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**RECORD OF PROCEEDINGS  
MINUTES OF THE REGULAR MEETING  
OF THE PLANNING COMMISSION OF THE TOWN OF FRISCO  
JANUARY 21, 2016**

Planning Commission Chair Skupien called the meeting to order at 5:00 p.m. Roll was called.

**Present:** Larrie Mackie  
Craig Peterson  
Melissa Sherburne  
Donna Skupien  
Andy Stabile

**Absent:** Brian Birenbach  
Deborah Shaner

**Minutes:** The November 19, 2015, Planning Commission meeting minutes were approved.

**Public Comment:** No public comments were made.

**Commissioner Comments:** Commissioners had no comments.

**Work Session Items:**

1. **File # 002.16.SK:** A sketch plan review of two proposed residential buildings with two, one-bedroom dwelling units in each building at the Royal Alpine Apartment complex located at 170 Wichita Avenue/Lot 8-A, Royal Alpine Subdivision and 5 Alpine Drive/Lot 8-D, Royal Alpine Subdivision. Applicant: Dan McCrerey, Royal Alpine LLC; represented by TC3 Architects

Senior Planner Bill Gibson noted the addition of four new emails submitted by the public listing concerns about adequate parking and trash collection in addition to future heavier traffic on Wichita Drive. Commissioner Sherburne noted the Applicant is a coworker of hers but it would not bias her comments on the Sketch Plan Application.

Questions for staff included clarifications of setbacks, encroachments, and parking. Staff noted a twenty (20) foot setback, encroachments would be addressed with the Development Application, and no overnight parking is permitted in Town right-of-ways.

The Applicant presented two buildings intended for long term housing. He noted issues regarding existing powerline easements. He also gave a detailed overview of the building architecture and noted the intention of matching the new building designs with an eventual update to the existing structures. The Applicant responded to the emails from the public and noted his intention on changing the current garbage collection system and improving landscaping.

Questions for the Applicant included site plan clarifications on Sheets SR2 and SR4, explanation of parking arrangements, and reiteration of the design plan. There were no public comments.

2. File # 003.16.SK: A sketch plan review of a building addition to an existing single family residence and a new detached garage with two new residential units located at 212 Galena Street / Lots 17-19, Block 7, Frisco Townsite. Applicant: Craig Peterson, represented by TC3 Architects

The Applicant, Craig Peterson, recused himself from his Planning Commission role for the review of his Sketch Plan Application.

Community Planner Emily Wood presented the application, remarking that the Applicant requested specific feedback from the Commissioners on the design and proposed materials. It was noted that the existing buildings were not included in this application and the Commission could request a second sketch plan application if they wished to review further.

The Applicant presented, mentioning that the design was influenced by Town Code requirements including a larger footprint due to parking requirements and nearing the bulk plane to avoid snowfall on the neighbor's property. The Applicant also outlined the design concept mimicking the feel of the legacy buildings already on the property and using unique concrete masonry on the lower level.

The Commissioners had questions regarding the garage, property line measurements, location of existing structures, and building code regulations. The Applicant explained that a garage was not feasible due to dimensions and elaborated on property line issues which pushed the new development to one side, noting that the property line was measured from the building.

Mrs. Wood clarified for the Commission that a variance request from the Street Design Standards by the Applicant was submitted to Frisco's Public Works Department, requesting a wider driveway in order to have a better location for the parking but the request was denied. Also, in regards to the materials used for this project in the Granite and Galena Street Overlay, the concrete masonry could be allowed if it was not considered a primary material, falling within the Planning Commission's prevue to decide if it was a primary material.

Public comments included a representative on behalf of the Applicant's neighbors Paul and Pam Johnson by their attorney Fred Sprouse. Mr. Sprouse distributed two documents to the Commission (both referencing case number 2015CV30225) noting that there was a lawsuit in progress between the neighbors regarding encroachment of buildings on property lines and trespassing. The Community Planner noted that the new development's dimensional requirements would be measured from the surveyed property lines, not the fence on the Johnson's property. The relevance of the civil matter brought before the Commission would be reviewed by the Town Attorney and addressed in the Development Application process should the Applicant choose to proceed. The Applicant responded to public comments, noting that he paid for a survey which identified the lot lines and underground utility lines.

The Commissioners commented in general favor of the respect for the historic architecture in the Town's core and requested incorporation of the existing buildings and more detail in the Development Application. There was a general concern of the height of the building casting shadows and the slight encroachment of the bulkplane, as well as requests to consider altering architectural features. The Commission did not feel another Sketch Plan Application was necessary.

**Staff and Commissioner Updates:**

- Community Development Director Joyce Allgaier distributed a memo to the Commissioners summarizing the progress in updating the Town Code, now being coined our “Unified Development Code”. In the Staff update to the Town Council, Phase 1 of the update is visually re-formatting the Code and Staff is optimistic that the Council will have finished approvals by March 2016. Phase 2 includes substantive changes to the Code and Staff is contracting Clarion and Associates again in this stage. The goal is to have the new Town Code adopted by the end of 2016. The Planning Commission should expect to see versions of the code during this process for their input.
- Feb 18<sup>th</sup> Commission meeting is tentatively scheduled for the Holiday Center Development Application and will also require a Conditional Use approval from the Town Council. No meeting will be held on February 4th.

**Adjourn:**

- There being no further business, the meeting adjourned at 6:16 p.m.

Respectfully Submitted,

Sarah Hoffman  
Community Development Department