



PLANNING COMMISSION

Wednesday, March 16, 2022 at 5:00 PM

Tri Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order

Chair Ihlendfeld called the meeting to order at 5:05 PM.

Roll Call

Present: Charlie Ihlendfeld, Mark Bruce, Amy Hutson, Shana Ball, Martha Brodzik, Susan Miner. Bill Fisher arrived approximately 5:12p.

Approval of Minutes

1. MOTION (Ball/Hutson) to approve the minutes from the January 16 meeting. Motion PASSED.

Business Items

2. Application for Sign Permit - Palmer Lake Self Storage (707 Circle Rd) – Kira Vander Ploeg presented the application on behalf of the Palmer Lake Self-Storage. The owners request permission to place a non-lighted 5x10' sign on the side of their building which faces Circle Rd. The members were slightly concerned about the large sign. Ms. Vander Ploeg was asked if there were any issues raised by the neighbors. She stated she was not aware of any issues. Discussion focused on the signage along Hwy 105 in that particular area. Susan Miner spoke to the speed on the highway and how it hinders drivers from seeing a smaller sign. Marty Brodzik was concerned about the sign's size not conforming to the zoning code of 20 sf. The members agreed the code needs to be updated but didn't believe the sign was overly large in relation to the building. The commission members will revisit the code at a later date. There were no public comments. MOTION (Miner/Bruce) to approve the sign placement as presented. Motion PASSED (7-0).
3. Application for Minor Subdivision - Parcel 6-8 Trinity South (Willan) – Tom Rogers spoke on behalf of the property owners Richard & Lindsay Willan. Dawn Collins explained the inclusion in the minor subdivision of one property line adjustment by 10' for lot H to comply the existing building with the setback. The request is to subdivide 6-8 to lots D, E, F, G and discussion centered primarily on the ingress/egress access of lots F & G. Staff agreed to accept the ingress/egress at a minimum of 34' as shown for lot G. Mark Bruce questioned the setbacks of the existing buildings on lot G. Mr. Rogers stated the buildings comply with the setbacks of the property lines. Collins noted that commercial zoning code does not state setback

requirements. Marty Brodzik asked about the 25' ingress/egress on lot F from Vale St, as it's unknown how the property will be developed. The width is allowed if access is to a developed road. The owners understand it is their responsibility to develop and maintain this portion of Vale St. Bill Fisher stated the entire block was granted conditional use. The owners are planning to build residential units on lots D & E, which will go through the conditional use process. The new lot access will be from Vale St. The mislabeled lots in the application were noted. Discussion took place about the interpretation of street frontage in code noting it could be provided from Greeley. There were no public comments. MOTION (Ball, Miner) to recommend to the Board of Trustees approval of the application with consideration to require the applicant to request a variance for street frontage for F at Vale St., before development of the property. Motion PASSED (7-0).

4. Application for Minor Subdivision - Parcel 10 Trinity South (Ball) – Shana Ball is the owner of lot 10 requested to subdivide into A, B & C. She explained how she plans to use the lots. Lot A is an existing single-family home, which houses an assisted living facility. Lot B is planned to build an additional assisted living facility, and Lot C as a single-family home. Ms. Ball recused herself for the discussion and vote. MOTION (Fisher, Brodzik) to recommend approval to the Board of Trustees as presented. Motion PASSED (6-0; 1 abstain-Ball).
5. Adjust the Access Location of Pine Crest Youth Ranch Subdivision (Greeley) – John Cressman presented a change to the prior approved plan to modify the access location to the property due to the grade for ingress/egress and offsetting the driveways for 2 units. Staff reviewed the plan and had no issue with the adjustment. The lot sizes will be refigured for recording. There were no public comments. MOTION (Ball, Bruce) to recommend approval to the Board of Trustees the adjusted access location to the plans as presented. Motion PASSED (7-0).
6. Update on Community Master Plan – Kent Hutson of the Master Plan Advisory Team restated the purpose of the team assisting Community Matters and reviewed the revised timeline. He explained the status of the survey analysis and the current mapping exercises to take place. The plan is to conduct several public meetings to prepare and present a final draft to the Planning Commission for review in August. It will be open for public comment. In October, the plan will be presented to members for a final approval. All working documents developed by the team are shared via Google Cloud drive. Additionally, staff is posting final documents on the Town website. Mr. Hutson stated he would like to conduct the mapping engagement exercise with the commission members. The members will participate in the exercise with Kent's lead on Sat., March 26, 2022, beginning at 10a at 140 Star View Circle. Collins will post a notice. Susan Miner and Collins commended the work of the team.
7. Consider Multi-Family and/or Accessory Dwelling Unit as Conditional Use in Residential Zoning – Dawn Collins explained that after the adoption of the Short-Term Rental (STR) regulations, it became obvious that numerous property owners have culmination of duplexes, multi-family dwellings and alternate dwelling units (ADU) on residential property. These units are not compliant with the residential zoning code allowing single family dwelling only and accessory use not accessory dwelling. This item is to obtain consensus to consider adding multi-family and/or ADU dwellings as a conditional use in the residential zoning code. Discussion took place about residents not favoring multi-family dwellings – meaning apartment type living. Collins suggested a list of criteria for these units to be considered with the conditional use application. John Cressman agreed with creating a criteria list to control additional buildings on a property

for safety purposes. Bill Fisher reminded the members of the need for attainable housing in the Town and stated additional units would assist this need. Staff was directed to research other code, additional information, to create a list of criteria for conditional use. A workshop will be scheduled to further discuss this item and findings.

Next Meeting (April 20) and Future Items

Planning Commission members were asked if they want to continue the 5 PM start time or change back to the 6 PM time with return to the Town Hall for meetings. They decided to keep the meetings at 5:00 PM. The next meeting will be at the Town Hall, 28 Valley Crescent, Palmer Lake.

Adjourn MOTION (Ball/Fisher) to adjourn at 6:56 PM. Motion PASSED.

Charlie Ihlendorf, Chair

ATTEST: Julia Stambaugh, Deputy Town Clerk