

PC BOARD MEETING AGENDA Thursday, April 6, 2023, at 7:00 P.M. Held at the Carsten Board Room at 224 First Street

CALL TO ORDER

ROLL CALL

AGENDA APPROVAL / AMEMDMENTS

Motion to approve agenda as is or approve agenda with amendment(s).

PUBLIC COMMENT*

Members of the audience are invited to speak at the Board of Trustees' meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to three (3) minutes per speaker. When several people wish to speak from the same position on a given item, they are requested to select a spokesperson to state that position.

CONSENT AGENDA

The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. The council or staff may request an item(s) be removed from the Consent Agenda and placed under New Business for discussion.

1. Minutes - December 1, 2022, PC Meeting

NEW BUSINESS

2. Planning Commissioner Training on Development Process and Responsibilities - Baseline Engineering, Vince Harris

PUBLIC HEARING (See Exhibit A)

- 3. Downtown Revitalization Plan Baseline Engineering, Vince Harris
 - Resolution No. 2023-01 Planning & Zoning Commission Adopting Comprehensive Plan Amendment Titled Downtown Revitalization Plan

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 noon on the day of the meeting, and the comment will be read into the record or otherwise shared with the Board during the meeting.

AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (970) 454 - 3338 within 48 hours prior to the meeting in order to request such assistance.

EXHIBIT A

RULES FOR THE HEARING

PLANNING COMMISSIONERS MEETING

- A. All questions and comments by applicants, staff, or the public are to be directed to the governing body.
- B. The Chair will ask each member of the governing body to disclose any conflicts requiring recusal, or the specific substance of any ex-parte communications made by them.
- C. No applicant, staff member, or the public will be subject to cross examination except by the governing body.
- D. Public comments shall be taken at the hearing and are limited to three (3) minutes per individual. Any unused time may not be given to another.
- E. Disruptive behavior will not be tolerated.

PUBLIC HEARING PROCEDURE

- 1. Open public hearing.
- 2. Receive information from staff.
- 3. Receive information from applicant.
- 4. Receive information from the public.
 - a. Ask to hear from anyone who supports the matter.
 - b. Ask to hear from anyone who opposes the matter.
- 5. Receive rebuttal from applicant. (If any.)
- 6. Additional questions from the Board, if any. (Board may ask questions at any time until the hearing is closed.)
- 7. Close the public hearing.
- 8. Discussion and deliberation among Board.
- 9. Make a decision and/or motion from Board.

Proposed Motions:

For Approval:	
I move to approve	·
For Approval with Conditions:	
I move to approve	with the following conditions:
For Denial:	
I move to deny approval of	



TOWN PLANNING COMMISSION **BOARD MEETING**

224 First Street, Eaton, CO Thursday, December 1, 2022, 7:00 P.M.

MINUTES

CALL TO ORDER

Chairperson Winter called the meeting to order at 7:00 p.m.

ROLL CALL

PRESENT Chairperson Karla Winter Commissioner Aaron Price

Commissioner Jason Radke

Commissioner Bond Baiamonte ABSENT

STAFF PRESENT: Assistant Administrator Greg Brinck, Baseline Planners Vince Harris, and Lauren Richardson

Commissioner Glenn Babcock

AGENDA APPROVED

Motion made by Commissioner Price, seconded by Commissioner Radke to approve the agenda as is, motion carried 3-0.

PUBLIC COMMENT - None

CONSENT AGENDA

Motion made by Commissioner Radke, seconded by Commissioner Price to approve the Consent Agenda, with one listed item, motion carried 3-0.

1. Minutes – July 7, 2022

PUBLIC HEARING (See exhibit A)

- 2. NWC Reeman Lateral Natural Gas Pipeline Special Review Use Baseline Planners Vince Harris and Lauren Richardson. Vince Harris stated that this public hearing is about oil and gas, a proposed gas line will go through two property parcels that are within the Town of Eaton. The town code has a provision that the Planning Commission and the Town Board will review and decide if the applicant has obtained all necessary easements from property owners of the parcels and following all current regulations through a Special Review Use application. Lauren Richardson then presented a power point presentation which outlined the application submitted on September 16, 2022, and the referral agencies for comments and concerns. Staff summarized, based on the thorough application and supplemental materials submitted to the Town for this Special Review Use Permit request, staff suggests the proposed pipeline is compatible with the surrounding land uses and conforms to the Eaton Comprehensive Plan and Municipal Code. Staff recommends that the Planning Commission forward this application request to the Board of Trustees with a recommendation that the Board of Trustees make a motion of approval by Resolution for the Special Review Use Permit with conditions, allowing the alignment of the NWC Reeman Lateral Natural Gas Pipeline, Ryder Riddick, AICP/Project Planner with Tetra Tech gave a presentation on behalf of the NWC Development LLC, applicant and a subsidiary company of Rimrock Energy Partners, LLC, located in Pierce, CO, and will be the operator of the pipeline. The gas line will follow pipeline safety standards, the line is low pressure, and the entire line will be below ground at a depth of five feet. The presenter gave the natural gas supply chain from production to consumption. Construction will begin in February 2023 and should be complete in two months. Following board discussion, Chairperson Winter opened and closed the floor for public comment at 7:37 p.m., as there was no public comment. Motion made by Commissioner Price, seconded by Commissioner Radke to approve the NWC Reeman Lateral Natural Gas Pipeline subject to the following conditions:
 - 1. NWC Development, LLC shall construct the pipeline to match the proposal set forth in the application.
- 2. Prior to the commencement of construction of the pipeline within the Town of Eaton, the applicant shall submit construction plans, exhibits, and applications to the Town for review and approval, which shall include, but not be limited to, access points (permanent, temporary, and emergency), permits, sediment and erosion control, traffic control (detours and closures) and reclamation of disturbed areas.
- 3. The Special Use Permit is subject to the limitations outlined in Section 7-2-42(d) though (h) of the Eaton Municipal Code. Motion carried with a 3-0 vote.

ADJOURN

Chairperson Winter moved to adjourn at 7:40 p.m.

Margaret Jane Winter, Town Clerk



TOWN OF EATON

PLANNING & ZONING COMMISSION PUBLIC HEARING

Citizens working group - Hometown Revitalization Committee

Date prepared: 03/28/2023

Meeting Date: 04/06/2023

/tolin

STAFF REPORT (for proposed plan)

Project Name:

Downtown Revitalization Plan - Town of Eaton Comprehensive Plan Amendment

Project Address:

First Street, between Cheyenne Ave and Oak Avenue

Prepared by:

Baseline Corporation

Approved by:

Vince Harris, AICP - Baseline Corporation

Reviewed by:

Greg Brinck - Assistant Town Administrator

BACKGROUND & REQUEST

The redevelopment of 1st Street into a thriving downtown core has been identified as a goal in the 2020 Town of Eaton Comprehensive Plan. With the availability of funding and support by the Town Board for economic development visioning and potential future projects the Hometown Committee was charged by the Board of Trustees and Town staff to work alongside the community and Town planners to develop a phased redevelopment plan for downtown Eaton. The Hometown Revitalization Committee outlined a schedule beginning in year 2020 to create this Revitalization Plan and create a vision to put on paper. Included with the efforts to put on paper, the group scheduled and opened up the doors for communication to ask for community input with this Plan and a variety of community outreach meetings were held and responses were incorporated and addressed as best as possible with many goals and the end result is the Plan hereby and now proposed to be reviewed, adopted and acknowledged as a plan for imminent and future improvements.

The Eaton Hometown Revitalization Committee was formed in June 2018 by the Board of Trustees and held three community meetings to engage community members and acquire community input. The series of meetings, starting in 2020, received feedback from the community in regard to existing conditions and an understanding of the priorities of the community. In the following meetings, key discussions around parking, sidewalks, street character, events, implementation, and maintenance were presented and discussed based on the feedback that was received from each and every previous community meetings. The third community meeting in 2021 presented long-term and short-term design concepts that reflected the goals of the community input. The community input gathered and shaped the Downtown Revitalization Plan attached to this Staff Report.

Following is a portion of the Towns' Code related to the Planning Commission and its role and purpose to create and maintain the towns' Comprehensive Plan.





Sec. 7-1-7. - Planning Commission; purpose in view.

In the preparation of a master plan, the Planning Commission shall make careful and comprehensive surveys and studies of present conditions and future growth of the municipality with due regard to its relations to neighboring territory. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the municipality and its environs, which will, in accordance with present and future needs, best promote health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provision for traffic, the promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, and the adequate provision of public utilities and other public requirements.

Creating and amending the towns' Comprehensive Plan is vested with the Planning Commission via State Statute and the Town Code reference above. Following is the Colorado Statute reference establishing that the Planning Commission has the duty to make and adopt (as well as Amend) the Master Plan/Comprehensive Plan for its municipality.

CO Rev Stat § 31-23-206 (2016)

(1) It is the duty of the commission to make and adopt a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body having jurisdiction thereof, which in the commission's judgment bear relation to the planning of such municipality......

The Town of Eaton now chooses to move forward with this Amendment to update or Amend the 2020 Eaton Comprehensive Plan to include what can be referred to as a 'Sub-Area Plan' - that, in this case, is named the Eaton 'Downtown Revitalization Plan.'

STAFF ANALYSIS

C.R.S. § 31-23-206 requires that the Town of Eaton adopt a comprehensive plan, also known as a master plan, as an advisory document for the purposes of guiding land development decisions. When a municipality decides to adopt a comprehensive plan (and when to amend such Plan), the municipality shall conduct public hearings in order to encourage public participation in and awareness of the development of such plan and shall accept and consider oral and written public comments throughout.

The Eaton Planning & Zoning Commission is the body that has the duty to adopt via C.R.S. § 31-23-206 the Plan or an amendment to a previously approved Plan by means of a public hearing.

Notice for the Planning Commission public hearing for April 6, 2023, and the Board of Trustees public hearing for April 20, 2023, was published in the North Weld Herald as the customary and usual notice that the Town of Eaton uses to advertise public hearings.

The attached document is the *Downtown Revitalization Plan* and includes narratives, background information, concept layouts and visioning options, and renderings to assist in the future when it's time to create construction documents to build visioned public improvements and infrastructure needs to improve the towns' Downtown corridor and heart of Eaton.



RECOMMENDATION

Staff recommends approval of the proposed Downtown Revitalization Plan, as an Amendment to the 2020 Eaton Comprehensive Plan.

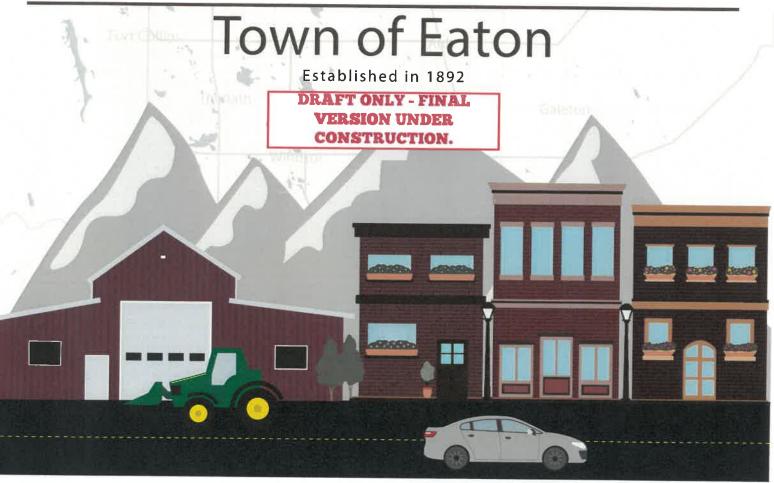
MOTION TO APPROVE = "We collectively as the Planning & Zoning Commission desire to adopt a Resolution No. 1-2023, being a Resolution adopting a Comprehensive Plan Amendment that is titled the Eaton "Downtown Revitalization Plan."

Attachments:

- Downtown Revitalization Plan (new sub-area plan)
- 2020 Eaton Comprehensive Plan



DOWNTOWN REVITALIZATION PLAN





WHERE THE MIDWEST MEETS THE ROCKIES



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History • Background • Existing Conditions PG 8

PLANNING PROCESS

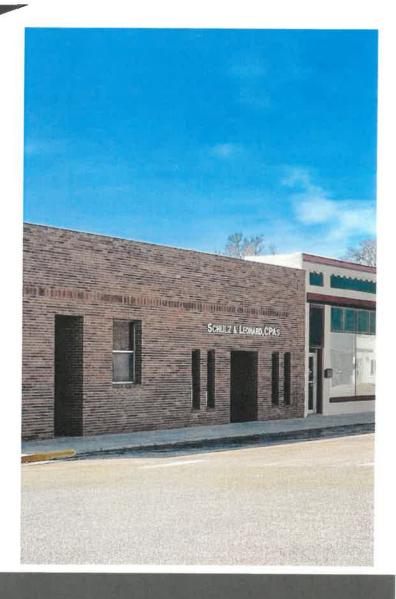
Planning Process · Community Outreach · Survey and Results PG 14

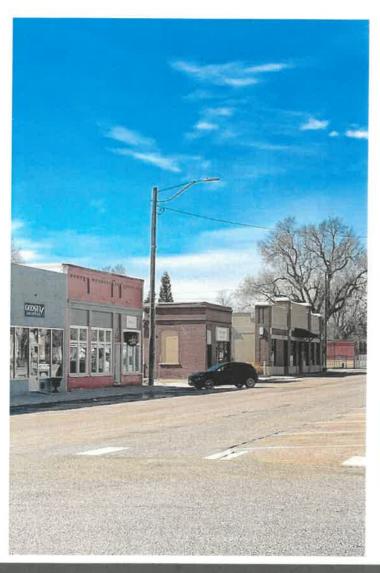
FRAMEWORK

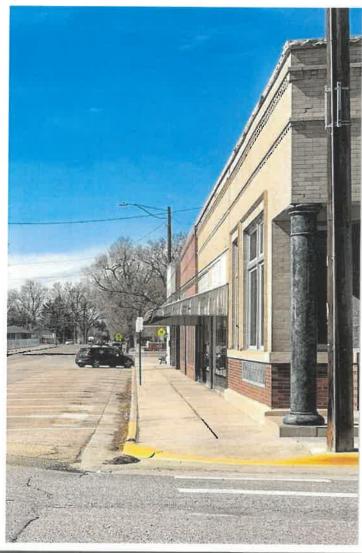
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Community Goals - Community Vision - Conceptual Designs

ACKNOWLEDGMENTS
Steering Committee • Town of Eaton • Consulting Team
PG 42











INTENT

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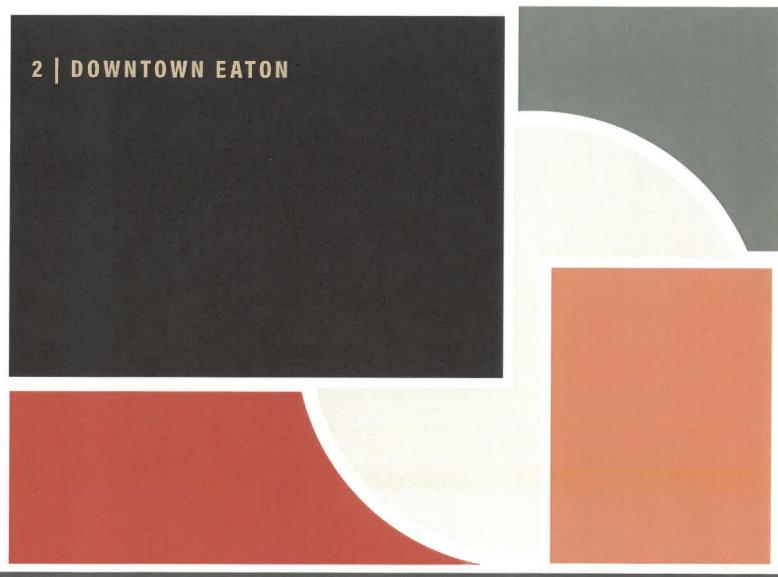
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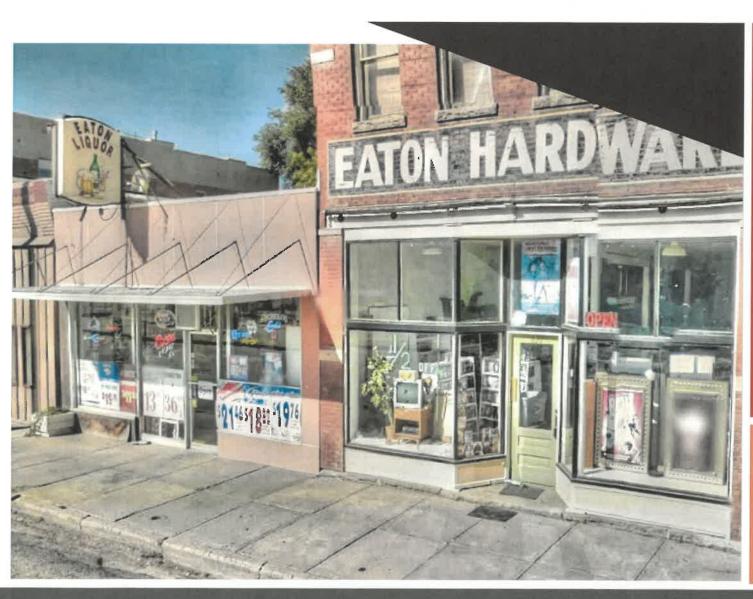
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STUDY AREA

INSERT STUDY AREA MAP





HISTORY: ONE-HUNDRED YEARS OF CHANGE TO FIRST STREET

Let's take a stroll down First Street in early 1900. The first store was a hardware store, which was built in 1892. The building still stands along the alley between Oak and Elm streets. Businesses came slower to First Street as The Big Store on Oak attracted many small stores around it. The First Bank of Eaton and the Eaton Herald were open for business on First Street. Flagstones from the mountains were placed in front of stores for a sidewalk, and the street was graded and it began to feel like a real little downtown. Dr. Bellrose had a large building constructed for his office and he rented out other spaces. A furniture and undertaking store, plus a dry goods and a bowling alley could be found on the Bellrose block. The elite bakery held a space on the corner of First and Elm. Later - other small businesses were opening along this two block area of First Street. The 1900 census of Eaton was 384 persons.

The Century School was constructed on the well-known Elementary School block and this area continued to be the location for 4 different schools.

The little town grew and businesses were added, changed locations, or simply moved on. Fast forwarding to the 1950's when the population was 1,276 according to the 1950 census. We find the two blocks on First Street with multiple businesses. In fact, you could say this was a self-sufficient town with only the need to leave Town if one needed to go to a hospital. One would have found two drug stores, one being a

hang-out for the high school kids at the counter. There were two clothing stores, two grocery stores, two hardware stores, an appliance and electrical store. A farm equipment shop and auto repair garage took up a space on the south side of the street. You could pay your bill at the telephone office or Home Light and Power Office. If one needed medical care, you could find two doctor's offices and a dentist office in town. Andy had a shoe store and shoe repair shop. There was also a beauty shop and two barber shops. In addition, was a pool hall, furniture store, post office, newspaper office, jewelry store, and an insurance office. The town also boasted a movie theater and a Conoco Station on the corner. The Town Hall was also the home to the fire and police department personnel. The main two blocks of First Street served a thriving and growing hometown community with many agriculture and domestic needs that the persons living in Eaton would need.

