



## Planning Commission Meeting Minutes - Final

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

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Thursday, July 8, 2021

6:00 PM

**Hybrid Commission Meeting**  
**Town Hall Council Chambers**  
**100 N. Wilcox Street**  
**Castle Rock, CO 80104**  
**Online: <https://crgov.webex.com/crgov>**  
**Phone-in: 720-650-7664**  
**Meeting Number: 146 032 5403**  
**Meeting Password: 2021PCMeeting**

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**This hybrid meeting is open to the public and will be held in a virtual format in accordance with the Board and Commission Electronic Participation, Connected and Hybrid Meeting Policy. Public may choose to attend in person at Town Hall or electronically or by phone if preferred. This meeting will be hosted online and can be accessed using link and meeting information above.**

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

### **DINNER FOR BOARD MEMBERS**

### **CALL TO ORDER / POLICY REVIEW**

The meeting was called to order by Chair Fletcher at 6:01 p.m. Chair Fletcher reviewed the Board and Commission Electronic Participation, Connected, and Hybrid Meeting Policy.

[PC 2021-017](#) Board and Commission Electronic Participation, Connected, and Hybrid Meeting Policy

**Attachments:**  [Attachment A: Resolution](#)

[Exhibit 1: Policy](#)

### **ROLL CALL**

**Present** 6 - Chair Charles Fletcher, Vice Chair Laurie Van Court, Dan Ahrens, Chris Cote, Sarah Humbargar, and Jeremy Begley

**Not Present** 1 - Chris Teem

**Attendance** 7 - Tim Dietz, Kevin Wrede, Tony Felts, Brad Boland, Elizabeth Allen, Julie Parker, and Amy Becker

### **CERTIFICATION OF MEETING**

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

### **APPROVAL OF MINUTES**

[PC 2021-015](#) Minutes: June 10, 2021 Planning Commission Meeting Minutes

**Attachments:** [PC06.10.2021Minutes-DRAFT](#)

**Moved by Vice Chair Van Court, seconded by Begley, that the Planning Commission meeting minutes for June 10, 2021 be approved as presented. The motion passed by the following vote: 6 to 0**

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

**Not Present:** 1 - Teem

## PUBLIC HEARING ITEMS

[PC 2021-016](#) Use by Special Review – 978 McMurdo Circle Large, In-Home Day Care

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

[Attachment A: Use by Special Review](#)

[Attachment B: Neighbor Letters](#)

[Public Record: Staff Presentation-High Five PreSchool PC](#)

Commissioner Cote disclosed that he is a resident in Terrain and on the HOA board.

Mr. Boland presented the PC 2021-016 Use by Special Review-978 McMurdo Circle, Large, In-Home Day Care. Presently High Five Preschool is operating and in compliance, but is looking to increase attendance and potentially extend hours. Staff recommends approval of the High Five Preschool Use by Special Review as it meets criteria.

Applicant: Kylie Thompson, business owner, was available for questions from the Commission.

Public Comment: none

**Moved by Humbargar, seconded by Begley, that Planning Commission Public Hearing Item PC 2021-016 Use by Special Review - 978 McMurdo Circle Large, In-Home Day Care be approved as presented. The motion passed by the following vote: 6 to 0**

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

**Not Present:** 1 - Teem

## TOWN COUNCIL LIAISON UPDATE

Town Councilmember Deitz thanked the Commission for their work.

## DESIGN REVIEW BOARD UPDATE

Design Review Board Representative Fletcher reported the Board had not met yet.

## COMMISSION ITEMS

**Check for quorum for upcoming meetings**

- 1. July 22, 2021
- 2. Aug. 12, 2021

Chair Fletcher checked for quorum for the July 22 meeting and Commissioner Ahrens will be absent and Commissioner Fletcher potentially will be absent or attend virtually. On August 12, Commissioner Cote will potentially attend virtually and Commissioner Begley will be absent.

**STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS**

Mr. Wrede reported that the July 22 meeting will have the quasi-judicial item of the Promenade Apartments.

**ADJOURN**

**Moved by Chair Fletcher, seconded by Vice Chair Van Court, that the Planning Commission meeting be adjourned at 6:24 p.m. The motion passed by the following vote: 6 to 0**

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

**Not Present:** 1 - Teem

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

\_\_\_\_\_  
Planning Commission