

**RECORD OF PROCEEDINGS  
MINUTES OF THE REGULAR MEETING  
OF THE PLANNING COMMISSION OF THE TOWN OF FRISCO**

**September 3, 2015**

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

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

**Absent:** Brian Birenbach

**Minutes:** The August 20, 2015, Planning Commission meeting minutes were approved.

**Public Comment:** There was no public comment.

**Commissioner Comments:** There were no Commissioner comments.

**Work Session Items:**

1. File # 207.15.DA: A development application for an effluent pumping station addition to the waste water treatment facility, located at 111 South Summit Boulevard / Unplatted TR 5-78, Section 35. Applicant: Frisco Sanitation District

The agenda was modified to discuss the application File # 207.15.DA first. Senior Planner, Bill Gibson, presented the staff report to the Commission, noting that the application needed a formal approval from the Planning Commission as the addition was larger than 350 square feet. The applicant declined a presentation and the Commissioners had no questions.

**MOTION:** COMMISSIONER STABILE MOVED THAT THE PLANNING COMMISSION APPROVE THE PROPOSED PROJECT FILE #207.15.DA WITH THE FINDINGS AND CONDITIONS RECOMMENDED IN THE STAFF REPORT, COMMISSIONER SHANER SECOND.

**VOTE:**

<b>BIRENBACH</b>	<b>ABESENT</b>	<b>SKUPIEN</b>	<b>YEA</b>
<b>PETERSON</b>	<b>YEA</b>	<b>SHERBURNE</b>	<b>YEA</b>
<b>MACKIE</b>	<b>YEA</b>	<b>STABILE</b>	<b>YEA</b>
<b>SHANER</b>	<b>YEA</b>		

***MOTION CARRIED.***

2. File # 217-15-SK: A sketch plan review of the proposed Granite Street Station 15-unit multi-family residential project located at 317 Granite Street / Lots 21-24, Block 9, Frisco Townsite. Applicant: Architectural Innovators, Inc.

Senior Planner, Bill Gibson, presented the staff report to the Commission.

A member of the public interjected stating the application should not be considered since the signature on file was from the architect and not the property owner himself which did not adhere to the application requirements. Addressing this concern, Mr. Gibson stated that the Town Attorney, Thad Renaud, noted that the applicant has the authorization to sign on the owner's behalf and the Commission could proceed in discussing this application if the Applicant could attest to having the owner's consent for the submission of the application (Applicant attested).

The Applicant presented a revised sketch plan including a redesign of certain elements that raised previous Commission concern.

After the staff report was completed, the Applicant emailed updated plans and presented them at the meeting. There was confusion among the Commissioners regarding the differences in the two sets of drawings, including the number of bedrooms in various units and their effects on the affordable housing ratio and parking requirements. The roofline was a concern as were building elevations and unit space. Clarifications were asked for the outside stairwell, the alleyway's functionality, and ensuring that the bulk plane was not encroached. There was concern about losing the mountain feel of the building and the disparity between the design of the affordable and market rate units.

In general, the Commissioners determined the Applicant was on the right track in incorporating changes from the first sketch plan meeting and left it up to the applicant to submit either a new sketch plan or a formal application.

The members of the public requested clarification on how the elevations were calculated and presented a reminder that the application did not include a signature from the property owner, rendering it an invalid submission. Concern was also raised that the affordable units didn't meet code requirements and parking issues were outlined.

Commissioners felt a more complete sketch plan should be submitted in consideration of inconsistencies in the architectural plans and the legality of the sketch plan application submission.

### **Public Hearing Items:**

3. File # 197.15.DA: A development application for a proposed detached garage with an upper story dwelling unit, located at 310B Creekside Drive / Lot 3B, Provost Townhouses. Applicant: Gavin Keiner

Senior Planner, Bill Gibson, presented the staff report to the Commission and noted submissions from the public for Commission review, as well as an error in the report. He outlined previous decisions made regarding this plat, recommended approval, and noted the bulk plane issue was to be reviewed by the Commissioners.

Commissioners asked staff about drainage and snow issues and requested additional clarifications on previous surveying and bulk plane calculations.

The Applicant presented, addressing previous public comments including building height, the width of the driveway, snow storage and water release, landscaping, density issues and clarifications, and the bulk plane calculations. A video was shown by the Applicant to illustrate the proposed parking turning radius was possible to maneuver.

Façade design and color, and parking concerns were expressed by the Commissioners as were concerns and clarifications regarding water displacement, actual application of snow storage, drainage, landscaping, and paving.

Two neighboring property owners provided public comment on access to other buildings, increased stress on wetlands and other buildings from increased water flow, and snow storage calculations not accounting for heavy snowfall. This addition would take away density claims of neighbors and lower property values in not being able to build another unit on the lot.

The Applicant and their civil engineer then responded to public comments.

Discussion among the Commissioners involved density and parking and they notified the public that many of their concerns were outside of Commissioners' purview and would be addressed by other Town departments through the building permit process. Based on the bulk plane encroachment, the Commission found the application unfavorable and notified the Applicant they had 10 days to appeal the decision to the Town Council.

**MOTION:** COMMISSIONER MACKIE MOVED THAT THE PLANNING COMMISSION APPROVE THE PROPOSED PROJECT FILE #197.15.DA WITH THE FINDINGS AND CONDITIONS RECOMMENDED IN THE STAFF REPORT, COMMISSIONER SKUPIEN SECOND.

***VOTE:***

<b>BIRENBACH</b>	<b>ABESENT</b>	<b>SKUPIEN</b>	<b>YEA</b>
<b>PETERSON</b>	<b>NO</b>	<b>SHERBURNE</b>	<b>NO</b>
<b>MACKIE</b>	<b>NO</b>	<b>STABILE</b>	<b>NO</b>
<b>SHANER</b>	<b>NO</b>		

***MOTION DENIED.***

**Staff and Commissioner Updates:**

1. Oct 1<sup>st</sup> meeting is scheduled and it's noted a few Commission members will be absent.

**Adjourn:**

There being no further business, the meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Sarah Hoffman  
Community Development Department