Thanks to June Gustafson for her memories of First Street.







BACKGROUND

The redevelopment of First Street into a thriving downtown core has been identified as a goal in the 2020 Town of Eaton Comprehensive Plan. With the availability of funding and support by the Town Board for economic development visioning and potential future projects the Hometown Committee was charged by the Board of Trustees and Town staff to work alongside the community and Town planners to develop a phased redevelopment plan for downtown Eaton. The Hometown Revitalization Committee outlined a schedule beginning in year 2020 to create this Revitalization Plan and create a vision to put on paper. Included with

the efforts to put on paper, the group scheduled and opened up the doors for communication to ask for community input with this Plan and a variety of community outreach meetings were held and responses were incorporated and addressed as best as possible with many goals resulting in the production of this plan.

The Eaton Hometown Revitalization Committee was formed in June 2018 by the Board of Trustees and held three community meetings to engage community members and acquire community input. The series of meetings, starting in 2020, received feedback from the

community in regard to existing conditions and an understanding of the priorities of the community. In the following meetings, key discussions around parking, sidewalks, street character, events, implementation, and maintenance were presented and discussed based on the feedback that was received from each and every previous community meetings. The third community meeting in 2021 presented long-term and short-term design concepts that reflected the goals of the community input. The community input gathered and shaped the Downtown Revitalization Plan.



EXISTING CONDITIONS

In order to understand the project area and basis for improvement, an analysis of the existing conditions was conducted along First Street, including gathering feedback from the community.

Streetscape Elements

The current streetscape appears bare and does not offer amenities at the human scale or people-oriented opportunities. There is a lack of benches, planters and other elements to foster gathering and sense of place.

Wayfinding

There is currently nothing in place the announces a user has arrived or departed Downtown Eaton.

Streetscape Lighting

There is very limited pedestrian scale lighting along First Street and has created a lack of illuminated walkways for pedestrians.

Sidewalks

The sidewalk conditions are in various states along both sides of First Street. There are very limited areas that are ADA accessible and the current sidewalks are narrow, causing poor circulation routes throughout town.

Crosswalks

Crosswalks at intersections either do not exist, or have very low visibility to them. The distance to cross these areas are considerably long and could be reduced to promote safety.











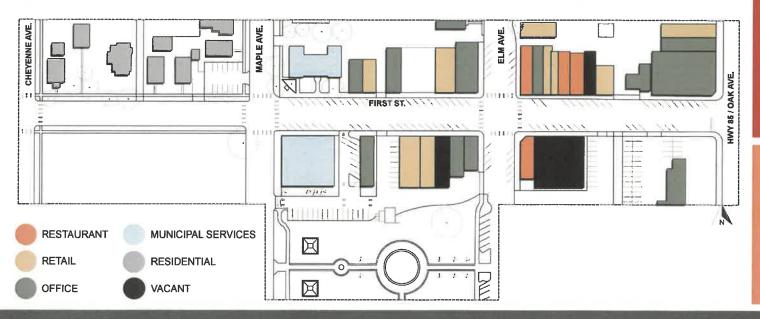


LOCAL BUSINESSES

First Street is composed of multiple small businesses that provided services to Eaton and are made up of municipal, retail, restaurants and office buildings. Investing in the revitalization of First Street promotes opportunities and growth for small businesses, as well as incentivizing new business owners to create an opportunity in what are currently vacant buildings.











PLANNING PROCESS

The Eaton Hometown Revitalization Committee was formed in June 2018 by the Board of Trustees to act as an advisory committee with the initial scope of work to include:

- Improving the existing commercial areas in the Town.
- Attracting new commercial and retail opportunities in the Town.
- Making physical improvements to the commercial areas in the Town.
- Marketing the commercial areas of the Town.
- Promoting community events in the commercial areas of the Town.
- Developing recommended financial policies and/or capital expenditures to support revitalization of the commercial areas in the Town.
- Medium and long term planning to support the revitalization of the commercial areas in the Town.

The redevelopment of 1st Street into a thriving downtown core has been identified as goal 3.5 in the 2020 Town of Eaton Comprehensive Plan. With the availability of funding for economic development project, the Hometown Committee was charged by the Board of Trustees and Town staff to work alongside the community and Town planners to develop a phased redevelopment plan for downtown Eaton. The Hometown Revitalization Committee outlined a schedule beginning in year 2020 to create this Revitalization Plan and create a vision to put

on paper. Included with the efforts to put on paper, the group scheduled and opened up the doors for communication to ask for community input with this Plan. Following you can find some short summaries of the three Community Meetings that were held during 2020 and 2021.

August 17, 2020: Community Meeting

The meeting held on August 17, 2020 and it was focused on receiving feedback from the community in regards to existing conditions and understanding the priorities of the community. Boards were provided, along with a survey that collected information on what residents were most concerned about and the solutions that they wanted to prioritize.

