



TOWN PLANNING COMMISSION
BOARD MEETING
224 First Street, Eaton, CO
Thursday, March 7, 2024, 7:00 P.M.

MINUTES

CALL TO ORDER

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

ROLL CALL

COMMISSIONERS PRESENT Karla Winter, Chairperson Jason Radke Bond Baiamonte Brad James

COMMISSIONERS ABSENT Glenn Babcock

STAFF PRESENT: Greg Brinck, Assistant Town Administrator, and Vince Harris, Baseline Planning Director

AGENDA APPROVAL/AMENDMENT(S)

Commissioner Radke moved to approve the agenda as is.

Commissioner Baiamonte seconded, and the motion passed, 3-0.

CONSENT AGENDA

1. Minutes – October 5, 2023, PC Regular Meeting

Commissioner Baiamonte moved to approve the Minutes as written.

Commissioner Radke seconded, and the motion passed 3-0.

PUBLIC COMMENT

Chairperson Winter opened and closed the floor for public comment at 7:01 p.m., as there were no comments.

PUBLIC HEARING (See Exhibit A)

Chairperson Winter opened the floor for the public hearing at 7:01 p.m.

2. Zoning Code Update 2024

Vince Harris, Baseline Planning Director, discussed that at a joint work session in January with the Town Board and Planning Commissioners, gave a consensus or direction to update the sections discussed. The existing Planning & Zoning Regulations in the Eaton Municipal Code was significantly last updated in the year 2000. Simple amendments have been approved since 2000, but the existing Code needs updates and overall changes to better regulate uses in the Town as well as new typical planning, zoning, and subdivision updates. The following amendments will be the first phase of changes and in future months and couple of years, more updates will occur on the regulations to more ‘state of the art’ in today’s planning, zoning, and engineering world. Other discussed topics are included in the Draft Ordinance Amendments and are listed below with short summaries:

- **Marijuana** amended regulatory, related to Offences, and new wording; and Retail and Medical Marijuana stores will continue to not be allowed in the Town; and
- **Public Hearing Notice** amended regulations related to timeframes and processing needs for today’s world and technology for noticing needs; and
- **Rezoning Procedure** section updated, with many process updates and clarifications not currently in the code; and
- **Site Development Plan (SDP)** section has been updated to best clarify process and responsibilities; and
- **Downtown Commercial District, C-2 District** is updated to allow better options for an accessory residential unit and adds the Drive-Thru accessory use for clarification; and
- **R-3 Medium Density Residential Zone District** updates reduces the minimum lot size to 3,200 square feet and minimum lot width of 35 feet; and
- **Addition of R-EH (Residential Estate Half-acre) to Residential Zone District** as a new Large Lot Residential Zone District with a minimum lot size of ½ acre (21,780 sq ft) per lot; and
- **Planned Unit Development (PUD)** updates and amendments to better regulate processes and allowances proposed or included in future proposed PUD’s and provide more administrative approval options.

Staff recommends approval for the attached draft Ordinance Amendment that will update several sections in Chapter VII – Planning & Zoning Regulations as well as updates in Chapter X – General Offences.

*Chairperson Winter opened and closed the public comment at 7:21 p.m., as there were no comments.
Chairperson Winter closed the public hearing at 7:23 p.m.*

Commissioner James moved to approve the recommendation to the Eaton Town Board the Ordinance Amendment updating sections in Chapter VII – Planning & Zoning Regulations and Chapter X – General Offences in the Eaton Municipal Code.

Commissioner Radke seconded, and the motion passed 3-0.

ADJOURN

Chairperson Winter moved to adjourn at 7:35 p.m.

Margaret Jane Winter, Town Clerk