



RECORD OF PROCEEDINGS

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**MINUTES**  
**Regular Meeting of the**  
**Planning Commission for the Town of Frisco**  
**Town Hall, 1 East Main Street**  
**Thursday, October 1, 2015**  
**5:00 P.M.**

Planning Commission Chair Donna Skupien called the meeting to order at 5:01p.m. Roll was called.

**Present:** Brian Birenbach  
Craig Peterson  
Deborah Shaner  
Andy Stabile  
Donna Skupien

**Absent:** Larrie Mackie  
Melissa Sherburne

**Minutes:** Minutes of the September 3, 2015 Planning Commission meeting were approved

**Public Comments (non-agenda items):** There were no public comments

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

**Work Session Items:**

1. File # 258.15.SK: A sketch plan review of the proposed Holiday Center commercial building addition and remodel project located at 1121 Dillon Dam Road / Lot 2, Holiday Tracts Subdivision. Applicant: O'Bryan Partnership Architects

In the absence of Community Planner Emily Wood, Senior Planner Bill Gibson referred the Commissioners to her staff report and made himself available for questions.

The Applicant presented an overview of the history that lead to the current sketch plan proposal. The changes would include an exterior elevator, an updated exterior façade to compliment the neighboring Holiday Inn hotel, an event space with a miniature golf course and potential wedding area with awnings on the roof, and an egress area behind the stairs.

Commissioner comments were favorable and discussion centered on the roof awnings and design of exterior materials.

2. File # 266.15.SK: A sketch plan review of 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 a brief overview of the sketch plan application and noted that the first development application for the same project, denied by the Planning Commission in the September 3, 2015 meeting, was in process of appeal to be reviewed by the Town Council in their approaching October 13, 2015 meeting. The new sketch plan eliminated previous bulk plane issues. Commissioner questions for staff included clarification on procedures for their discussion.

The Applicant presented and noted the changes from the last application, particularly laterally cutting out the bulk plane issues, including guard rails being pulled back from the corners. The lot coverages changed and the color scheme was open for variation. The roof was designed to meet the fire district's requirements. The Commissioners had questions to clarify square footage and particulars on the drawings.

A member of the public referred to a letter submitted earlier to the Commission and made herself available for any questions.

It was agreed by the Commissioners that while the applicant had met the Code requirements, the new design was less aesthetically pleasing than the previous submission, and they still had concerns about the canyon effect to neighboring properties.

#### **Staff and Commissioner Updates**

1. The next Planning Commission meetings will be held on October 15, 2015 and November 19, 2015.
2. The Commissioners discussed the technicalities and their role in discussing sketch plan applications submitted by neighboring property owners. Legality of submitting written comments to the Commission by a Commissioner not attending the meeting was also clarified.
3. Joyce Allgaier is the new Community Development Director and will start her new role next Wednesday, October 7, 2015. Discussion amongst the Commissioners followed about the position.

#### **Adjournment**

Meeting adjourned at 5:55 pm.

Respectfully Submitted,

Sarah Hoffman  
Community Development Department