



**Planning Commission Meeting
November 9, 2017
Minutes**

Chair Brooks called the meeting to order at 6:03 p.m.

Roll Call:

Commission Members Present: Chair Max Brooks, Vice Chair David Kay (arrived at 6:09 p.m.) Commissioners Laurie Van Court, Charles Fletcher (left at 6:54 p.m.), James Briggs, and Dan Ahrens.

Commission Members Absent: None

Town Council Members Present: None

Staff Members Present: Heidi Hugdahl, Deputy Town Attorney
Tara Vargish, Assistant Director of Development Services
Kevin Wrede, Planning Manager
Tammy King, Zoning Manager
Mark Marlowe, Director of Castle Rock Water
David Van Dellen, Stormwater Manager, Castle Rock Water
Jeanne Stevens, Engineering Manager, Castle Rock Water
Denise Hendricks, Administrative Supervisor
Julie Parker, Recording Secretary

Certification of Meeting: (6:04 p.m.) Ms. Parker 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 – October 12, 2017: (6:04 p.m.)

Motion: Commissioner Fletcher moved to approve the October 12, 2017, minutes. Commissioner Van Court seconded the motion.

Passed: 5-0-0

Public Hearing Items:

- A. Continued from October 12, 2017 – An Ordinance Amending Title 17 of the Castle Rock Municipal Code by Adding a New Chapter 17.61 Concerning Accessory Dwelling Units:** Chair Brooks reminded the Commission that the item was continued from October 12th and really focused on two conversations; the language to clarify multi-family dwelling sites set back requirements and to include discussion of potential preference of Use by Special Review (UBSR) requirements for external ADU's.

Applicant Presentation: (6:06 p.m.) Town of Castle Rock Zoning Manager, Tammy King, entered her staff report into record. Two changes requested by the Planning Commission were made to the Staff Report:

- Staff clarified the allowance of ADU's to existing or proposed multi-family units (17.61.040).
- Staff clarified that all applicable setback and height criteria per district zoning regulations will be required (17.61.050 B7).

Public Comment: (6:16 p.m.) One resident spoke in favor of the ordinance.

Motion: (6:20 p.m.) Vice Chair Kay moved to recommend to Town Council the approval of the ordinance as introduced by Title with the condition(s) that Town Council amend the ordinance to allow ADU's that are fully internal to the existing structure, to be processed administratively and all other external ADU's (additions and detached), to be processed through the UBSR process and directed staff to develop a process specific to ADU's that will be presented as an amendment to Town code with the revised ADU ordinance. Vice Chair Kay also conditioned the recommendation to have Town staff ensure that the Town's Marijuana Grow Facilities regulations adequately addresses ADU's.

Passed: (6:29 p.m.) 6-0-0

Discussion Items:

A. Proposed Changes to Title 4 (specifically 4.04 Renewable Water Resources) of the Castle Rock Municipal Code

(6:30 pm) Mr. Marlowe presented proposed changes to Title 4 of the Castle Rock Municipal Code which deals with long term planning with respect to renewable water resources and the requirements for dedication of water rights to new or proposed annexations. Mr. Marlowe would like to take this item to Town Council for first and second reading in December.

B. Water Master Plan

(6:55 pm) Ms. Stevens presented the 2017 Water Master Plan (an update to the 2010 Water Master Plan) with the goals of ensuring comprehensive planning for the future, validating their planning criteria and ensuring costs of services captured.

Stormwater Master Plan

(7:09 pm) Mr. Van Dellen presented the 2017 Stormwater Master Plan (an update to the 2004 Stormwater Master Plan) which includes drainage way plans and improvements, refinements to long term capital cost projections, development of a priority matrix, predictive maintenance program and Capital Replacement Planning.

Castle Rock Water Strategic Plan

(7:09 pm) Mr. Marlowe presented the Castle Rock Water 5-year Strategic Plan Annual Update, it was started in 2013. This plan brings all the Water Plans together using six major strategies and key tactics.

Commissioner Items: (7:30 p.m.)

A. Cancelled Regular Meeting of November 23, 2017

B. Quorum for Regular December 14, 2017: Commissioners present will be in attendance.

C. Committee Reports: Chair Brooks updated the Commission on a project brought before the Design Review Board. A new brewery on 6th and Wilcox at the Augustine Grill was approved.

Staff Update: (7:33 p.m.) Mr. Wrede provided the Commission with the following updates:

- The vacancy posting was sent to the newspaper and should be printed soon, also, emails were sent to recent *Your Town Academy* graduates to solicit applications.
- Development Services has now moved into the new Town Hall addition, occupying all three floors of the new addition.
- The entrance for night Board and Commission meetings will remain at the Wilcox Street entrance.

Town Council Update: None

Adjourn: (7:36 p.m.) Chair Brooks adjourned the meeting.

Minutes approved by the Planning Commission on December 14, 2017 by a vote of _____ in favor, _____ opposed, with _____ abstention(s).

Planning Commission

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