



**Minutes**  
**TOWN OF BLUE RIVER**  
**PLANNING AND ZONING COMMISSION REGULAR MEETING**  
**April 6, 2021**  
**Held virtually via Zoom.**

**I. Call to Order**

- Chair Johnson opened the regular meeting of the Planning and Zoning Commission at 6:02 p.m.

**II. Roll Call**

- Tori Aidala
- Travis Beck
- Dan Farber
- Tim Johnson
- Jonathan Heckman
- Doug O'Brien
- Ben Stuckey

Also in attendance: Trustee Ken Robertson; Town Attorney Bob Widner; Town Manager/Clerk Michelle Eddy

**III. Approval of Minutes-March 2, 2021**

- Farber moved and Aidala seconded to approve the minutes of March 2, 2021. Motion passed unanimously.

**IV. Project Reviews**

**V. Review and discussion of Design Guidelines and proposed preliminary review process**

- Trustee Robertson discussed the inconsistencies between design guidelines and application. He noted that it is necessary to determine what is desired to be seen for review.
- Discussion on site plan scale should be 1/8" with landscape plans 1' to 20' and need to be consistent. Possible for land use to 1" to 30.
- Discussion of what to include for landscaping and what is needed.

- Discussion to include landscaping in the site plan as most landscaping will be minimal. Noting what will be removed for defensible space. It should be noted what will be removed for construction and defensible space noting trees 6”+, primarily ponderosa pines or large trees. Desire to ensure not clear cutting but only addressing defensible space. Suggestion to provide better definitions and information of expectations.
- Discussion to ensure that language is scalable and adaptable. If x% is cleared, X needs to be revegetated every Y feet.
- Discussion to include land raked out and reseeded with native seed upon completion in the guidelines.
- Discussion that the wetlands delineation where necessary is needed. Soils report would be necessary at structural review time, not at site plan review. Discussion to require plans showing they are not in the wetlands or encroaching. If they are encroaching, it will require federal approval.
- Discussion to cleanup language on wetlands and requirements. Include definition of wetlands and mapping.
- Discussion of process and that the application requirements are consistent with other communities.
- Discussion to clarify what SAFEBuilt should be reviewing and considering for completion. Need additional detail beyond basics.
- Suggestion to combine wetlands report and topo into site plan. Building envelope should include setbacks.
- Suggestion to send out draft new application and revised plan for email approval. Samples from Park County will be sent out for ideas as well.
- Discussion to refer to comments made by Commissioner Aidala in the guidelines should be reviewed. Discussion to have each member provide markups and review.
- Discussion to change title to use/development guidelines or standards. This will be embedded into Town Code in a new chapter.
- The group was asked to review and provide markup of the current guidelines and send to Manager to compile for a review in May.
- Suggestion to include samples so it is known what is required.
- It was noted that Dan Farber will be on vacation during the next meeting.
- Manager Eddy noted that it is hoped to begin meeting via hybrid in June.

There being no further business before the Planning and Zoning Commission, Heckman moved and Farber seconded to close the regular meeting at 7:25 p.m.

Next meeting scheduled for **Tuesday, May 4, 2021**

Respectfully Submitted:

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Michelle Eddy, Town Clerk

