



## Planning Commission Meeting Minutes

Chair Laurie Van Court  
Vice Chair Sarah Humbargar  
Charles Fletcher  
Dan Ahrens  
Chris Cote  
Chris Teem  
Jeremy Begley

---

Thursday, November 12, 2020

6:00 PM

Virtual Board Meeting

Online: <https://crgov.webex.com/crgov>

Phone-in: 720-650-7664

Meeting Number: 146 357 1394

Meeting Password: November12PC

---

This meeting is open to the public and will be held in a fully virtual format in accordance with Town Council Meeting Special Procedures During Declared Disasters.

To join the meeting online, visit: <http://crgov.webex.com>

To join the meeting by phone, call: 720-650-7664

Meeting Number: 146 357 1394

Meeting Password: November12PC

**\*\* ALL TIMES ARE APPROXIMATE \*\***

In lieu of appearing in person for public comment, please sign up to speak by sending an email to the Town Planning Manager, Kevin Wrede ([kwrede@crgov.com](mailto:kwrede@crgov.com)) no later than 1 P.M. on the day of the hearing, to be added to the list of speakers. Public comments may also be submitted in writing via email to the Town Planning Manager, to be included in the public record.

### CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:02 p.m. by Chair Van Court. This meeting was held in accordance with the "Connected Meetings" with Special Procedures During Declared Disasters.

**Present** 7 - Laurie Van Court, Charles Fletcher, Dan Ahrens, Chris Cote, Chris Teem, Sarah Humbargar, and Jeremy Begley

**Attendance** 5 - Sandra Aguilar, Brad Boland, Julie Parker, Tony Felts, and Kevin Wrede

### CERTIFICATION OF MEETING

Mr. Wrede confirmed the meeting and agenda had been noticed in accordance with the Open Meetings Law.

### APPROVAL OF MINUTES

[PC 2020-023](#) Minutes: October 22, 2020 Planning Commission meeting minutes

**Attachments:** [PC10.22.2020Minutes-DRAFT](#)

Moved by Humbargar, seconded by Fletcher, that Planning Commission minutes for the meeting of Oct. 22, 2020 be approved as presented. The motion passed by the

**following vote: 6 to 0 with one abstain.**

**Yes:** 6 - Van Court, Fletcher, Ahrens, Cote, Humbargar, and Begley

**Abstain:** 1 - Teem

## **PUBLIC HEARING ITEMS**

[PC 2020-024](#) USE BY SPECIAL REVIEW FOR LOT 3 BLOCK 4 YOUNG'S ADDITION TO CASTLE ROCK FOR AN ACCESSORY DWELLING UNIT

**Attachments:** [Staff Memorandum](#)

[Attachment A: Plot Plan](#)

[Attachment B: Elevations](#)

[Attachment C: Floor Plans](#)

[Attachment D: Received Community Input](#)

[Public Record Document: Staff Presentation 10 Circle Drive ADU UBSR](#)

[Public Record Document: Aaron Holdaway email](#)

Commissioner Humbarger disclosed that she lives near this property but does not feel there will be a conflict of interest. Staff member Boland presented the application for Special Review for Lot 3 Block 4 Young's addition to Castle Rock for an Accessory Dwelling Unit. Staff recommends approval as it meets all criteria. Applicant: Nicole Holdaway, homeowner, was available for questions from the Commission.

Public Comment: None

**Moved by Fletcher, seconded by Teem, that Planning Commission recommend approval to Town Council the Use by Special Review for Lot 3 Block 4 Young's Addition for an Accessory Dwelling Unit as presented. The motion passed by the following vote: 7 to 0.**

**Yes:** 7 - Van Court, Fletcher, Ahrens, Cote, Teem, Humbargar, and Begley

## **TOWN COUNCIL LIAISON UPDATE**

None

## **DESIGN REVIEW BOARD UPDATE**

Design Review Board representative Begley did not have a report as there has not been a meeting.

## **COMMISSION ITEMS**

**Check for quorum for upcoming meetings:**

**Nov. 26, 2020 - No meeting due to Thanksgiving holiday**

**Dec. 10, 2020 - No items scheduled as of yet**

**Dec. 24, 2020 - No meeting due to Christmas holiday**

Chair Van Court checked for quorum on Dec. 10 and all Commissioners should be in attendance. Van Court also reviewed the meeting schedule and cancelations

due to the holidays.

**STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS**

Mr. Wrede did not have anything to report.

**ADJOURN**

**With a motion by Humbargar, seconded by Teem, the meeting was adjourned at 6:21 p.m. The motion passed with the following vote: 7 to 0.**

**Yes:** 7 - Van Court, Fletcher, Ahrens, Cote, Teem, Humbargar, and Begley

\*\*\*\*\*  
Minutes approved by the Planning Commission on \_\_\_\_\_ by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ opposed, with \_\_\_\_\_ abstention(s).

Minutes submitted electronically by Julie Parker, Sr. Office Assistant