remotely while staying well. We are in this together and are here for you.