



City of Castle Pines, Colorado

Minutes

REGULAR MEETING OF THE PLANNING COMMISSION & BOARD OF ADJUSTMENT

Held Virtually via Zoom
Thursday, May 27, 2021 - 6:00 PM

Planning
Commission/
Board of Adjustment

Michelle Wiley
Chair

Leanna Palmer
Chair Pro Tem

Craig Barragry

Millard 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 Wiley at 6:00 p.m.

2. ROLL CALL

Those present were: Commissioner Craig Barragry
Commissioner Millard Foraker
Commissioner Seth Katz
Commissioner Michelle Wiley

Those absent were: Commissioner David Goode
Commissioner Lisa Glynn
Commissioner Leanna Palmer

Also present with the Commission:

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

3. APPROVAL OF AGENDA

Chair Wiley noted the agenda lists an Executive Session, but 3 members are absent and the item is not time sensitive.

Motion: Commissioner Katz moved to move the Executive Session to the June 24, 2021 Planning Commission meeting. Commissioner Barragry seconded. The motion passed by unanimous consent.

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

- No disclosures of conflicts were received.

5. PLANNING COMMISSION – Action Items

- Approval of the March 25, 2021 Meeting Minutes**

Motion: Commissioner Barragry moved to approve the March 25, 2021 Meeting Minutes. Commissioner Foraker seconded. The motion passed by unanimous consent.

- PUBLIC HEARING: Resolution No. 2021-PZ-R-02, A Resolution of the Planning Commission of the City of Castle Pines, Colorado Adopting the 2021 City of Castle Pines Comprehensive Plan Update**

- Chair Wiley opened the Public Hearing at 6:04 p.m.
- Motion:** Chair Wiley moved to continue the Public Hearing to the date of June 24, 2021 at 6:00 p.m. Commissioner Katz seconded. The motion passed by unanimous consent.



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- **PUBLIC MEETING: Canyonside Multi-Family, SIP-2020-005**
 - Brad Gassman agreed to the Public Meeting in the electronic virtual format on behalf of the applicant.
 - Chair Wiley opened the Public Meeting at 6:09 p.m.
 - Nicholas Hufford, Planner II, gave the staff presentation.
 - Matt Joblon of BMC Investments gave the applicant presentation.
 - Shannon Ely of BMC Investments gave a presentation a parking analysis.
 - Mr. Gassman gave an overview of the site plan and amenities.
 - Mr. Joblon answered questions about parking.
 - Chair Wiley closed the Public Meeting at 7:04 p.m.

Motion: Commissioner Katz moved to table the Canyonside Multi-Family Site Improvement Plan, Case No. SIP-2020-005 to the next regularly scheduled Planning Commission meeting on June 24, 2021. The applicant shall provide additional information in the form of parking case studies or other equivalent professional parking analysis that demonstrates the proposed parking is adequate and will not be a detriment to the welfare of the community or surrounding area. Any information the applicant wishes to present shall be submitted to staff no later than June 11, 2021, at the close of business. Chair Wiley seconded. The motion passed 3 to 1.

- **PUBLIC MEETING: Charter Oaks Car Wash, SIP-2020-006**
 - Applicant Travis Hossfeld agreed to the Public Meeting in the electronic virtual format.
 - Chair Wiley opened the Public Meeting at 7:19 p.m.
 - Sam Bishop, Community Development Director, spoke regarding the differences between a Public Meeting and a Public Hearing.
 - Nicholas Hufford, Planner II, gave the staff presentation.
 - Mr. Hufford answered questions regarding traffic.
 - Mr. Bishop answered questions regarding the classification of the application.
 - Mr. Hufford answered questions regarding zoning.
 - Mr. Bishop answered questions on the criteria for a Public Hearings and Public Meetings.
 - Mr. Hufford answered questions on the use of a commercial building in a business district.



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- Applicants, Travis and Kendra Hossfeld, gave the applicant presentation.
- The applicants answered questions regarding other means of containing traffic at peak times.
- The applicants and architect, John Beystehner, answered questions regarding sound mitigation.
- Chair Wiley closed the Public Meeting at 8:19 p.m.

Motion: Commissioner Katz moved to approve the Charter Oaks Car Wash Site Improvement Plan, Case No. SIP-2020-006, based on the analysis and findings set forth in the Staff Report dated May 20, 2021 and subject to the following conditions of approval:

1. The applicant shall pay ALL fees and costs incurred by the City and its consultants, in the review and processing of the Site Improvement Plan application prior to final approval; and

2. The applicant shall resolve any minor technical changes to the Site Improvement Plan as directed by staff prior to final approval; and

3. The applicant shall provide an executed "Requirements for Release of C.O." or "Requirements for Final Inspections" form, as determined by staff planner prior to final approval; and

4. The applicant shall provide the required (and fully executed) original Site Improvement Plan Improvement Agreement (SIPIA) with cost estimates prior to final approval of the SIP; and

5. The applicant shall provide a "Treasurer's Certificate of Taxes Due" indicating no past due taxes prior to final approval.

6. The applicant shall be required to obtain the title to Tract E.
Commissioner Barragry seconded. The motion passed by unanimous consent.

6. PLANNING COMMISSION DISCUSSION ITEMS

- **Zoom vs. In-Person Meetings Discussion**
 - Sam Bishop, Community Development Director, led the discussion.

7. ADJOURN AS THE PLANNING COMMISSION

- Chair Wiley adjourned as the Planning Commission at 8:32 p.m.

8. CONVENE AS THE BOARD OF ADJUSTMENT

- Chair Wiley convened the group as the Board of Adjustment at 8:33 p.m.
- Members present were:
 - Commissioner Craig Barragry
 - Commissioner Millard Foraker
 - Commissioner Seth Katz
 - Commissioner Michelle Wiley



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9. BOARD OF ADJUSTMENT ACTION ITEMS


- **Approval of the March 25, 2021 Board of Adjustment Meeting Minutes Sections 7 and 8**

Motion: Commissioner Barragry moved to approve the March 25, 2021 Meeting Minutes Sections 7 and 8. Commissioner Katz seconded. The motion passed by unanimous consent.

10. ADJOURNMENT


- Commissioner Wiley adjourned the meeting at 8:33 p.m.

RESPECTFULLY SUBMITTED:

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Tobi Basile, City Clerk

APPROVED:

DocuSigned by:

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Michelle Wiley, Chairperson