



PLANNING COMMISSION

Wednesday, November 17, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order

Chair Cooper called the meeting to order at 5:00 PM.

Roll Call

Present: Dave Cooper, Bill Fisher, Amy Hutson, Vic Brown, Mark Bruce, Shana Ball. Excused: Charles Ihlendfeld.

Approval of Minutes

1. MOTION (Fisher, Ball) to approve the minutes from the October 15 Meeting Motion PASSED.
2. MOTION (Ball, Bruce) to approve the minutes from the October 27 Special Meeting Motion PASSED.

Public Hearing

3. Consider Request to Rezone R1 to RA - 7109000061 - Hwy 105 (Brenneman) – The owner, Mr. Brenneman, requests the parcel be rezoned to residential agricultural (RA). He plans to place a barn on the property and raise livestock. The barn would have living quarters on the top floor. He understands the property is not served by public utilities, and plans to install a septic system and a well into the Dawson aquifer. He also owns the adjacent parcel with the existing home. Jonathan Branch and Marilyn Burlage were in favor of the rezone. There was no opposition. MOTION (Ball, Hutson) to recommend to the Board of Trustees to rezone the parcel to Residential Agricultural (RA). Motion PASSED (6-0).

Business Items

4. Request to Extend Conditional Use (Fletchers) – Fletchers Drilling requested an extension of the conditional use for an additional six months. The remaining drilling rigs are not movable under their own power and will need to be towed by a lowboy. At this time, no one has this equipment available. The property owner is looking at other options and is requesting more time to handle the issue. Susan Miner suggested updating the building and landscaping while the company is working to finish moving of the equipment. Matt Stephen stated his frustration with the extension and the apparent lack of support for the neighborhood. Susan Miner also spoke in support of the neighborhood. There was discussion of adding

consequences for property owners who miss the imposed deadlines. MOTION (Ball, Fisher) to recommend granting a six-month extension with reasonable penalties after six months set by the Board of Trustees. Staff was directed to give progress updates. Motion PASSED (6-0).

Ihlendfeld arrived at 5:55 PM.

5. Staff Update of Scope of Services - Community Matters Institute – Dawn Collins restated the award of the contract. After input, Barbara Cole is modifying the scope of work. Funds are budgeted in 2022 and a search for grants may help defray some of the costs of projects relating to land use. The final contract is scheduled for the next meeting.
6. Advisory Team Update – Susan Miner gave an update on the status of the survey. She explained the modification to some of the questions. They plan to survey the town’s residents, property owners and businesses in the area. Ms. Miner informed the members of the worksheets the Team is working on. Ms. Collins will forward the worksheets to the Planning Commission members for their review. Ms. Miner will add information about the Master Plan into the time capsule on November 21, 2021.
7. Direction for Purchase of Survey Software – The Advisory Team requested that staff purchase survey software. The cost is approximately \$900 for a twelve-month period. MOTION (Bruce, Ball) to approve the purchase of the Survey Monkey Premier subscription at a cost of approximately \$900. Motion PASSED (7-0).

Public Comment – Kellie Chandler inquired about the two properties on High Street, and if the owners were in discussion with the town. She asked if water taps were still available. She was instructed to contact staff to provide more information.

Next Meeting (December 15) and Future Items

Adjourn MOTION (Ball, Brown) to adjourn at 6:20 PM. Motion PASSED.

David Cooper, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk