



City of Castle Pines, Colorado Minutes

REGULAR MEETING OF THE PLANNING COMMISSION & BOARD OF ADJUSTMENT Held Virtually via Zoom Thursday, February 25, 2021 - 6:00 PM

Planning
Commission/
Board of Adjustment

Michelle Wiley
Chair

Leanna Palmer
Chair Pro Tem

Craig Barragry

Willard Foraker

Lisa Glynn

David Goode

Seth Katz

1. CALL TO ORDER

The regular meeting of the Planning Commission of the City of Castle Pines, Colorado, was called to order by Commissioner Goode at 6:01 p.m.

2. ROLL CALL

Those present were: Commissioner Craig Barragry
Commissioner Willard Foraker
Commissioner David Goode
Commissioner Lisa Glynn
Commissioner Seth Katz
Commissioner Leanna Palmer
Commissioner Michelle Wiley

Also present with the Commission:

Sam Bishop, Community Development Director
Tobi Basile, City Clerk
Linda Michow, City Attorney
Nicholas Hufford, Planner II
Megan Palizzi, Management Analyst
Makenna Shaw, Administrative Assistant

3. APPROVAL OF AGENDA

The agenda was approved as presented.

4. DISCLOSURE OF CONFLICTS OF INTEREST AS TO ANY ITEM ON THE AGENDA

- No disclosures of conflicts were received.

5. PLANNING COMMISSION – Action Items

a. Motion Suspending the Rule at Article III, Section 2 of the Commission Bylaws and Rules requiring election of officers at the first regular meeting in January of each year and that election of officers be first order of business at that meeting

- Sam Bishop, Community Development Director, spoke briefly regarding the item.
- Linda Michow, City Attorney, presented the item.

Motion: Commissioner Goode moved to suspend the rule at Article III, Section 2 of the Commission Bylaws and Rules requiring election of officers at the first regular meeting in January of each year and that election of officers be the first order of business at that meeting. Commissioner Palmer seconded. The motion passed unanimously.

b. 2021 Election of Officers

- Commissioner Goode called for nominations.



City of Castle Pines, Colorado – Minutes, cont'd

- Commissioner Glynn nominated Commissioner Wiley for the position of Chairperson. Commissioner Goode seconded the nomination.
- Commissioner Wiley accepted the nomination.
- Commissioner Goode nominated Commissioner Palmer for the position of Chair Pro Tem. Commissioner Wiley seconded the nomination.
- Commissioner Palmer accepted the nomination.

Motion: Commissioner Katz moved to appoint Commissioner Wiley as the Chair for 2021 and Commissioner Palmer as the Chair Pro Tem for 2021. Commissioner Goode closed the nominations. Commissioner Wiley was appointed Chairperson with a unanimous vote of the members of the commission. Commissioner Palmer was appointed Chair Pro Tem with a unanimous vote of the members of the commission.

- Commissioner Goode congratulated Commissioners Wiley and Palmer and turned the meeting over to Chairperson Wiley.

c. Approval of the January 28, 2021 Planning Commission Minutes

Motion: Commissioner Glynn moved to approve the meeting minutes of the January 28, 2021 Planning Commission. Commissioner Goode seconded the motion. The motion passed by unanimous consent.

d. Planning Commission Resolution 21-01, A Resolution Of The Planning Commission Of The City Of Castle Pines, Colorado Adopting Bylaws And Rules of Procedure

- Linda Michow, City Attorney, presented the item.

Motion: Commissioner Glynn moved to adopt the Planning Commission Resolution 21-01, A Resolution of the Planning Commission of the City of Castle Pines, Colorado Adopting Bylaws and Rules of Procedure. Commissioner Katz seconded. The motion passed by unanimous consent.

e. PUBLIC MEETING: The Canyons Preliminary Plan No. 2, Case No. SPP2020-002

- Applicant Skyler Hager of Shea Homes agreed to the Public Meeting in an electronic/virtual format.
- Commissioner Wiley opened the Public Meeting at 6:22 p.m.
- City Attorney Michow confirmed this is not a public hearing.
- Nicholas Hufford, Planner II, gave a brief presentation.
- Skyler Hager, Shea Homes, gave a presentation regarding the application.
- Mr. Hager answered questions regarding total unit counts.



City of Castle Pines, Colorado – Minutes, cont'd

- Mr. Hager answered questions regarding school dedications and school acreage requirements.
- Commissioner Wiley closed the Public Meeting at 7:07 p.m.

Motion: Commissioner Katz moved that Planning Commission recommend to the City Council approve The Canyons Preliminary Plan Filing No. 2, Case No. SPP-2020-002, subject to the following conditions of approval found in the Staff Report, dated February 18, 2020:

- a. The Applicant shall resolve any technical issues in relation to the Preliminary Plan as directed by City staff; and
- b. The Applicant shall pay all fees and costs incurred by the City and its consultants, in the review and processing of the Preliminary Plan application for the Property within forty-five (45) days of receiving an invoice from the City; if such fees and costs are not paid within forty-five (45) days of receiving an invoice, the City may withhold issuance of building permits or further approvals until the invoices have been paid in full.

Commissioner Goode seconded. The motion passed unanimously.

6. PLANNING COMMISSION DISCUSSION ITEMS

a. Comprehensive Plan Schedule and Progress Update Presentation

- Miriam McGilvray of Logan Simpson gave a presentation and led a discussion with the members of the Planning Commission regarding land use categories.

b. Next Meeting 24, 2021

- Sam Bishop, Community Development Director, spoke regarding the date of the next Planning Commission Meeting.

7. CONVENE AS THE BOARD OF ADJUSTMENT

- Commissioner Wiley convened the group as the Board of Adjustment at 8:47 p.m.
- Members present were:
 - Commissioner Craig Barragry
 - Commissioner Willard Foraker
 - Commissioner David Goode
 - Commissioner Lisa Glynn
 - Commissioner Seth Katz
 - Commissioner Leanna Palmer
 - Commissioner Michelle Wiley

8. BOARD OF ADJUSTMENT ACTION ITEMS

a. Board of Adjustment Resolution 21-01, A Resolution Of The Board Of Adjustment Of The City Of Castle Pines, Colorado Adopting Bylaws And Rules Of Procedure

- Sam Bishop, Community Development Director, spoke briefly regarding the item.
- Linda Michow, City Attorney, presented the item.

City of Castle Pines, Colorado – Minutes, cont'd




Motion: Commissioner Katz moved to adopt the Board of Adjustment Resolution 21-01, A Resolution of the Board of Adjustment of the City of Castle Pines, Colorado Adopting Bylaws and Rules of Procedure. Commissioner Goode seconded. The motion passed by unanimous consent.

9. ADJOURNMENT


- Commissioner Wiley adjourned the meeting at 8:54 p.m.

RESPECTFULLY SUBMITTED:

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Tobi Basile, City Clerk

APPROVED:

DocuSigned by:

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Michelle Wiley, Chairperson