February 1, 2021: Community Meeting

The meeting held on February 1, 2021 used the information from the previous community meeting to develop a collective vision statement, goals and topic areas that reflect the priorities and desires that can be incorporated into the overall plan. This meeting was held as an inperson meeting and a virtual meeting to allow even more input and voting/opinions during the meeting. These topics were presented and voted on by the community through MentiMeter and paper surveys for those in the meeting at Town Hall. This information was used to produce visuals and graphics for next steps and the third meeting for the summer of 2022.







COMMUNITY OUTREACH

August 2, 2021: Community Meeting

A series of choices and strategies were presented that best achieve the character and identity desired for the Eaton downtown streetscape. Key discussions around parking, sidewalks, street character, events, implementation and maintenance were presented and discussed based on the feedback that was received from the February 1, 2021 community meeting as well. This presentation provided long-term and short-term design concepts that reflected the goals of the community input.

Top Three Goals for the Revitalization Plan

- · Defining downtown entrances.
- Preserving unique small-town character through landscaping, lighting, signage, and building enhancements.
- Creating a safe, enjoyable, inclusive pedestrian experience by upgrading infrastructure, walkability, and outdoor appearance.





SURVEY & RESULTS

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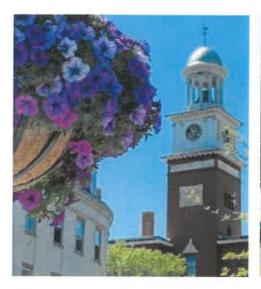
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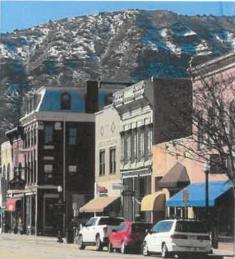
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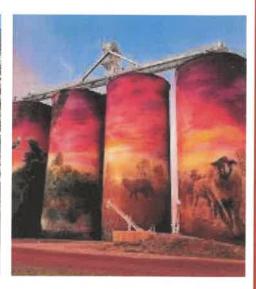




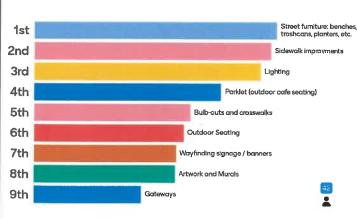


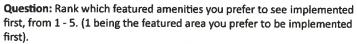


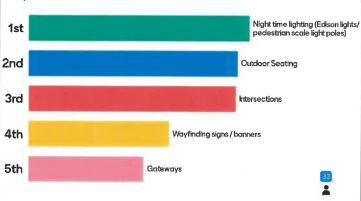




Question: Rank which amenities you prefer to see implemented first from 1 - 9. (1 being the amenity you prefer to be implemented first).









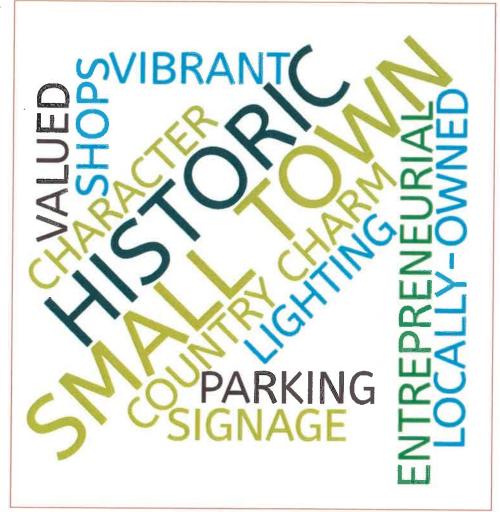


COMMUNITY GOALS

Creating goals that reflect the community values and aesthetics is one of the first steps that was taken in order to provide a

The goals listed below were the outcome of multiple surveys and community meetings. These goals are shown in the order of importance to the community.

- Clearly define downtown entrances.
- Preserve unique small town character through landscaping, lighting, signage, and building enhancements.
- Create a safe, enjoyable, inclusive pedestrian experience by upgrading infrastructure, walk-ability, and outdoor appearance.
- Cultivate a day and night vitality and energizing environment by filling vacant storefronts.
- Build tourism and visitors to shop locally in the town of Eaton.
- Retain and expand existing businesses and create new businesses to join downtown.
- Enhance the events, programming, branding and identity of downtown Eaton for marketability.



COMMUNITY VISION | PRECEDENT IMAGERY



















SHORT-TERM GOALS

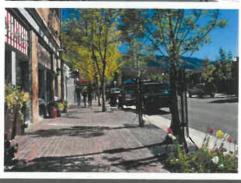
In order to help achieve long-term, sustainable solutions to improving the streetscape, short-term goals that provide temporary improvements have been proposed during an early phasing of the improvements. Short-term goals will help the community, business owners, and stakeholders re-envision the downtown through parklets, painted bulb-outs and crosswalks, and gateways through lighting and other streetscape amenities. Ideally, these improvements are designed to be short-term and relatively low-cost, while providing the opportunity to provide feedback before making elements permanent.

