



# City of Castle Pines, Colorado Minutes

## REGULAR MEETING OF THE PLANNING COMMISSION & BOARD OF ADJUSTMENT Held as a hybrid meeting via Zoom Thursday, July 22, 2021 - 6:00p.m.

Planning  
Commission/  
Board of Adjustment

Michelle Wiley  
Chair

Vacant  
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 6:11 p.m.

### 2. ROLL CALL

**Those present were:** Chair Michelle Wiley  
Commissioner Craig Barragry  
Commissioner Millard Foraker  
Commissioner David Goode  
Commissioner Seth Katz

**Those absent were:** Commissioner Lisa Glynn

### Also present with the Commission:

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

### 3. PLEDGE OF ALLEGIANCE

- Chair Wiley led the Pledge of Allegiance.

### 4. APPROVAL OF AGENDA

- The agenda was approved as presented.

### 5. PUBLIC COMMENT

- No public comment was presented.

### 6. PLANNING COMMISSION – Action Items

- **Approval of the June 24, 2021 Meeting Minutes**

**Motion:** Commissioner Barragry moved to approve the June 24, 2021 Meeting Minutes. Commissioner Goode seconded. The motion passed by unanimous consent.

- **Election of Chair Pro Tem**

- Chair Wiley noted the immediate resignation of Leanna Palmer and opened the floor for nominations for a Chair Pro Tem to complete the remainder of 2021.
- Commissioner Katz nominated Commissioner Barragry. Commissioner Barragry declined the nomination.
- Commissioner Goode nominated Commissioner Foraker. Commissioner Foraker accepted the nomination.

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- Chair Wiley closed the floor for nominations and asked for the vote to elect Commissioner Foraker as the Chair Pro Tem. Commissioner Foraker was elected to Chair Pro Tem by unanimous consent.
- **Motion:** Commissioner Goode moved to approve Resolution 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. Commissioner Katz seconded. The motion passed by unanimous consent.
- **Ventana Office Building SIP-2021-001**
  - Tom Clark, CP Commercial, LLC, agreed to the virtual electronic format on behalf of the applicant.
  - Nicholas Hufford, Planner II, gave the staff presentation.
  - Mr. Hufford answered questions regarding entrances, sidewalks, set backs, and parking spaces.
  - Mr. Clark gave the applicant presentation.
  - Mr. Clark answered questions regarding material choices
  - Curtis Koldeway, Hauser Architects, answered questions regarding durability of finishes and finish warranties.
  - Sam Bishop, Community Development Director, answered questions on subdivision of the tract, transmission towers, and architectural themes.

**Motion:** Commissioner Goode moved to approve the Ventana Office Building Site Improvement Plan, Case No. SIP-2021-001, based on the analysis and findings set forth in the Staff Report dated July 16, 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; an

Commissioner Katz seconded. The motion passed by unanimous consent.

### 5. PLANNING COMMISSION DISCUSSION ITEMS

- **Community Development Director Update**
- City Council ratified the Comprehensive Plan Update.
- The Unified Land Development Code Phase II will be coming to Planning Commission.
- Multiple projects have broken ground recently.
- Lori Strand, Assistant City Attorney, provided an update on the Twin Star lawsuit.


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**7. ADJOURNMENT**

- Chair Wiley adjourned the meeting at 6:56 p.m.

**RESPECTFULLY SUBMITTED:**

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**Tobi Basile, City Clerk**

**APPROVED:**

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**Michelle Wiley, Chairperson**