



Planning Commission Meeting Minutes

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

Thursday, December 9, 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

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 ****

Remote participants please sign up to speak by sending an email to the Development Services Planning Manager, Kevin Wrede (kwrede@crgov.com) no later than 1 pm on the day of the hearing, to be added to the list of speakers. Public comments may also be given in person or submitted in writing via email, to be included in the public record.

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:01 p.m. by Chair Fletcher.

Present 4 - Chair Charles Fletcher, Vice Chair Laurie Van Court, Dan Ahrens, and Sarah Humbargar

Not Present 3 - Chris Cote, Chris Teem, and Jeremy Begley

Attendance 7 - Jason Gray, Kevin Wrede, Tony Felts, Tara Vargish, Brad Boland, Julie Parker, and Sandra Aguilar

CERTIFICATION OF MEETING

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

APPROVAL OF MINUTES

[PC 2021-026](#) Minutes: September 23, 2021 Planning Commission Meeting Minutes

Attachments: [PC09.23.2021Minutes-DRAFT](#)

Moved by Vice Chair Van Court, seconded by Humbargar, that the Planning

Commission meeting minutes for Sept. 23, 2021 be approved as presented. The motion passed by the following vote: 4 to 0

Yes: 4 - Chair Fletcher, Vice Chair Van Court, Ahrens, and Humbargar

Not Present: 3 - Cote, Teem, and Begley

PUBLIC HEARING ITEMS

[PC 2021-027](#) Use by Special Review - Tenant Finish - 680 Atchison Way, Suite #400 (Lot 1, Block 1 Citadel Station Filing #4)

Attachments: [Staff Memorandum](#)

[Attachment A: Spotlight Theater Use by Special Review - Tenant Finish](#)
[Public Record: Staff Presentation Spotlight Theater](#)

Commission member Cote joined the meeting at 6:05 p.m.

Mr. Boland presented PC 2021-027: Use by Special Review - Tenant Finish, 680 Atchinson Way, Suite 400, Citadel Station, Spotlight Theatre. Staff recommends approval as it meets criteria.

Applicant: Tracie Wojtalewicz, owner, Spotlight Theater, provided details to the Commission.

Public Comment: None

Moved by Ahrens, seconded by Vice Chair Van Court, that the Planning Commission approve PC 2021-027 Spotlight Theater, Use be Special Review - Tenant Finish as presented. The motion passed by the following vote: 5 to 0

Yes: 5 - Chair Fletcher, Vice Chair Van Court, Ahrens, Cote, and Humbargar

Not Present: 2 - Teem, and Begley

[PC 2021-028](#) Site Development Plan - Plum Creek Golf Course Clubhouse

Attachments: [Staff Memorandum](#)

[Attachment A: Site Development Plan](#)
[Attachment B: Traffic Conformance Letter](#)
[Attachment C: Summary of Neighborhood Meeting 3-29-2021](#)
[Attachment D: Summary of Neighborhood Meeting 6-21-2021](#)
[Public Record: Staff Presentation](#)

Mr. Boland reported on the Site Development Plan for the Plum Creek Golf Course Clubhouse. Staff recommends approval as it meets criteria.

Applicant: Dave Hieronymus, DLH Architecture, provided details to the Commission.

Public Comment: None

Moved by Chair Fletcher, seconded by Vice Chair Van Court, that the Planning Commission approve for recommendation to Town Council as presented, PC 2021-028 Site Development Plan - Plum Creek Golf Course Clubhouse. The motion passed by the following vote: 5 to 0

Yes: 5 - Chair Fletcher, Vice Chair Van Court, Ahrens, Cote, and Humbargar

Not Present: 2 - Teem, and Begley

TOWN COUNCIL LIAISON UPDATE

Mayor Gray reported that Town Council reviewed the special contracts and emergency actions, and also approved Alexander Way Annexation Eligibility. The budget was revised due to only two ballot measures passing and Town Council is conducting public stakeholder meetings to engage Police and Fire funding support.

DESIGN REVIEW BOARD UPDATE

Design Review Board representative Fletcher reported that there is an upcoming special meeting to install two new board members.

COMMISSION ITEMS

Check for quorum for upcoming meetings

The Dec. 23 Planning Commission meeting has been canceled. All board members plan to attend the Jan. 13 and 27 meetings with Van Court as tentative.

STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS

[PC 2021-029](#) 2021 Design Award Program

Attachments: [Staff Memorandum](#)

Mr. Wrede reported the 2021 Design Awards which has the goals of recognizing outstanding design and preserving Town character.

1. Best Craig and Gould Renovation: 110 Lewis St., an ADU.
2. Best Downtown Redevelopment: Riverwalk Project
3. Best Restaurant/Commercial: Cuba Cuba
4. Best Multifamily/Residential: The Springs at Castle Rock Apartments
5. Best Community Enhancement: Sturm Collaboration Campus
6. Best Mobility/Pedestrian Enhancements: Plum Creek Trail Extension

Moved by Humbargar, seconded by Ahrens, that the Planning Commission PC 2021-029 2021 Design Award Program be approved for recommendation to Town Council as presented. The motion passed by the following vote: 5 to 0

Yes: 5 - Chair Fletcher, Vice Chair Van Court, Ahrens, Cote, and Humbargar

Not Present: 2 - Teem, and Begley

ADJOURN

Moved by Chair Fletcher, seconded by Vice Chair Van Court, that the Planning Commission meeting be adjourned at 7:10 p.m. The motion passed by the following vote: 5 to 0

Yes: 5 - Chair Fletcher, Vice Chair Van Court, Ahrens, Cote, and Humbargar

Not Present: 2 - Teem, and Begley

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