LONG-TERM GOALS

Implementation of short-term goals and improvements build the foundation to provide successful design that will address the long-term goals defined by the community. Through community engagement







- _____Lighting
- Planters / Year Round Color
- Wayfinding / Signage
- Sidewalk Cafes
- Building Facade Improvements
- Temporary Large Tree Planters
- Outdoor Seating

- Lighting and Banners
- Wayfinding / Signage
- Permanent Site Furnishings
- Ally / Walkable Connections
- Building Improvements
- Parking with Bulb-Outs
- Division of Streetscape

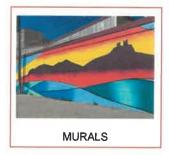
AMENITIES

Public amenities have been proven to encourage activity, while enhancing the identity of a community. These amenities include seating, street trees, planters, lighting, wayfinding, and outdoor gathering spaces. The images on the right are the selected amenities that are to be distributed along First Street.













POTENTIAL PARKLETS

Parklets are an excellent way to create public spaces to sit and gather, while encouraging pedestrians to slow down, connect with people and spend more time in their downtown. They have been shown to create positive effects for local businesses by increasing foot traffic and revenue, while complimenting adjacent restaurants and cafes. This plan provides potential locations for parklets along First Street, to encourage pedestrian traffic and a place to relax outside.





CONCEPTUAL PLAN | EARLY PHASING

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CONCEPTUAL PLAN | FINAL PHASING

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CONCEPTUAL PLAN I

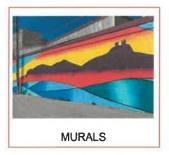
The priority of the East end of First Street, is to draw people in through the addition of a gateway feature. A secondary gateway is also proposed, on a smaller scale, on the west end of First Street through the use of plantings, lights, and banners. These gateways are used as the "bookends" holding First Street together, while creating a sense of arrival and departure.





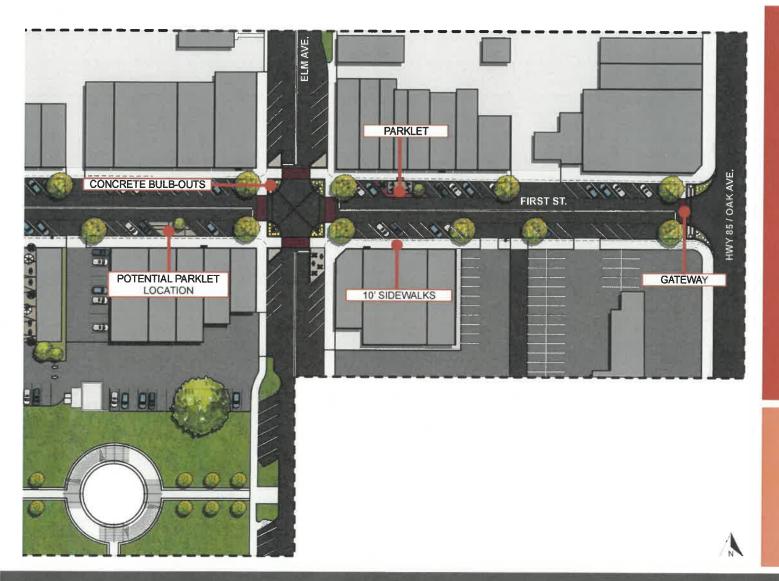












CONCEPTUAL PLAN II

As people are encouraged to continue down First Street, the next priority was to encourage users to not only visit, but stay. Outdoor seating, site amenities, and potential parklets start to create the transition areas of downtown.

















CONCEPTUAL PLAN III

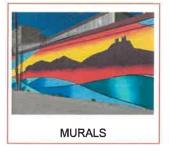
In addition to providing areas for people to stay, we want to ensure that these spaces are inclusive and safe. This includes increasing sidewalks to 10', providing ADA accessible routes, creating bulb-outs and well-marked crosswalks with adequate wayfinding through placemaking.

















FEATURED AREAS | 1

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FEATURED AREAS | 2

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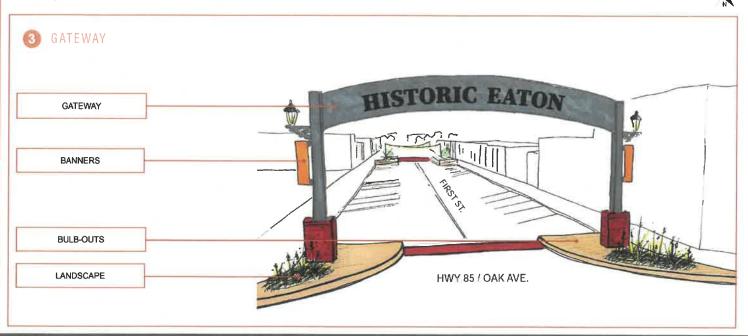




FEATURED AREAS | 3

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INTERSECTIONS

Early phasing of intersections provide the opportunity to improve the pedestrian and vehicle experience, while working toward the final design. In the early phase, this can be done by painting crosswalks and bulb-outs in the designated area, while using planters and temporary bollards as a barrier between users and vehicles.

As funding and resources become available, these intersections will evolve from temporary design elements to permanent design elements. Permanent elements include bulb-outs framed out of concrete and pavers, planting beds, and lighting with banners.

Create a safe space for pedestrians. Slow down vehicles. Serve residents of all ages and abilities.

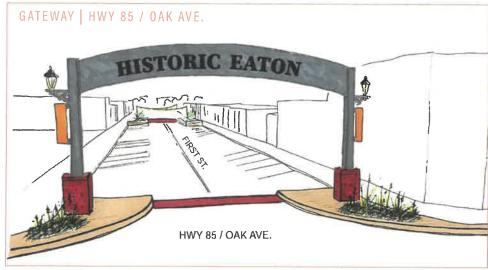




GATEWAYS

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CROSSWALKS

In order to create a safe space for both pedestrians and drivers, a series of high visible crosswalks are proposed at the intersections of First Street and Maple Avenue, First Street and Elm Avenue, as well as First Steet and Highway 85 / Oak Street. In addition to traditional crosswalks, bulb-outs are proposed with other features to signal to drivers to slowdown, while providing a shortened crossing for pedestrians. There are a variety of different materials that can be used for crosswalks included paint, stamped concrete, and thermoplastic. Painted crosswalks are an effective and low-cost option, but will require more maintenance long-term.

OPTION 1: PAINTED CROSSWALKS













OPTION 2: STAMPED CROSSWALKS

OPTION 3: THERMOPLASTIC CROSSWALKS

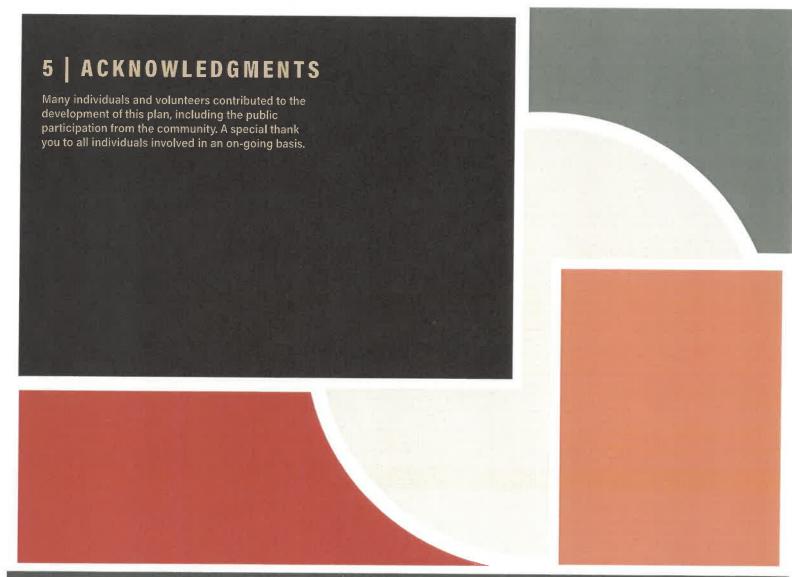
FINAL PLAN

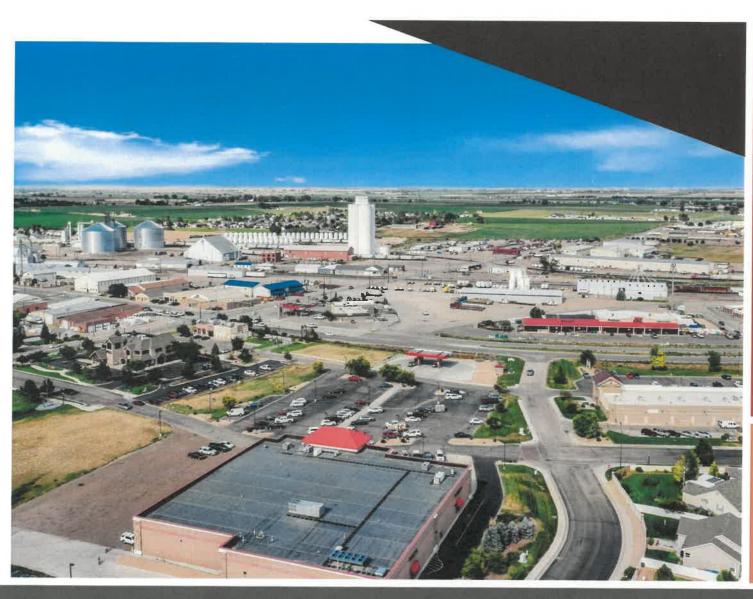
Through developing a collective vision, goals, and topic areas, the final plan reflects the community and key stakeholders priorities and desires for the next 5 - 10 years to be incorporated into the revitalization of downtown.

This Downtown Revitalization Plan provides a picture of the future as seen by the Town, Hometown Revitalization Committee, and community members.









STEERING COMMITTEE

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CONSULTING TEAM

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