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**Eaton Planning Commission
AGENDA
Thursday, October 7, 2021
7:00 p.m.**

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

- 1) Roll call.
- 2) Review of the May 6, 2021, Planning Commission Meeting Minutes.
- 3) Planning & Zoning Code Update/Study Session – Vince Harris, Planning Director of Baseline Corporation.
- 4) 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.*

TOWN OF EATON
STAFF MEMO – OCTOBER 7, 2021 PC STUDY SESSION

Date prepared: September 30, 2021

Project Name: Eaton Code Update
Prepared by: Vince Harris, AICP - Baseline Corporation
Approved by: Vince Harris, AICP - Baseline Corporation



CC: Wesley LaVanchy, Interim Town Administrator
Jane Winter, Town Clerk
Avi Rocklin, Town Attorney

The Code Update project began with a kickoff meeting in early 2020. The Town Board and Planning Commission held a joint study session on April 2, 2020. For that study session, staff provided a draft of the land use table, development review and administrative procedures, and a submittal requirements table. Based on those discussions and input from Town staff, Baseline had prepared a draft that focuses primarily on the following Articles within Section II (Zoning Ordinance):

Article II – Zoning Districts and Land Use Regulations

- Land Use Table – This table will replace the listing of allowed and special uses that currently appears within each zoning district.
- Supplemental Use Standards – Any special standards that apply to certain land uses.
- Accessory Uses and Structures – Specifying allowed accessory uses to both residential and non-residential land uses. This section includes the newly proposed Accessory Dwelling Units and Short-Term Rental uses on residential property.
- Temporary Uses and Structures – Specifying allowed temporary uses.

Article III – Development Standards

- Dimensional Standards Table – This table presents the typical dimensional standards (minimum lot area, maximum building height, minimum setback, etc.) for each zoning district.
- Building Design Standards – This section added architectural standards to ensure high-quality buildings in the Town. This section is now suggested to NOT include specific building design standards in the actual code and now indicates that such standards will be generated and used during an Administrative Review process when building plans are reviewed by the Planning Department and the Town Administrator. Discussion will take place about this at the study session on October 7.

Article IV – Administration and Procedures

- General Requirements – This section covers pre-application conferences, general application procedures and requirements, neighborhood meetings, and approval procedures.
- Appeals – This section covers general appeal procedures, including appeals from administrative decisions
- General Notice and Public Hearing Requirements – This section consolidates the public notice regulations in one location in the code. Any application type or process that requires public notice will reference this section rather than repeating the language.

- Submittal Requirements Table – This table will provide the list of submittal requirements for the primary land development application types.
- Development Applications and Permits – This will consolidate the procedure for all types of land development applications. This includes Planned Unit Development procedures, which under the current code is contained in Section III.

This staff report is accompanied by the newest draft of the code since the last meeting with the Board of Trustees on March 18, 2021. Since then, it was decided by staff and Board leadership to put this Code Amendment on ‘hold’ until such time as a new Town Administrator was hired. This discussion item came up with the new Town Administrator (Interim) and with Board leadership, and it was decided to re-start the completion of the Updated Code. For the most part, this DRAFT is very similar to the March 2021 DRAFT except in the building and architectural standards that will not be included in a code amendment in the Zoning Code. Staff proposes the following review and adoption schedule:

October 7	Planning Commission Study Session
Oct 8 to Nov 4	Planning Commission and Public Comment Period
November 4	Planning Commission Review and Public input (written or verbal)
November 18	Board of Trustees Study Session
December 2	Planning Commission Public Hearing and Recommendation to Board of Trustees
December 16	Board of Trustees Public Hearing and Adoption of new Zoning & Subdivision Code

RECOMMENDATION

Staff recommends that the Planning Commission evaluate this revised draft document (in a CLEAN format – no redline version at this time) and provide staff any comments or direction regarding the DRAFT Eaton Zoning & Subdivision Code Update. This October 7 meeting is to be a working study session for staff to overview this document again, since it has been 6 months since seen by the Planning Commission, and to allow the Planning Commission the opportunity to offer input before staff completes a more refined DRAFT CODE that will be *presented / explained / reviewed* at the November Planning Commission and Board of Trustees meetings. It is anticipated that the official Code Adoption public hearings will be completed in December by both the PC and the BoT.

Between now and the October 7 study session, and even after, we anticipate a variety of wordsmithing to be done to this document to address staff input, public input, Planning Commission input, legal input from Avi Rocklin (Town Attorney), and Board of Trustees input. Let’s use the October 7 meeting to refresh our minds with the task at hand to remind ourselves of where we were at this last spring, look at this with old and fresh eyes, and be ready to move forward to refine the draft code appropriately, with all perspectives in mind. See you Thursday evening to have a discussion.