



**Planning Commission Meeting  
September 8, 2016  
Minutes**

Chair Brooks called the meeting to order at 6:00 p.m.

**Roll Call:**

**Commission Members Present:** Chair Max Brooks, and Commissioners Suzy Chapman, Victoria Sikes, Eric Bender, Shawna Loban, and James Townsend.  
Commissioner David Kay arrived at 6:15 p.m.

**Commission Members Absent:** None

**Town Council Members Present:** Chip Wilson

**Staff Members Present:** Heidi Hugdahl, Deputy Town Attorney  
Tara Vargish, Assistant Director of Development Services  
Kevin Wrede, Planning Manager  
Kathy Marx, Senior Planner  
Donna Ferguson, Planner II  
Sharon Chavez, Recording Secretary

**Certification of Meeting:** (6:00 p.m.)

Ms. Chavez confirmed that notice of this meeting and the agenda had been posted and witnessed in accordance with the requirements of the Open Meetings Law.

**Approval of Minutes – August 11, 2016:** (6:00 p.m.)

**Motion:** Commissioner Chapman moved to approve the August 11, 2016 minutes.  
Commissioner Sikes seconded the motion.

**Passed:** 6-0-0

**Public Hearing Items:**

- A. An Ordinance Amending Section 17.04.040 of the Town of Castle Rock Municipal Code Requiring that Applicants Conduct Neighborhood Meetings** (6:02 p.m.) Marx: The goal is to ensure that the applicant and interested parties can be involved and provide feedback before and during the land application review process and that staff has an opportunity, if needed and prior to public hearings with Planning Commission and Town Council, to conduct additional neighborhood meetings if there are specific unresolved issues about an application.

(6:15 p.m.) 10 minute recess due to technical difficulties with audio recorder.

(6:25 p.m.) Called meeting to order.

**Applicant Presentation:** (6:27 p.m.) The Town of Castle Rock is the applicant.

**Public Comment:** (6:27 p.m.) None

**Motion:** (6:31 p.m.) Commissioner Townsend moved to recommend that Town Council approve an Ordinance Amending Section 17.04.040 of the Town of Castle Rock Municipal Code requiring that applicants conduct neighborhood meetings with condition that the 1<sup>st</sup> paragraph be amended with better clarifying language to remove any possible conflict between 1<sup>st</sup> paragraph and subsequent paragraphs. Chair Brooks seconded the motion.  
**Passed:** 7-0-0

**B. A Resolution Approving the Hillside/Arbors Site Development Plan**

(6:32 p.m.) Ferguson: Site Development Plan for a 120-unit gated, residential community for seniors 55 and older.

**Applicant Presentation:** (6:47 p.m.) Miles Grant, Wolfensberger Property Group, LLC, presented and answered questions.

**Public Comment:** (7:00 p.m.) Residents of the Town of Castle Rock spoke about concerns of traffic, curve of the road, lights, height of the project, water rights, property values, incline of the butte, recreation center, widening of the road and open space:

(7:50 p.m.) Applicant rebuttal.

(7:54 p.m.) Reopened Public comment.

**Motion:** (8:00 p.m.) Commissioner Chapman moved to recommend that Town Council approve the Hillside/Arbors Site Development Plan with the following condition: The proposed 20-foot IREA easement and the proposed 20-foot Access & Utility easement from the site to Coachline Road are obtained or an alternative utility plan is demonstrated prior to Construction Document Approval. Commissioner Townsend seconded the motion.

**Passed:** 6-1-0 (Commissioner Bender voted against)

**C. An Ordinance Amending Section 17.04.040 of the Castle Rock Municipal Code Concerning Posting Requirements for Public Hearings**

(8:11 p.m.) Wrede: Development Services Department is proposing an amendment to the Town Municipal Code that provides clarity, flexibility and ensures the Town staff and public land use applicants have clear direction with respect to how public notification (Sign Posting) takes place for all land use applications requiring a public hearing.

**Applicant Presentation:** (8:14 p.m.) The Town of Castle Rock is the applicant.

**Public Comment:** (8:14 p.m.) None

**Motion:** (8:17 p.m.) Chair Brooks moved to recommend that Town Council approve an Ordinance that amends the Town Municipal Code to allow either Town staff or land use applicants the ability to post public hearing signs on subject properties as referenced in the attached Ordinance. Commissioner Loban seconded the motion.

**Passed:** 7-0-0

**Commissioner Items:** (8:16 p.m.)

- A. Quorum for Regular Meeting September 22, 2016: All here for quorum.
- B. Quorum for Regular Meeting October 13, 2016: Max Brooks and Shawna Loban will be absent.
- C. Committee Reports: None

**Staff Update:** (8:18 p.m.) Wrede:

- Legal Training September 22, 2016 from 5:30-6:30 p.m. followed by the meeting at 6:30 p.m.

**Town Council Update:** (8:19p.m.) Councilman Wilson:

- November Elections for potential of 5 new members
- Good to have Town Council Liaison for Planning Commission

**Adjourn:** (8:25 p.m.) Chair Brooks adjourned the meeting to Study Session for Utilities Plan Review.

Minutes approved by the Planning Commission on September 22, 2016 by a vote of 7 in favor, 0 opposed, with 0 abstention(s).

  
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Planning Commission

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