

## **MINUTES**

### **CARBONDALE PLANNING AND ZONING COMMISSION**

Thursday January 28, 2021

#### **Commissioners Present:**

Michael Durant, Chair  
Nick Miscione  
Jay Engstrom, Vice Chair  
Nicholas DiFrank (1<sup>st</sup> Alternate)

#### **Staff Present:**

Janet Buck, Planning Director  
John Leybourne, Planner  
Mary Sikes, Planning Assistant

#### **Commissioners Absent:**

Erica Stahl Golden (2<sup>nd</sup> Alternate)  
Marina Skiles  
Jeff Davlyn

#### **Other Persons Present Virtually**

None

The meeting was called to order at 7:02 p.m. by Michael Durant.

#### **January 14, 2021 Minutes:**

Nicholas made a motion to approve the January 14, 2021 minutes with two revisions requested by the Commission. Jay seconded the motion, and they were approved unanimously.

#### **Public Comment – Persons Present Not on the Agenda**

There were no persons present to speak on a non-agenda item.

#### **Comprehensive Plan Update – Review draft of Request for Proposal**

Janet said that the Board put \$75,000 in this year's budget to do an update to the Comp Plan. She said that we adopted our Comp Plan in 2013. She said that there have been so many changes since 2013.

Janet said that the UDC was adopted, the highway improvements were done, the IgCC was adopted, the Town became a Creative District and an Age-Friendly Community. She stated that a number of policies and plans were done – Parks and Rec, Aquatics Master Plan, Regional Housing Study, update to the Climate and Energy Action Plan, the Resilience Scenarios.

Janet said that she had made a list of topics from the work session between P&Z & the Board last March as well as notes from other Boards and Commissions;

- Reviewing the existing plan, the vision statement, and goals to see if they still hold true.

- Update data and trends relates to population, employment, and housing forecast, hopefully using the 2020 Census.
- Integrate plans adopted by the Town in the past seven years.
- Update the Implementation Matrix.
- Taking a closer look at the Downtown area, including Downtown North.
- Check the High Density zone district.
- Looking at the Climate Action Plan – resiliency, climate change, water supply, natural resources.
- Aging in Place, Mobility, Services, etc. CAFCI.

Janet stated that she was eager to get the RFP out as a lot of communities have had a shortfall with COVID and this would be a good time to get results from consultants as well as good pricing. She said that we also want to get it out while the community is engaged with all of the changes currently going on. She said that with COVID that she would like to do the outreach over the spring, summer and fall. She said that she doesn't want this to be a long planning process like it was with the 2013 plan, which was a three year process.

Janet explained that the P&Z is going to be the main sounding board to talk to the consultant, to review the work. She said that in 2013 we had a steering committee. She said that the way she wrote up the RFP she didn't really include a scope as to allow working with the consultant to refine the scope of work and that she listed ten points.

Further discussion ensued regarding where the RFP could be posted.

Nicholas gave a breakdown of the budget number of \$75,000. He said that even though this is an update to the Comp Plan there have been so many things done since 2013 that it would be a very robust update.

Further discussion ensued regarding the scope of the RFP and the budget.

Janet said that she would make some tweaks and refine the scope before posting the RFP.

### **Staff Update**

Janet said that Carbondale Center Place is going to the Board on February 9<sup>th</sup>.

Janet said that the lumber yard building permit is in and under review.

John said that we have seen an uptick in ADU's, and infill inquires as well as a few inquiries on converting commercial space to residential.

Nick asked about the timeline for Main Street Marketplace.

Janet explained the phasing process for the buildout of Main Street Marketplace.

### **Commissioner Comments**

Nicholas asked about P&Z applicants.

Janet said that we have two applicants.

The Commission decided to move interviews for the P&Z applicants to the February 25, 2021 meeting and cancel the February 11<sup>th</sup> meeting. Michael thought that having the applicants at a meeting with applications would be a good idea so they can see how our meetings flow.

### **Motion to Adjourn**

A motion was made by Nicholas to adjourn and Nick seconded the motion, and the meeting was adjourned at 8:00 p.m.